



水務署
Water Supplies Department

總部 Headquarters

香港灣仔告士打道七號入境事務大樓 48 樓

48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

本署檔號 : (3) in WSD 3318/50 Pt.9 T/J(4)
Our ref.
來函檔號 :
Your ref.

電話 : 2829 4355
Tel.
傳真 : 2824 0578
Fax.

28 January 2025

To : All Licensed Plumbers

Circular Letter No. 3/2025

Distribution of Circular Letters by Electronic Means

From time to time Circular Letters are send to Licensed Plumbers to promulgate new technical requirements and administrative procedures concerning plumbing matters. Nowadays communication by electronic means has become a common practice to suit the fast pace society and help to protect the environment. The Water Supplies Department (WSD) is going to distribute Circular Letters by electronic means. All Circular Letters to Licensed Plumbers will only be delivered by email and hard copies will not be given **from 1 April 2025 onward**. The Circular Letters can be read online by browsing the WSD webpage at:-

<https://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/wsd-circular-letters/index.html>

If you have yet to provide an e-mail address to WSD, please submit by means of the Electronic Services “Application for Change of Particulars of a Licensed Plumber”. Beside the electronic means, you can provide your e-mail address by completing the enclosed form “Application for Change of Particulars of a Licensed Plumber” by email to wsdinfo@wsd.gov.hk.



If you would like to check or update your e-mail address provided, please also use the Electronic Services “Application for Change of Particulars of a Licensed Plumber” to check or update. Details could be found in WSD’s webpage at:-

<https://www.wsd.gov.hk/en/plumbing-engineering/licensed-plumbers/how-to-apply/change-of-particulars/index.html>

Should you have any enquiry, please contact our Public Liaison Manager – Ms Karen Tang at 2294 2723.

Yours faithfully.

(Original Signed)

(CHAN Chi Yuen, Stanley)
for Water Authority

Encl

c.c.

Housing Department (Attn: SM/QM)

Buildings Department

Architectural Services Department

Fire Services Department

The Hong Kong Housing Society

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers

The Hong Kong Institute of Surveyors

The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch

Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.

Hong Kong Licensed Plumbing Professionals Association Ltd.

Hong Kong Water Works Professionals Association Ltd.

The Hong Kong Institution of Plumbing and Drainage Ltd.

Plumbing Technology Student Association

The Association of Registered Fire Service Installation Contractors of Hong Kong Limited

Real Estate Developers Association of Hong Kong

The Hong Kong Construction Association, Ltd.

Hong Kong Registered Contractors Association Company Ltd.

The Hong Kong Federation of Electrical & Mechanical Contractors Ltd.

Contractor’s Authorised Signatory Association Ltd.

Registered Minor Works Contractor Signatory Association Ltd.

Hong Kong General Building Contractors Association Ltd.

Hong Kong Institute of Vocational Education

Hong Kong Institute of Construction, Construction Industry Council

Hong Kong Licensed Plumbers Union Limited

Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education

The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd.

Pipeman Engineering (International) Limited

Hong Kong Institute of Water and Sanitation Safety

Hong Kong Plumbing General Union

To: The Water Authority

43/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong
e-mail: wsdinfo@wsd.gov.hk Telephone: 2824 5000 Facsimile: 2802 7333

For official use only
CCID: _____

Application for Change of Particulars of a Licensed Plumber

Licence No.: _____

English Name (Surname first): (*Mr/Ms/Miss/Mrs) _____

Change of Personal Contacts (for communication with the Water Authority only)

Telephone No.: _____

Correspondence Address:

Street Name _____ Street No _____ Floor _____ Room _____

Building Name _____ Block _____

Estate/Village _____ Phase Name/No. _____

District _____ * Hong Kong / Kowloon / New Territories

Non-structured mailing address (e.g. GPO Box number etc.)

Email Address: _____

(for receiving circular letters and other information from WSD by email) (optional)

Change of Business Contacts (for display in Licensed Plumber Directory)

Business Telephone No.: _____ (optional)

Business Address: _____ (optional)

Business Email Address.: _____ (optional)

Civil Servant Status:

I am not at present a civil servant.

I am a civil servant serving in _____ and attach a @proof.
(name of department)

I note Civil Service Regulations 461 to 466 and 550 to 559 on the subjects of ‘Investment’ and ‘Outside Work’ respectively. Unless approved in accordance with these Civil Service Regulations, I am not allowed to perform outside work as a Licensed Plumber. *For a staff of Water Supplies Department, I understand that permission will not be given to me to undertake paid or unpaid outside work as a Licensed Plumber in my private capacity, to avoid potential conflict with my official duties.

Declaration:

I fully understand and agree that the Water Authority may use the data collected from me in connection with this application for the purposes of, or directly related to, the processing of this application and any matters related to the plumber’s licence (if any) issued under this application. If I do not provide sufficient data, the Water Authority may not be able to process my application. I agree that the data collected may be transferred to other Government bureaux and departments and any other relevant parties for the aforesaid purposes. I understand that I may make a request to the Departmental Secretary of the Water Supplies Department at 48/F., Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of my personal data.

I further agree that the above data collected from me (including my name (Chinese and English), plumber's licence number, grade of licence, telephone numbers, the licence expiry date, past/current projects carried out by me) and any information concerning me which is related to the control of licensed plumbers may be made known to the general public (e.g. by publishing the same on the internet).

I declare that all the information in this application is correct, complete and true to the best of my knowledge and belief. I understand that if any of the information in this declaration is untrue, my application will have no effect. I also understand that a person who knowingly and willfully makes a statement or gives information which he knows to be false or does not believe to be true shall be guilty of an offence under the law.

Signature: _____

Date: _____

Footnote:

* Delete as appropriate

@ The proof includes Government ID card, employment letter, pay slip or etc.

For official use only	
Checked by:	Verified by:
Name:	Name:
Post Title:	Post Title:
Date:	Date: