

APPLICATION FORM - ELECTRICITY SUPPLY FOR SUBDIVIDED UNITS (SDUs)

Confidential

PART 1 - SUPPLY APPLICATION FOR SUBDIVIDED UNITS

\*Mandatory

1. APPLICANT (SDU OWNER / OPERATOR) INFORMATION			
Name of Applicant / Company (Chinese 中文)		Identity Document*	Select one of the following identity documents and fill in its number: <input type="checkbox"/> Hong Kong Identity Card <input type="checkbox"/> Passport <input type="checkbox"/> Business Registration Certificate Number:
Name of Applicant / Company (English)*			
Contact Number*			
Email Address*			
Electricity Supply Address of the Principal Flat*			
Postal Address (no need to fill if same as Supply Address)			
Bill Language*	<input type="checkbox"/> Chinese (中文) <input type="checkbox"/> English		
*Please select one of the following: <input type="checkbox"/> I am the owner of the principal flat (Owner) <input type="checkbox"/> I have been authorised by the owner of the principal flat to manage the unit (Operator)			

2. WORK INFORMATION								
Proposed Meter Installation Location*	<input type="checkbox"/> Common parts of principal building (e.g., the building's meter room, staircase) <input type="checkbox"/> Shared part of principal flat (e.g., corridor inside the flat)							
Load demand of the Principal Flat*	<input type="checkbox"/> Apply for increasing approved loading <input type="checkbox"/> Maintain original approved loading							
Electricity Supply Arrangement*:								
	Principal Flat (Original)	Principal Flat (New Proposed)	New application for Individual Electricity Meter					
			Shared Parts (if any)	Subdivided Unit 1	Subdivided Unit 2	Subdivided Unit 3	Subdivided Unit 4	Subdivided Unit 5
Unit Label (e.g. Flat A/B/C/D)								
Main Switch Rating (Amperes)								
Phase (Please select one in each column)	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases	<input type="checkbox"/> 1-phase <input type="checkbox"/> 3-phases
1) The applicant may refer to <Metering Arrangement for Subdivided Units in Residential Buildings> for relevant technical requirements 2) The applicant must ensure that the total load demand for the electricity supply of all subdivided units and shared parts will not exceed the original approved loading of the principal flat. Otherwise, consent from the Owner(s) of rising mains (e.g., the building's Owners' Corporation or property management office) for increasing approved loading must be obtained before submitting the application, and it is subject to the final approval of the Company. 3) If you intend to maintain the original approved loading of the principal flat, please input the same value for the "Original" and "New Proposed" main switch rating (in amperes) of the principal flat. 4) If you intend to apply electricity individual meter for more than 5 SDUs, please provide relevant information in a separate attachment.								
Registered Electrical Contractor Information*	Name of Registered Electrical Contractor:		Contact Number:					
	Email address:							

Please ensure that all required supporting documents listed below are submitted together with this application to avoid delays in processing:

- Copy of Identification documents of applicant (Hong Kong Identity Card, Passport, or Business Registration Certificate)
- A floor plan clearly indicating each subdivided unit and the shared parts of the principal flat
- Site photo(s) and schematic wiring diagram of the proposed location for individual electricity meters installation.
- If meters and associated electrical installation in common parts of the principal building (e.g., the building's meter rooms, communal staircases) or requiring an increase in the approved loading of the principal flat, please ensure prior consent has been obtained from the Owner's Corporation or property management office and provide the following supporting documents (I or II)
  - The Confirmation of Agreement from Owner(s) of Rising Main (Applicable for buildings with rising main)
  - The Confirmation of Agreement from Owner(s) of Common Area of the Premises (Applicable for buildings without rising main)
 In case the principle flat is locating in a "three-nil building", applicant please refer to "The Guideline for Electricity Application (Applicable to three-nil building)" and submit the required supporting document to CLP for record as well.
- If meters are to be installed in the shared part inside the principal flat (e.g. shared corridor of the principal flat), please provide:
  - A 4G signal measurement report (Please refer to "Meter Arrangements for Sub-Divided Unit in Residential Buildings")

### 3. DIRECT MARKETING (FOR FIRST TIME PERSONAL APPLICATION ONLY)

CLP Power Hong Kong Limited intends to use your personal data for direct marketing purpose. We may not do so without your consent. Please tick the box provided to indicate your consent to such use.

- I consent to CLP Power Hong Kong Limited using my name, contact number, correspondence address, email address and electricity consumption data for informing me of energy and energy savings related products, services (including digital services such as e-bill and mobile payment channels), programmes (including the associated rewards and redemption offers) and education; and electrical appliances offers, events organised by CLP Group companies in Hong Kong and making appeals for non-profit organisations.

### 4. AGREEMENT TO SUPPLY RULES

By applying for the supply or the transfer of supply of electricity or by obtaining or using electricity from the CLP Power Hong Kong Limited ('CLP Power'), the Applicant agrees to be bound and to abide by the Supply Rules published by CLP Power from time to time.

The Applicant agrees to the Supply Rules of CLP Power and understands that these rules and CLP Personal Information Collection Statement and other terms and conditions concerning supply as prescribed by CLP Power (as revised from time to time).

#### Applicant's Declaration and Undertaking :

The Applicant acknowledges and agrees to allow sufficient and reasonable time for CLP to arrange the installation of the electricity meter. The Applicant understands that, in general, CLP will complete the installation within approximately 1 month after receiving the application, or within such other period as CLP may, in its sole discretion, determine. The Applicant further agrees that CLP shall have no liability or responsibility whatsoever if the Applicant fails to meet the requirements in time under the Basic Housing Units Ordinance or any other applicable laws, regulations, rules, or guidelines.

The Applicant hereby confirms that the undersigned is the Applicant (or the Applicant's authorised representative/agent) and that all information provided in this form is true, accurate, and complete. The Applicant agrees that CLP Power shall not be held liable for any false or fraudulent acts by the Applicant and undertakes to fully indemnify and hold CLP Power harmless against any claims, damages, losses, costs, or legal liabilities (whether direct or indirect) arising from or in connection with any false or fraudulent acts by the Applicant (or the Applicant's authorised representative/agent).

<b>Name of Applicant *</b>	<b>Applicant's Signature or Authorised Applicant's Signature and Company Stamp *</b>	<b>Date of Signature*</b>
<i>(Where Applicant is a Corporation, I/we have authority to bind the Corporation)</i>	<i>(if applicable)</i>	

**PART 2 – ACCOUNT TERMINATION (Only applicable to applicant same as existing registered customer)**

5. EXISTING ACCOUNT INFORMATION			
Account Number*			
Name of Existing Account Owner (Chinese 中文)		Name of Existing Account Owner (English)*	
Existing Account Termination Date	<b>The effective date of the new power supply to SDUs</b>		
Correspondence Address after existing account termination*			
Method to receive Final Bill*	<p>Select one of the following methods for receiving the final bill</p> <input type="checkbox"/> By post to the above correspondence address  <input type="checkbox"/> By email (Email Address: _____ )		
Deposit Refund	<p>Select one of the following methods for the deposit refund arrangement</p> <input type="checkbox"/> Transfer to another CLP account under customer's name (Account Number: _____ )  <input type="checkbox"/> Receive cheque by post to the above correspondence address  <input type="checkbox"/> Transfer to Customer's bank account (Name of Bank: _____ )  (Bank Account Number: _____ )  (If you choose "Transfer to Customer's bank account" above, relevant supporting documents must be provided, such as bankbook or bank statement.)		

**Note: If the new applicant is different from the existing registered customer, the existing registered customer can apply to terminate the existing electricity account and deposit refund through CLP One online. The existing electricity account will be terminated on the electricity account effective date of the new subdivided units.**

6. AGREEMENT TO SUPPLY RULES
<p>By applying for the supply or the transfer of supply of electricity or by obtaining or using electricity from the CLP Power Hong Kong Limited ('CLP Power'), the Applicant agrees to be bound and to abide by the Supply Rules published by CLP Power from time to time.</p> <p>The Applicant agrees to the Supply Rules of CLP Power and understands that these rules and CLP Personal Information Collection Statement and other terms and conditions concerning supply as prescribed by CLP Power (as revised from time to time).</p> <p>This is to confirm that the undersigned is the Applicant (or the Applicant's authorised representative/agent) and that details given in this form are true and accurate and the Applicant shall not hold CLP Power responsible for any fraudulent acts on his/her part. The Applicant (or the Applicant's representative/agent) shall compensate CLP Power for all damage, injury or losses of whatever nature suffered by CLP Power as a result of any fraudulent acts on his/her part or on the part of the applicant and the Applicant (or the Applicant's representative/agent) shall indemnify and keep indemnified CLP Power against all actions, claims, costs and demands of whatsoever nature brought or made against CLP Power directly or indirectly out of or in connection with such fraudulent acts</p>

**Existing Customer's Declaration and Undertaking :**

I (the undersigned customer) hereby declare that I am the holder of the identity document stated in Part 2 of the application form or the authorised representative/agent of the existing customer, and that I have read and understood the application guidelines. I hereby confirm that all the information provided above is true and accurate.

Name of Existing Account Owner*	Existing Account Owner's Signature or Authorised Applicant's Name, Signature and Company Stamp * (if applicable)	Date of Signature*

### 1. SUBMISSION OF APPLICATION

Please complete and return this form to CLP

- By email to [bhu@clp.com.hk](mailto:bhu@clp.com.hk) ; or
- By mail to Customer Care Team, CLP Power Hong Kong Limited, 13/F, Shatin Centre, 6 On Lai Street, Shatin, N.T., Hong Kong.; or
- At any CLP Customer Service Centre during office hours.

### 2. ENQUIRY AND PROGRESS TRACKING

You will be able to track the current status of your supply, change of load and auto-pay applications anytime. Please access the Application Progress Tracking System at our CLP Online or call CLP Infoline at 2678 2678.

### 3. APPLICATION REQUIREMENT AND POINTS TO NOTE

#### 3.1 The applicant must meet all of the following conditions

- The applicant must be the owner of the principal flat where SDUs are located, or a person / company authorised by the owner .
- The applicant must apply for individual electricity meter installation for all SDUs within the principal flat in a single application.
- The applicant must undertake to apply for Basic Housing Units (BHU) recognition from the Housing Bureau for the relevant SDUs.
- All SDUs within the principal flat must comply with electrical safety requirements.
- The application will not be accepted if the required information is incomplete.

#### 3.2 Points to Note

- Each SDU's electricity account falls under Residential Tariff, which includes minimum charge per bill.
- A deposit is required for each new electricity account, which acts as security against possible charges for your accounts. The amount of the deposit will be determined by the Company from time to time by reference to your highest expected charge over a 60-day period.
- Before commencing the installation of individual electricity meters, the applicant should consult relevant stakeholders (e.g., the building's Owners' Corporation or property management office) and obtain agreement on matters related to the installation, such as the location of the meters and associated fixed electrical installations (if applicable), the time required for the electrical works, and work arrangements (e.g., power suspension for electrical work) etc.
- The electrical load of the SDUs after installation of individual meter is limited by the approved loading of the principal flat.
- If the installation of individual meters and associated fixed electrical installations involves (i) common parts of principal building (e.g., the building's staircases, corridors, meter rooms, or switch rooms) or (ii) new load demand exceeding the original approved loading, the owner of the new fixed electrical installation (the applicant) should obtain written consent from relevant stakeholders (e.g., Owner(s) of Rising Main/ Owner(s) of Common Area of the Premises) in advance.
- In case the principle flat is locating in a "three-nil building", applicant please refer to "The Guideline for Electricity Application (Applicable to three-nil building)" and submit the required supporting document to CLP for record as well.
- If the individual meters are installed in the shared part inside the principal flat, the customer must provide a contact person's name and phone number for CLP to arrange meter reading, inspection, operation, and maintenance.
- The applicant must appoint a Registered Electrical Contractor (REC) to inspect the fixed electrical installations of each SDU and develop a technical proposal for installing individual meters.
- The REC should estimate the current load demand of each SDU based on the approved load of the principal flat, the load factor and diversity factor of the fixed electrical installations and design the electrical installation accordingly.
- After completing the electrical installation for the SDUs, the REC must contact CLP to book an electrical installation inspection to determine if it is safe to connect electricity supply. CLP will inspect the fixed electrical installations and review the Work Completion Notice (Form WR1) issued by the REC. CLP will install individual meter(s) and connect electricity supply only if the installation inspection is satisfactory. If the inspection is unsatisfactory, the REC needs to rectify the defects based on the inspection result and book an appointment again. CLP may charge a re-inspection fee.
- Under the Supply Rules, customers shall always provide CLP with access to its equipment. CLP shall have liberty to enter a Customer's premises for the purposes of inspecting, operating, and maintaining CLP's equipment and for meter reading. A customer shall not erect any fixtures or fittings in such a way so as to obstruct free access by CLP to any of its equipment and must ensure that CLP's equipment is not subject to interference or tampering.
- The Applicant is responsible for following up with the relevant regulatory authorities to complete the application for basic-housing-unit recognition after the electricity meter has been installed by CLP, in order to comply with the requirements under the Basic Housing Units Ordinance and other relevant laws, rules, regulations or guidelines.

## 4. PERSONAL INFORMATION COLLECTION STATEMENT

CLP is committed to protecting your privacy. Set out below is information that explains our practices about the way your personal data are collected and used.

### 4.1 Personal Data We Hold

Personal data held by CLP include information such as your name and address which were collected from you directly and also information such as detailed electricity consumption data and payment records that were gathered during the course of your dealings with CLP

### 4.2 Purpose of Collection

CLP may use the personal data held by us for the supply of electricity to you and any directly related purposes. CLP may also use such personal data:

- to open, maintain and terminate accounts
- to supply you with services, facilities and goods you requested
- to respond to and follow up on your enquiries
- to process billing, payments and sales orders
- to conduct customer surveys
- to conduct research and perform statistical analysis
- to enable you to better understand your energy usage
- to gain an understanding of your energy needs
- to provide energy services, hints and tips on energy conservation
- to notify you of changes to our services that may affect you
- to develop new products and services
- to conduct direct marketing activities (including making appeals for non-profit organisations that may or may not be related to CLP)

### 4.3 Transfer of Personal Data

CLP may, for any of the purposes stated above, transfer any of your personal data to the following third parties:

- related CLP companies, including subsidiaries and affiliated companies within the CLP Group in Hong Kong;
- service providers (including service providers outside Hong Kong and cloud service providers) engaged by CLP for any of the purposes stated above; and
- government authority who handles and/or follow up on your application including any enquiries or complaints;
- entities (including entities outside Hong Kong) for conducting research and preparing statistics relating to any of the purposes stated above.

CLP will disclose data when required to do so by law and may also disclose such data in response to requests from law enforcement agencies or other government and regulatory authorities.

### 4.4 Access and Correction of Personal Data

You have a right to request access to, and the correction and erasure of, your personal data in accordance with, where applicable, the provisions of the Personal Data (Privacy) Ordinance (Cap. 486), and any other data protection law as applicable. Requests for access and, correction and/or erasure of personal data, as well as withdrawal of consent, where applicable, should be made by email and addressed to our Data Protection Officer at [csd@clp.com.hk](mailto:csd@clp.com.hk) or by letter and sent to the following address:

CLP Power Hong Kong Limited  
Data Protection Officer  
13/F, 6 On Lai Street  
Shatin, NT  
Hong Kong

### 4.5 Direct Marketing

CLP may use your name, contact number, correspondence address, email address and electricity consumption data for marketing energy and energy savings related products, services (including digital services such as e-bill and mobile payment channels), programmes (including the associated rewards and redemption offers) and education; and electrical appliances offers, events organised by CLP Group companies in Hong Kong and making appeals for non-profit organisations.

If you wish us to exclude your personal data for direct marketing purposes, please send us an email, along with your name and account number to our Data Protection Officer at [csd@clp.com.hk](mailto:csd@clp.com.hk) or call us on 2678 2678.

### 4.6 Privacy Policy Statement

You can find out more about CLP's policies on privacy and personal data protection by accessing our privacy policy statement available on the CLP website at <https://www.clp.com.hk/en/privacy-policy>.

Unless specified otherwise, references to "CLP" shall mean CLP Power Hong Kong Limited and the "CLP Group" shall mean CLP Holdings Limited, its subsidiaries and affiliates.

**CLP Power Hong Kong Limited**  
**A member of the CLP group**