



To : Discovery Bay Services Management Limited (Licensed PMC No. C-899891)

致：愉景灣服務管理有限公司 (持牌物管號碼 C-899891)

Re : Request for Suspension of Flush Water Supply

From _____ hrs to _____ hrs on _____ (Date)*. I / We, the Undersigned, being the tenant / owner / decoration contractor of _____ (Unit), hereby request for suspension of flush water supply during the above specified hours, in order to carry out internal repairs and agree to pay the handling charge of HK\$100.

有關：申請暫停沖廁水供應

本人乃 _____ (單位地址)之租客 / 業主 / 裝修承辦商，茲因內部維修需要，特別要求於 _____ 年 _____ 月 _____ 日* _____ 午 _____ 時 _____ 分至 _____ 午 _____ 時 _____ 分暫停沖廁水供應。

本人亦願意繳付港幣壹佰元手續費。

Name in Block:

姓名(正楷) _____

Name of Contractor:

裝修公司名稱 _____

Contact Tel. No.:

聯絡電話 _____

Signature:

簽署 _____

Date:

日期 _____

Remark 備註:

If the request will affect other units in the same stack, three working days' notice is needed. To minimize disturbance, suspension of flush water on Saturdays, Sundays and Public Holidays will not be entertained except for emergency.

如有關安排會影響其他單位，則需於三個工作天前申請；如非緊急情況，暫停供水不會安排在星期六、日及公眾假期。

FOR OFFICE USE ONLY

Confirmed with _____ (Est.) by _____ (Admin.) Date: _____

Approved by : _____ Date: _____

Refer to Notice: _____ / _____ Date: _____

Cash / Cheque (Cheque No. _____) Receipt No. _____

Received by: _____ Date: _____