

To **Drainage Authority (DA)**, G/F, Western Magistracy, 2A Pok Fu Lam Road, Hong Kong

致：排水事務監督，香港薄扶林道2A號西區裁判法院地下

(Fax/傳真：3104 6433；Email/電郵：customer_services@dsd.gov.hk)

Application Form for Refund of Sewage Charge 排污費退款申請表格

Name of Applicant : _____ ID/BR No.: _____
申請人姓名 (English) (中文) 身份證/商業登記證號碼

Daytime Contact Telephone No. : (1) _____ (2) _____ Fax No.: _____
日間聯絡電話 傳真號碼

Account No.: _____
用戶編號

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 (if different from above): _____
郵寄地址(如與上者不同)

Sewer Connection Status

污水渠接駁情況

- * I inform the DA that the above premises is/are not connected to public sewer. Please refund any overpaid sewage charge and trade effluent surcharge (TES) (if applicable) to the above account.
本人通知排水事務監督上述處所並沒有接駁公共污水渠。請將多繳的排污費及工商業污水附加費(如適用)退還予上述用戶。
- * I inform the DA that the above premises has/have been connected to public sewer on _____. Please refund any overpaid sewage charge and TES (if applicable) to the above account(s). (Relevant documents such as the contractor's completion certificate shall be enclosed to indicate the connection status if applicable)
本人通知排水事務監督，上述處所由_____起已接駁公共污水渠。請將多繳的排污費及工商業污水附加費(如適用)退還予上述用戶。
(有關文件顯示接駁情況例如承建商的完工證明應連同申請表格夾附。)
- * Others (please specify) 其他(請說明) _____

Date: _____
日期

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

Note 1. The information provided will be solely used for purposes relating to the above application. It may be disclosed to other government departments or agencies for the above purposes.
註1：提供的資料只會用作有關上述申請的用途。為作上述用途，資料可能會交予其他政府部門或機構。

Note 2. The customer shall have the right to request access to or correction of personal data provided on this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the DA.
註2：根據個人資料(私隱)條例的規定，用戶有權要求查閱或改正在本表格上提供的個人資料。請以書面形式向排水事務監督提出要求。

Note 3. 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3：用戶可往香港告士打道7號人民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 4. The customer may contact our Customer Services Section at 2834 9432 or call in person at our office on G/F, Western Magistracy, 2A Pok Fu Lam Road, Hong Kong for assistance in completing this form.
註4：用戶如在填寫表格時有任何疑問，可致電2834 9432與本署客戶服務組聯絡或親臨香港薄扶林道2A號西區裁判法院地下排水事務監督辦事處。