食物環境衞生署
Food and Environmental Hygiene Department

墳場及火葬場組
CEMETERIES & CREMATORIA SECTION

申請在紀念花園內撒放骨灰／安裝紀念牌匾
APPLICATION FOR SCATTERING CREMATED ASHES/ MOUNTING COMMEMORATIVE PLAQUES AT GARDENS OF REMEMBRANCE

（甲部）申請事項及詳情 (Section A) Particulars of Application

請只填選一項。 Please tick one item only.

☐ 只在紀念花園內撒放骨灰。
Only Scattering Cremated Ashes at a Garden of Remembrance.

☐ 在紀念花園內撒放骨灰及安裝紀念牌匾。
Scattering Cremated Ashes at a Garden of Remembrance and apply for mounting a Commemorative Plaque at a Garden of Remembrance.

☐ 已撒放骨灰，欲申請在紀念花園內安裝紀念牌匾。
Ashes already scattered, wish to apply for mounting a Commemorative Plaque at a Garden of Remembrance.

（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： _____ ☐ 香港身分證號碼／☐ 護照號碼： _____
Chinese Commercial Code HKID Card No. Passport No.

電話號碼： _____ 流動電話號碼^： _____
Tel. No. Mobile Phone No. ^

聯絡地址： _____
Correspondence Address ☐ 香港 HK／☐ 九龍 Kln／☐ 新界 NT

本人以 ☐ 中文／☐ 英文為日後的通訊語言。 I would use ☐ Chinese / ☐ English for future correspondence.

^註： 為支持環保，本署會以電話短訊形式通知申請人有關結果，而不再另行發出通知。
請注意，如你欲以郵寄方式接收申請結果，請在以下方格填上「✓」號。
Note: In support of environmental protection, the Department will notify the applicant of the results by phone short message without further notice.
Please note that if you wish to receive the application results by post, please tick the box below.

☐ 本人欲以郵寄方式接收署方發出的通知。 I wish to receive notification from the Department by post.

（丙部）先人資料 (Section C) Particulars of the Deceased

先人姓名：（中文） _____ （英文） _____ ☐ 先生／☐ 女士
Name of the Deceased (Chinese) (English) Mr. Ms.

與申請人關係： _____ 火葬日期： _____ / _____ / _____
Relationship with Applicant Date of Cremation 日 DD 月 MM 年 YYYY

☐ 香港身分證號碼／☐ 護照號碼： _____ 火葬場： _____
HKID Card No. Passport No. Crematorium

☐ 領取骨灰許可證編號： _____
Permit to Take Away Cremated Ashes No.

☐ 先人骨灰仍存放在政府火葬場及未領取「領取骨灰許可證」
The cremated ashes of the deceased is being kept in the government crematorium and has not yet received the "Permit to Take Away Cremates Ashes"

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）。如欲獲得有關服務，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 service, please provide your email address and indicate your consent below:

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

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es). 請於背頁簽署。 Please sign overleaf.

執行撒放骨灰詳情 Particulars of Scattering Ashes

擬申請執行撒放骨灰日期及時間^：
Intended Date and Time of Scattering Cremated Ashes

_____ / _____ / _____ 於 _____時_____分
日 DD 月 MM 年 YYYY at HH MM

擬執行撒放骨灰儀式的紀念花園：
Intended Garden of Remembrance to Conduct the Ceremony of Scattering Cremated Ashes

請只填選一項。
Please tick one item only.

☐ 哥連臣角 Cape Collinson	☐ 鑽石山 Diamond Hill	☐ 富山 Fu Shan
☐ 葵涌 Kwai Chung	☐ 和合石（☐ 三期／☐ 五期） Wo Hop Shek (☐ Phase III / ☐ Phase V)	☐ 曾咀 Tsang Tsui
☐ 長洲 Cheung Chau	☐ 南丫島 Lamma Island	☐ 坪洲 Peng Chau

^ 實際撒放骨灰日期及時間須與場地職員另行預約及確認。
The actual date and time of scattering cremated ashes is subject to confirmation by venue staff upon appointment.

擬執行撒放骨灰儀式及／或安裝紀念牌匾的方式
Intended Way to Conduct the Ceremony of Scattering Cremated Ashes and/or Mounting of Commemorative Plaque

請只填選一項。Please tick one item only.

☐ 將親自執行撒放骨灰的儀式，並願意遵守食物環境衞生署（食環署）在場職員的指示。
Will personally conduct the ceremony of scattering the cremated ashes and am willing to observe the instructions of the Food and Environmental Hygiene Department (FEHD) staff present on the spot.

☐ 現授權食環署職員全權代為執行撒放骨灰的儀式，並願意遵守食環署在場職員的指示。
Hereby authorise FEHD staff to act on my behalf to conduct the ceremony of scattering the cremated ashes and am willing to observe the instructions of FEHD staff present on the spot.

☐ 擬授權下列人士#全權代為執行
Authorise a person with particulars set out below# to act on my behalf to conduct

☐ 撒放骨灰的儀式 the ceremony of scattering the cremated ashes 及／或 and/or ☐ 安裝紀念牌匾 mounting of commemorative plaque

，並督促他／她遵守食環署在場職員的指示。
and ensure him/her to observe the instructions of FEHD staff present on the spot.

#請提供獲授權人士的資料。 Please provide particulars of the authorised person below.

獲授權人士姓名：（中文） _____ （英文） _____ ☐ 先生／☐ 女士
Name of Authorised Person (Chinese) (English) Mr. Ms.

☐ 香港身分證號碼 ／ ☐ 護照號碼： _____ 電話號碼： _____
HKID Card No. Passport No. Tel. No.

（丁部）申請人聲明 (Section D) 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，均屬真確無訛。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 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.

本人及本授權人（如適用）願意遵守食環署所訂安裝紀念牌匾的批准條件（見附件）（只適用於申請在紀念花園內安裝紀念牌匾的申請人）。

I and my authorised person (if applicable) shall observe the conditions stipulated by the FEHD in respect of mounting commemorative plaques (See Annex) (Only applicable to application for mounting commemorative plaques at the Garden of Remembrance).

日期： _____ / _____ / _____ _____
Date 日 DD 月 MM 年 YYYY 申請人簽署
Signature of Applicant

此欄只供辦事處填寫 FOR OFFICE USE ONLY

日期： _____ / _____ / _____ _____ _____
Date 日 DD 月 MM 年 YYYY 食環署職員簽署 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).

注意事項 **Notes**	
1.	本表格不收費用。 No fee is charged for this form.
2.	申請人與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。 Applicants, while having dealings of any kind with FEHD, should not offer any advantage to FEHD officers.
3.	申請人須為「領取骨灰許可證」的持證人或獲該「領取骨灰許可證」持證人書面授權的人士。 Applicant must be the holder of the "Permit to Take Away Cremated Ashes" or the person authorised in writing by the holder of the "Permit to Take Away Cremated Ashes".
4.	申請人必須填寫本表格的甲、乙及丙部。 Applicant should complete Sections A, B and C of this form. 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，並於其先人在紀念花園內撒放骨灰後兩個工作天內發出確認通知電郵，以便申請人隨時啓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。 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 scattering of cremated ashes of the deceased at Garden of Remembrance. 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.
5.	丁部須由申請人親自簽署，否則本申請將被視作無效。申請人如不懂簽名，則須在高級衞生督察（墳場及火葬場）、衞生督察（墳場及火葬場）或高級管工（墳場及火葬場）面前畫上記號。 Section D must be signed by the applicant personally, otherwise this 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.
6.	申請人必須攜帶已填妥的申請表格、「領取骨灰許可證」正本〔**此項不適用於仍存放在政府火葬場內的骨灰。**〕及先人香港身分證明文件副本及下文第 7 項所述文件，在擬撒放骨灰的日期前最少十四日親自到食環署墳場及火葬場辦事處辦理（地址：香港跑馬地黃泥涌道 1 號 J／九龍紅磡暢行道 6 號地下高層）。 The applicant should submit in person the completed application form, the original copy of the "Permit to Take Away Cremated Ashes" **[This is not applicable to those ashes still being kept in government crematoria.]** and a copy of the Hong Kong Identity Card of the deceased and the documents specified in item 7 below at least 14 days prior to the proposed date for scattering the cremated ashes to the Cemeteries and Crematoria Offices of FEHD at 1J Wong Nai Chung Road, Happy Valley, Hong Kong or Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon. 如以傳真／郵寄方式遞交申請表格，食環署接獲表格後將聯絡申請人，安排遞交「領取骨灰許可證」正本。 For submission of application form by fax/post, FEHD will contact the applicant to arrange for the return of the original copy of the "Permit to Take Away Cremated Ashes" upon receipt of the form.
7.	申請人須向上文第 6 項所述的相同食環署辦事處交回「領取骨灰許可證」正本〔**此項不適用於仍存放在政府火葬場內的骨灰。**〕及作出聲明，表示願意承擔因撒放骨灰所引起的一切法律責任或相關事宜，始能獲正式批核。如申請在離島的紀念花園內撒放骨灰及安裝紀念牌匾，則另須帶備離島鄉事委員會的證明信及先人的法定代理人或最近親作出的法定聲明文件正本及副本一份，以證明該先人合乎資格。 The applicant shall return the original copy of the "Permit to Take Away Cremated Ashes" to FEHD **[This is not applicable to those ashes still being kept in government crematoria.]** and make a declaration that he/she will be responsible for any liabilities or related matters arising from scattering cremated ashes, at the same offices as specified in item 6 above before formal approval is granted. For applications for scattering of ashes and mounting of commemorative plaque at the Garden of Remembrance on outlying islands, the original and a copy of letter from the relevant Islands Rural Committee and a statutory declaration made by the legal representative or next of kin of the decreased person are required to certify the eligibility of the deceased.
8.	如申請於離島區紀念花園撒灰，則另須帶備離島鄉事委員會的證明信及由首位先人的法定代理人或最近親作出的法定聲明文件正本及副本一份，以證明該首位先人為離島區原居民，或已在離島連續居住當地不少於七年的真正居民（長洲的連續居住年期為十年），或他們的未成年子女。「連續居住當地」指緊接先人去世前一直在當地居住。 For application for scattering of cremains in Gardens of Remembrance on outlying islands, the original and a copy of a letter from the relevant Islands Rural Committee and a statutory declaration made by the legal representative or next of kin of the first decreased person are required to certify and declare that the first deceased person was an indigenous villager of the Islands District, or a bona fide resident of Islands District for a continuous residing period of not less than 7 years (10 years for Cheung Chau) or their minor children. "Continuous residing period" means the period that the deceased continuously resided on the island concerned right before his/her death.
9.	食環署一般可於收到已填妥申請表格及申請人已辦妥上文第 7 項所述的手續日期起計十個工作天內批核。 Approval will be granted by FEHD normally within 10 working days from the date of receipt of a duly completed application form and completion of the procedures as specified in item 7 above.

注意事項（續） Notes (continued)

10. 設置紀念牌匾的收費為港幣 90 元（所述收費不包括購買及安裝牌匾的費用）。有關費用會不時調整，以付款當日的規定收費為準。已繳費用，恕不退還。
The fee for placing a memorial plaque is $90 (excluding the costs for the purchase and installation of plaques). 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.

11. 在獲得批核後，若遇上突發情況而須更改將先人骨灰撒放紀念花園或安裝紀念牌匾的日期及／或時間，申請人應根據下方聯絡資料，即時以電話、傳真或電郵通知食環署，以便重新處理批核事宜。
If after approval, the applicant needs to change the date and/or time of the scattering of cremated human ashes at Garden of Remembrance or mounting commemorative plaque due to special circumstances, he/she should inform FEHD at once by phone, fax or email according to the contact information below for re-processing the granting of approval.

12. 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	—	跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)	電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.
九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office	—	紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.

13. 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 12(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 purpose mentioned in paragraph 12(i) above.

(iii) 根據《個人資料（私隱）條例》第 18 及 22 條，以及附表 1 的第 6 原則的規定，申請人有權查閱及更正他／她所提供的個人資料。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 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，可向食環署高級衞生督察（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	—	跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)	電話號碼：2578 9406 Tel. No.
九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office	—	紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2364 5405 Tel. No.

	安裝紀念牌匾須遵辦的條件 **Conditions for Mounting Commemorative Plaques**
1.	每一所場地的紀念匾位是供安裝在該紀念花園內撒放骨灰，紀念有關先人的牌匾之用。 The commemorative plaque spaces in each Garden of Remembrance are for mounting of plaques by interested parties for the purpose of commemorating the deceased whose cremated ashes are scattered in that Garden of Remembrance.
2.	紀念牌匾須由申請人自行提供，安裝工程由食環署登記承辦商負責。 The commemorative plaque shall be provided by the applicant, and a registered contractor of FEHD shall be engaged for the mounting works.
3.	紀念牌匾必須由已向食環署登記的承造商及在食環署人員監督下安裝，並須符合下列條件： The memorial plaque, which should be mounted by a contractor registered by FEHD and under the supervision of FEHD staff, is subject to the following conditions: (i) 紀念牌匾必須是用一種名為「他拉維天奴」的意大利雲石（俗稱〔有窿石〕）或相同色調的雲石製造，其指定尺寸為 150 毫米（闊）x 55 毫米（高）。紀念牌匾的右下角，按個別場地的規定，需要刻上食環署為每個紀念匾位所訂的編號（例：A028），而每個字須清晰可見。 The commemorative plaque shall be made of "Travertino" marble or a marble of the same colour tone, with a designated size of 150mm (width) x 55mm (height). The serial number (e.g. A028) assigned by FEHD for each plaque space may be required to be etched into the lower right corner of the plaque according to the requirements of the respective venue. Every word shall be clear and distinct. (ii) 紀念牌匾上每位先人的相片連同背景不能大於 5 厘米闊及 5 厘米高，若多於一張先人相片，所有相片佔用的總面積不可超過紀念牌匾的四成面積。 The photo of each deceased together with its background must not be greater than 5 cm wide and 5 cm high. If there is more than one photo of the deceased, the total area of all photos should not exceed 40% of the area of the plaque. (iii) 除獲得食物環境衞生署署長的批准外，紀念牌匾上嵌鑲相片區域及銘文以外的區域須保持「他拉維天奴」雲石原色，匾面的任何部分均不可嵌鑲外物。 Except with the permission from the Director of Food and Environmental Hygiene, the rest of the commemorative plaque shall maintain the original color tone of "Travertino" marble other than the areas for photo and inscription. No part of the commemorative plaque shall be inlaid with foreign objects.
4.	申請人在場地安裝紀念牌匾前，必須將牌匾上銘刻（包括文字及圖案）的紙樣，交予食環署作記錄之用；如牌匾上所載的先人姓名與有關「領取骨灰許可證」或「火葬證明書」上的先人姓名不相符，申請人須作出特別申報。 Prior to the mounting of the commemorative plaque at the venue concerned, the applicant shall submit to FEHD the inscription of the plaque (including text and pattern) on paper for record purpose. In case the name of the deceased shown on the plaque does not tally with that on the "Permit to Take Away Cremated Ashes" or "Certificate of Cremation", the applicant shall make a special declaration.
5.	安裝紀念牌匾的工程完成後，申請人如要作出改裝或更改其銘刻（包括文字及圖案），須另行申請，在獲食環署批准後才可進行。 In case the applicant wishes to make an alteration or a change in the inscription (including text and pattern) after the mounting works of the commemorative plaque are completed, an application shall be made for that purpose and the approval by FEHD shall be obtained prior to such alteration and change.
6.	請注意，根據《火葬及紀念花園規例》（第 132M 章）第 21(3) 條，食環署可移走任何未經准許而放置在紀念花園的紀念碑像、石碑、銘文、插花盛器，裝飾物等物品。 Please pay attention that, under Section 21(3) of the Cremation and Gardens of Remembrance Regulation (Cap. 132M), FEHD may remove any monument, commemorative tablet, inscription, receptacle for flowers, ornament, etc. which placed in any garden of remembrance without prior permission.