

To **Drainage Authority (DA)**, Sewage Services Branch, Drainage Services Tower, 8 Ying Wa Street, Cheung Sha Wan, Kowloon
致：排水事務監督，九龍長沙灣英華街 8 號渠務大樓 污水處理服務科
(Tel/電話：2834 9432; Fax/傳真：3104 6433; Email/電郵：customer_services@dsd.gov.hk)

Application Form for Change of Business Classification 更改商業類別-申請表格

Name of Applicant : _____ Business Registration No. @: _____
申請人姓名 (英文) (中文) 商業登記證號碼

Daytime Contact Telephone No. : _____ Fax No.: _____
日間聯絡電話 傳真號碼

Account No.: _____ Business Type @: _____
用戶編號 商業類別

Name of Registered Consumer (if different from above) : _____
註冊用戶名稱(如與上者不同)

Relationship between Applicant & Registered Consumer (if different) : _____
申請人如非註冊用戶，請註明其與註冊用戶的關係

Full Service Address : _____
詳細用水地址

Mailing Address : _____
郵寄地址

☐* **1. Change of Business Classification**
更改商業類別

I inform the DA that with effect from _____, the business classification for the above water account should be changed to _____. Please stop charging Trade Effluent Surcharge (if applicable) in respect of the above premises.

(Relevant documents, e.g. business registration certificates, tenancy agreement, invoices, receipts, etc. shall be enclosed to substantiate the declaration)

本人通知排水事務監督，由_____起，上述用戶編號的商業類別應更改為_____。請停止向上址用戶徵收工商業污水附加費(如適用)。
(有關文件，例如：租約、單據、收條等應連同申請表格夾附，以茲證明。)

☐* **2. Others (please specify)**
其他(請說明)

(with supporting documents as necessary)
(如有需要，請夾附證明文件)

Date : _____ Signature of Applicant : _____
日期 申請人簽署

* Please tick [☐] as appropriate
如適用者，請加上[☐]號

@ if applicable
如適用者

附註

- Note 1. When processing this application, DSD may ask the applicant to provide additional information and the submission of information is voluntary. Insufficient information may prevent DSD from processing your application.
- 註 1：在處理本申請時，本署可能要求申請人提供更多資料，資料提供純屬自願。在資料不足夠的情況下，本署或未能為閣下處理申請。
- Note 2. The applicant fully understands and agrees that DSD may use the information provided for the purpose of or in connection with this application or other related matters, or transfer to other government departments for law enforcement purpose.
- 註 2：申請人完全明白及同意本署可把在申請時收集所得資料，用於處理本申請、或與這些方面有關連的事宜、或轉交給其他政府部門作執法用途。
- Note 3. You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. Such requests may be made in writing. A fee maybe imposed for complying with a data access request.
- 註 3：根據《個人資料(私隱)條例》第18條及22條以及附表1第6原則所述，你有權查閱及修正個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。請以書面形式提出要求。本署應查閱要求而提供資料時，可能要徵收費用。
- Note 4. The customer should approach the Water Authority at 7 Gloucester Road, Immigration Tower, Hong Kong (Tel: 2824 5000) for general matters relating to the account, e.g. change of registered account holder and/or mailing address, termination of account, and enquiries concerning the water consumption.
- 註 4：用戶可往香港告士打道7號入境事務大樓的水務監督辦事處(電話：2824 5000)辦理有關一般帳戶事宜，例如更改帳戶的註冊用戶及/或郵寄地址、終止帳戶及有關用水量的查詢。
- Note 5. The customer may contact our Customer Services Section at 2834 9432 or in person at our office at the Drainage Services Tower, 8 Ying Wa Street, Cheung Sha Wan, Kowloon for assistance in completing this form.
- 註 5：用戶如在填寫本表格時有任何疑問，可致電2834 9432 與本署客戶服務部聯絡或親臨九龍長沙灣英華街8號渠務大樓排水事務監督辦事處。

[CS4(b)-2025]