

Taipei Water Department

Application for Change of Various Services

No. :

Date applied:

※Type: transfer Change of mailing address Cancellation of direct debit Application for e-Bill Other change

※Applicant:

※ID No./ Biz Reg. No.

※ Tel:(Home)

(Office)

(Mobile)

Customer Name:

Water No.	Region No.	Middle No.	Unit No.				Check No.	※Address of water consumption

New customer name:
(Party applied)

Same as applicant:

ID No./ Biz Reg. No

Tel: (Home)

(Office)

(Mobile) Enter if
text notice required)

text notice agreed

Y N

Transfer (Name change)

- When applying for transfer (name change), consent of the previous customer shall be obtained (signature of previous customer: _____) and clear up all outstanding water charge. If water supply is suspended by our Department due to breaching Business Charter of our Department, transfer will not be entertained. Customer unable to obtain the consent of previous customer may apply unilaterally, however, if the previous customer files protest within the next 6 months, change of the new customer may be cancelled by our Department. The water charge occurred during the period after change and before cancellation shall be cleared by the new customer. New customer who isn't willing to conduct in accordance with the above 2 paragraphs may pay related charges and can stipulate new water supply contract with our Department separately.

2. Documents required: <If not conducted over-counter, please provide the latest water bill and preview the Consumptive Water Supply Contract>

Transfer applied by natural person: ① Identification documents ② For fax or mailing application, please provide front & reverse sides photocopy of ID documents.

Transfer applied by entity customer: ① with business registration: Our Department will visit websites of competent agency to check and if found no error, the application will be accepted. ② Other legal person or organization without business registration: Documents of approval for establishment issued by competent agency shall be provided.

- If the certified document or the registration information of applicant is not made to the address of water consumption, supporting documents shall be provided to prove water consumption.

Commissioned application: Identification document of the agent shall be provided and shall complete the following commissioned application information:

The following person is
commissioned

Seal/Signature of the Agent: _____

_____ ID No.: _____ Tel. No. _____

To apply for transfer with the
Department on my behalf.

Consumptive Water Service
Contract of Taipei Water
Department has been
previewed and accepted.

Seal/ signature of the Applicant: _____

Change of mailing address: Same as the address of water consumption Y, address:

Cancellation of original direct debit for water charge: Y (New applicant shall bring seal and passbook) N

Applying / cancelling e-Bill: The address of water consumption you are applying for transfer may be existed with e-Bill of previous customer. It is suggested that you apply for cancellation of original e-bill and apply for new one so that you can enjoy the convenience without the risk of personal information leak.

1. Cancellation of original e-Bill: Y N

2. Applying new e-Bill: Y (Hardcopy of water bill will not be mailed to you in the future) Email account:

(Newly applied e-Bill is registered per the above Email and the password of the e-Bill is defaulted as 0000, please collect opening letter within one week to complete the activation of e-Bill.)

Changes applied: (please click)

Addition of Business Registration No. of Water Bill (no change of Customer name): _____

Cancellation of Business Registration No. of Water Bill (no change of Customer name)

Other changes: _____

Notices:

1. Application for changes listed above shall be supported with Water Bill, Water No. or lease agreement. Any misrepresentation the applicant shall be liable.
2. Taipei Water Department and its associated vendors may commission the collection and/ or processing of your personal information. For items to be advised under Personal Data Protection Act, please take reference in the personal data protection area of our official website: <http://www.water.gov.taipei>.

Handling person: