

墳場及火葬場組
CEMETERIES & CREMATORIA SECTION
申請安排私人火葬
APPLICATION FOR PRIVATE CREMATION

此欄只供辦事處填寫 FOR OFFICE USE ONLY

檔案編號：_____
File Ref. No.
收據編號：_____
Receipt No.
網上預訂火葬服務認證號碼：_____
Online Cremation Booking Identification No.

請注意： 在本申請表格所填報的資料，均須真確無訛。申請人如填報的資料經查明失實或作出虛假聲明，本申請將不獲批准，如已獲批准亦將會被撤回。申請人亦可能須為虛假資料或聲明負上相關的法律責任。

Please Note: The applicant must ensure all the information contained in this application form is true and correct. If false information is given or false declaration is made by the applicant, no permission will be given or such permission if given will be revoked. Also, the applicant may be liable to legal responsibility arising from the false information given or false declaration made.

請只填選一項。 Please tick one item only.

- ☐ 於火葬預訂辦事處櫃台辦理預訂火葬服務 Cremation Booking over Counter at Cremation Booking Office
☐ 網上預訂火葬服務 Online Cremation Booking

(甲部) 申請火葬場及火葬日期時間 (如適用) (Section A) Crematorium, Date and Time of Cremation Applied for (if applicable)

甲部只適用於火葬預訂辦事處櫃台辦理的預訂火葬服務。 Section A is only applicable to cremation booking over counter at Cremation Booking Office.

火葬場： ☐ 哥連臣角 ☐ 鑽石山 ☐ 富山
Crematorium Cape Collinson Diamond Hill Fu Shan
請只填選一項。 ☐ 葵涌 ☐ 和合石 ☐ 長洲
Please tick one item only. Kwai Chung Wo Hop Shek Cheung Chau

火葬日期： ____ / ____ / ____ 火葬時間： ____ : ____ 上午/下午*
Cremation Date 日 DD 月 MM 年 YYYY Cremation Time 時 HH 分 MM AM/PM*

(乙部) 申請人資料 (Section B) Particulars of Applicant

申請人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of Applicant (Chinese) (English) (Mr./Ms.*)
中文電碼： _____ 香港身分證/護照*號碼： _____
Chinese Commercial Code HKID Card/Passport* No.
電話號碼： _____ 與先人關係#： _____
Tel. No. Relationship with the Deceased#
聯絡地址： _____ 香港/九龍/新界*
Correspondence Address HK/Kln/NT*

若先人在港並無親人或申請人並非先人家屬，請參閱注意事項第 6 項。
If the deceased has no relatives in Hong Kong or the applicant is not the deceased's relative, please refer to item 6 of the Notes.

(丙部) 授權代為辦理火葬申請及/或領取骨灰 (Section C) Authorisation to Apply for Cremation Service and/or Collect Cremated Ashes

本人現授權代辦人/殮葬商的職員* _____
I hereby authorise the person/the staff of undertaker* (殮葬商名稱 Name of Undertaker)

(中文姓名 Name in Chinese) _____ (英文姓名 Name in English) _____ (香港身分證/護照*號碼 HKID Card/Passport* No.) _____

可填選多於一項。 Can select more than one choice.

- ☐ 代本人全權辦理在丁部所填寫之先人的火葬申請事宜，請參閱注意事項第 7 項。
to act on my behalf to handle the application of cremation for the deceased mentioned in Section D, please refer to item 7 of the Notes.
☐ 代本人選擇及預訂火葬日期及時間，以便為在丁部所填寫之先人在貴署火葬場進行火化。
to act on my behalf to select and book the date and time of cremation for the deceased mentioned in Section D at your crematorium.
☐ 代本人到戊部所填寫之骨灰領取處領取有關先人的骨灰。
to act on my behalf to collect the cremated ashes of the deceased at the location mentioned in Section E.

申請人簽署
Signature of Applicant

獲授權人簽署/殮葬商職員簽署及殮葬商蓋章*
Signature of Authorised Person/
Signature of Staff of Undertaker and Chop of Undertaker*

(丁部) 先人資料 (Section D) Particulars of the Deceased

先人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of the Deceased (Chinese) (English) (Mr./Ms.*)
中文電碼： _____ 香港身分證/護照*號碼： _____
Chinese Commercial Code HKID Card/Passport* No.
死亡日期： ____ / ____ / ____ 去世時年齡： ____
Date of Death 日 DD 月 MM 年 YYYY Age at Death

火葬許可證/火葬令/撿拾遺骸許可證*編號： _____
Cremation Permit/Cremation Order/Exhumation Permit* No.

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

* 請刪去不適用者。 Please delete where appropriate.

(戊部) 殯葬商及其他資料 (Section E) Particulars of Undertaker and Other Information

棺木物料：
Material of Coffin
請只填選一項。
Please tick one item only.

☐ 木 Wood
☐ 紙 Paper
☐ 混合 Mixed

棺木大小(毫米)：
Size of Coffin (mm)

長 L × 闊 W × 高 H

宗教儀式：
Religious Ceremony

☐ 中式 Chinese
☐ 基督教／天主教* Christian/Catholic*
☐ 印度教 Hindu
☐ 其他：Others (請註明 Please specify)

火葬後的遺骸代為研幼：
Pulverisation of Cremated Remains

☐ 需要 Yes
☐ 不需要 No

骨灰領取人：
Collect Cremated Ashes by

☐ 申請人 Applicant
☐ 殯葬商的職員／獲授權人* Staff of Undertaker/Authorised Person*

骨灰領取處：
Collect Cremated Ashes at
請只填選一項。
Please tick one item only.

☐ 哥連臣角火葬場 Cape Collison Crematorium
☐ 葵涌火葬場 Kwai Chung Crematorium
☐ 港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office

☐ 鑽石山火葬場 Diamond Hill Crematorium
☐ 和合石火葬場 Wo Hop Shek Crematorium
☐ 九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office

☐ 富山火葬場 Fu Shan Crematorium
☐ 長洲火葬場 Cheung Chau Crematorium

殯葬商資料 Information of Undertaker	殯葬商職員簽署及殯葬商蓋章 Signature of Staff of Undertaker and Chop of Undertaker	
	殯葬商名稱 Name of Undertaker	

(己部) 補充資料(如有) (Section F) Supplementary Information (if any)

受託人／家屬*姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of Trustee/Relative of the Deceased* (Chinese) (English) (Mr./Ms.*)

電話號碼： _____ 其他聯絡資料(如有)： _____
Tel. No. Other Contact Information (if any)

如未能提供本部份所需資料，請說明原因： _____
If the information required in this Section could not be provided, please provide the reasons

(庚部) 申請人聲明 (Section G) Declaration by Applicant

謹此聲明，就本人所知所信，在本申請表格所填報的資料，均屬真實無訛。本人明白，如填報的資料經查明失實或作出虛假聲明，本申請將不獲批准，如已獲批准亦將會被撤回。本人亦可能須為虛假資料或聲明負上相關的法律責任。

I hereby declare that to the best of my knowledge and belief all the information contained in this application form is true and correct. I understand that no permission will be given or such permission if given will be revoked if I have given false information or made a false declaration. Also, I may be liable to legal responsibility arising from the false information given or false declaration made.

日期： _____ / _____ / _____
Date 日 DD 月 MM 年 YYYY

申請人簽署
Signature of Applicant

本署可為先人在「無盡思念」網站免費開設個人紀念網頁(請參閱注意事項第4項)。如欲獲得以上服務，請提供電郵地址及表示同意如下：

The Department may create a dedicated memorial webpage for the deceased at the Internet Memorial Service free of charge (please read item 4 of the Notes). If you wish to receive the above service, please provide your email address and indicate consent below:

☐ 本人同意貴署使用我的電郵地址作上述用途。
I agree to the use of my email address by the Department for the above purpose.

電郵地址： _____
Email Address

此欄只供辦事處填寫 FOR OFFICE USE ONLY

日期： _____ / _____ / _____
Date 日 DD 月 MM 年 YYYY

食物環境衛生署職員簽署
Signature of FEHD Officer

職員姓名及職位
Name and Post Title

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

* 請刪去不適用者。 Please delete where appropriate.

注意事項 Notes									
1.	<p>本表格不收費用。 No fee is charged for this form.</p>								
2.	<p>申請人與食物環境衛生署（食環署）進行任何事務往來時，均不得向食環署人員提供任何利益。 Applicant, while having dealings of any kind with the Food and Environmental Hygiene Department (FEHD), should not offer any advantage to FEHD officers.</p>								
3.	<p>如要授權他人或持牌殮葬商職員代為辦理火葬服務申請或領取骨灰事宜，請填妥本表格的丙部，並須提交申請人及獲授權人的香港身分證／護照的副本。此外，本表格丁部的所有先人資料必須填寫，並須提供先人的身分證明文件正本或副本，以供核實。 Section C of this form must be filled properly in case of authorisation of other person or the staff of licensed undertaker to handle the application for cremation service or collection of cremated ashes, copies of HKID Card/Passport of both applicant and authorised person shall also be provided. Besides, all the particulars of the deceased in Section D of this form shall be filled in and the original or copy of the identity document of the deceased shall be provided for verification.</p>								
4.	<p>如使用網上預訂火葬服務，申請人則不需要填寫甲部，申請人會獲發一個網上預訂火葬服務認證號碼，每一個網上火葬服務認證號碼只可於互聯網上預訂一節火化時段。 Applicant is not required to complete Section A if the online cremation booking service is used. Applicant is issued with an online cremation booking identification number. Only one cremation session can be booked online with each online cremation booking identification number.</p> <p>申請人可為先人在「無盡思念」網站 (memorial.gov.hk) 開設紀念網頁。申請人只需填寫電郵地址，食環署會預設一個載有其先人姓名及去世日期的個人紀念網頁，並於其先人火化後兩個工作天內發出確認通知電郵，以便申請人隨時啟動戶口及登入紀念網頁編輯網頁內容。網上追思服務費用全免。如申請人已用相同的電郵地址為同一先人於「無盡思念」網站開設紀念網頁，則不會重複開設網頁。 An applicant interested in creating a memorial webpage at the Internet Memorial Service (memorial.gov.hk) for the deceased only needs to provide his/her email address. FEHD will then create a dedicated memorial webpage displaying the name and date of death of the deceased. A notification email for confirmation will be issued within two working days after the cremation of the deceased. The applicant may then activate the account, log in to the webpage and edit the contents at any time. The Internet Memorial Service is free of charge. If a memorial webpage at the Internet Memorial Service has already been created for the same deceased by the applicant using the same email address, no additional webpage will be created.</p>								
5.	<p>此申請表格的丙部及庚部必須由申請人親筆簽署，而戊部須由持牌的殮葬商蓋章及其職員簽署，否則本申請將被視作無效。申請人如不懂簽名，則須在高級衛生督察（墳場及火葬場）、衛生督察（墳場及火葬場）或高級管工（墳場及火葬場）面前畫上記號。 Section C and G of this application form must be signed by the applicant personally, and Section E shall be stamped with the chop of a licensed undertaker and the signature of its staff, otherwise such application will be treated as null and void. If the applicant is unable to sign the application, he/she is required to attend either before the Senior Health Inspector (Cemeteries and Crematoria), Health Inspector (Cemeteries and Crematoria) or Senior Foreman (Cemeteries and Crematoria) to make his/her mark.</p>								
6.	<p>若申請人並非先人家屬，申請人須在本表格的己部提供受託人或家屬資料及聯絡資料；或先人在港並無親人，申請人須提供相關證明文件。申請人如未能提供有關資料，須說明原因，否則申請將不獲批准。 If applicant is not the deceased's relative, applicant has to provide the information and contact method of trustee or the deceased's relative in Section F of this form; or the deceased has no relatives in Hong Kong, the applicant should provide documentary proof. If applicant could not provide the required information, he/she should provide the reason, otherwise this application will not be approved.</p>								
7.	<p>申請人可親自或聯同持牌殮葬商的職員（職員需帶備其公司的圖章）前往食環署位於長沙灣政府合署 1 樓或灣仔胡忠大廈 18 樓的火葬預訂辦事處辦理申請。請帶備有關文件（包括衛生署發出的火葬令或火葬許可證和親屬關係證明文件）的正本。 Applicant can apply in person, or together with staff of the licensed undertaker (who shall bring along the business chop), at the Cremation Booking Office of FEHD on 1/F, Cheung Sha Wan Government Offices or 18/F, Wu Chung House, Wanchai. Please bring along originals of the documents pertaining to the deceased, including the Cremation Order or Cremation Permit issued by the Department of Health and documentary proof of relationship with the deceased.</p> <p>申請人亦可授權持牌殮葬商的職員或其他人士全權辦理申請火葬事宜，而有關事宜包括選擇及預訂火葬日期及時間、領取有關先人的骨灰、更正申請資料及取消已預訂的火葬服務。 Applicant can authorise staff of the licensed undertaker or other person to handle on behalf of him/her all matters relating to application of cremation, which include selection and booking date and time of cremation, collection of cremated ashes of the deceased, correction of application information and cancellation of booked cremation service.</p>								
8.	<p>火葬收費如下： The cremation fees are:</p> <table border="0"> <tbody> <tr> <td>成人</td> <td>港幣 1,220 元</td> <td>Adult</td> <td>\$1,220</td> </tr> <tr> <td>小童</td> <td>港幣 650 元</td> <td>Child</td> <td>\$650</td> </tr> </tbody> </table> <p>如需使用食環署提供的骨灰暫存服務，申請人可向食環署提出，收費為每月港幣 80 元。 The applicant could apply for the temporary storage service of cremains provided by FEHD if required, the fee is \$80 per month.</p> <p>有關費用會不時調整，以付款當日的訂明收費為準。已繳費用，恕不退還。 The respective fees may be adjusted from time to time and charged according to the prevailing prescribed fee on the day of payment. Fees paid are not refundable.</p>	成人	港幣 1,220 元	Adult	\$1,220	小童	港幣 650 元	Child	\$650
成人	港幣 1,220 元	Adult	\$1,220						
小童	港幣 650 元	Child	\$650						

9.

一般查詢

General Enquiry

如有任何查詢，可致電或傳真至：

For enquiries concerning the application, please call or fax to:

港島墳場及火葬場辦事處

Hong Kong Cemeteries and Crematoria Office

—

香港跑馬地黃泥涌道 1 號 J（香港墳場側）

1J Wong Nai Chung Road, Happy Valley, Hong Kong (Next to Hong Kong Cemetery)

電話號碼：2570 4318

Tel. No.

傳真號碼：2591 1879

Fax No.

長沙灣火葬預訂辦事處

Cheung Sha Wan Cremation Booking Office

—

九龍深水埗長沙灣道 303 號長沙灣政府合署 1 樓

1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon

電話號碼：2150 7502

Tel. No.

傳真號碼：2765 6402

Fax No.

10.

收集個人資料聲明

Personal Information Collection Statement

(i)

食環署會利用經本表格所提供的個人資料，處理轄下墳場及火葬場服務的申請事宜。提供個人資料與否，純屬自願性質，但在資料不足的情況下，食環署有可能沒法處理有關申請。

The personal data provided by means of this form will be used by FEHD for purposes relating to applications for cemeteries and crematoria services. The provision of personal data by means of this form is voluntary. However, if the applicant does not provide sufficient information, we may not be able to process the application.

(ii)

本表格內所提供的個人資料，可能會被轉交其他政府部門或機構，以達致上文第 10 (i) 段所載的目的。

The personal data provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 10(i) above.

(iii)

根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 內第 6 原則的規定，申請人有權查閱及更正他／她的個人資料。查閱的權利包括有權索取本表格內所提供的個人資料副本一份。食環署應查閱要求而提供資料時，可能會徵收費用。

The applicant has a right of access and correction with respect to personal data as provided for in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. His/her right of access includes the right to obtain a copy of his/her personal data which he/she has provided by means of this form. A fee may be imposed for complying with a data access request.

(iv)

如對經由本表格提供個人資料一事有任何疑問，包括查閱及更正個人資料等，可向食環署高級衛生督察（墳場及火葬場）提出，地址為：

Enquiries concerning the personal data collected by means of this form, including access to and correction of the data, should be addressed to the Senior Health Inspector (Cemeteries and Crematoria) of FEHD at:

港島墳場及火葬場辦事處

Hong Kong Cemeteries and Crematoria Office

—

香港跑馬地黃泥涌道 1 號 J（香港墳場側）

1J Wong Nai Chung Road, Happy Valley, Hong Kong (Next to Hong Kong Cemetery)

電話號碼：2578 9406

Tel. No.

傳真號碼：2591 1879

Fax No.

長沙灣火葬預訂辦事處

Cheung Sha Wan Cremation Booking Office

—

九龍深水埗長沙灣道 303 號長沙灣政府合署 1 樓

1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon

電話號碼：2150 7500

Tel. No.

傳真號碼：2765 6402

Fax No.