

**墳場及火葬場組**  
**CEMETERIES & CREMATORIA SECTION**

**申請編配骨灰龕位（曾咀靈灰安置所）**  
**APPLICATION FOR ALLOCATION OF A NICHE (TSANG TSUI COLUMBARIUM)**

**（甲部）可供申請的骨灰龕位的詳情 (Section A) Particulars of Niche under Application**

請在標準骨灰龕位（甲（一）部分）或大型骨灰龕位（甲（二）部分）中只選擇一項。  
Please select **either** Standard Niche (Section A1) **or** Large Niche (Section A2).

**甲（一）部分 Section A1**

<input type="checkbox"/> <b>標準骨灰龕位</b> （申請標準骨灰龕位須有不少於一位先人骨灰；龕位可安放多於兩位先人骨灰） <b>Standard Niche</b> (An application for a standard niche requires ashes of at least one deceased person; the niche can hold the ashes of more than two deceased persons)	
<p>請在下列 3 項中只選擇一項。請注意每一項的龕位數量均有差別，並會直接影響獲成功編配龕位的機會。該項標示的龕位數量越多，獲成功編配的機會相對越大。有關是次編配龕位的數量，請瀏覽食物環境衛生署（食環署）網站 (<a href="http://www.fehd.gov.hk">www.fehd.gov.hk</a>) 或以二維碼登入申請專頁查閱。</p> <p>Please select only one of the following 3 items. Please note that the quantity of niches differs in each item and this has direct influence on the chance of successful allocation. The higher the quantity of niches, the greater the chance of successful allocation will relatively be. As regards the number of available niches for allocation, please browse the Food and Environmental Department (FEHD) website (<a href="http://www.fehd.gov.hk">www.fehd.gov.hk</a>) or access the dedicated application webpage with the QR code to view.</p>	
選擇禁香標準龕位 <b>Opt for smoke-free standard niche</b>	1 <input type="checkbox"/> 曾咀靈灰安置所禁香標準龕位 Tsang Tsui Columbarium smoke-free standard niche
選擇非禁香標準龕位 <b>Opt for non-smoke-free standard niche</b>	2 <input type="checkbox"/> 曾咀靈灰安置所非禁香標準龕位 Tsang Tsui Columbarium non-smoke-free standard niche
選擇任何曾咀靈灰安置所標準龕位 <b>Opt for any standard niche in Tsang Tsui Columbarium</b>	3 <input type="checkbox"/> 曾咀靈灰安置所禁香或非禁香標準龕位 Tsang Tsui Columbarium smoke-free or non-smoke-free standard niche

或 Or

**甲（二）部分 Section A2**

<input type="checkbox"/> <b>大型骨灰龕位</b> （申請大型骨灰龕位須有不少於三位先人骨灰；龕位可安放多於四位先人骨灰） <b>Large Niche</b> (An application for a large niche requires ashes of at least three deceased persons; the niche can hold the ashes of more than four deceased persons)	
<p>有關是次編配龕位的數量，請瀏覽食環署網站 (<a href="http://www.fehd.gov.hk">www.fehd.gov.hk</a>) 或以上面的二維碼登入申請專頁查閱。</p> <p>As regards the number of available niches for allocation, please browse FEHD website (<a href="http://www.fehd.gov.hk">www.fehd.gov.hk</a>) or access the dedicated application webpage with the above QR code to view.</p>	
選擇非禁香大型龕位 <b>Opt for non-smoke-free large niche</b>	1 <input type="checkbox"/> 曾咀靈灰安置所非禁香大型龕位 Tsang Tsui Columbarium non-smoke-free large niche

(乙部) 申請人、先人及申請人的提名代表資料  
(Section B) Particulars of Applicant, the Deceased & Applicant's Nominated Representative(s)

申請人資料 Particulars of Applicant

如申請人曾遞交申請並獲接納(請提供申請編號: \_\_\_\_\_), 而其姓名及香港身分證/護照號碼及先人的全部資料均沒有改變, 則只需填寫申請的龕位選項、申請人及先人的姓名及香港身分證/護照號碼並簽署便可, 毋須夾附所需文件副本。其他資料例如提名代表、在安放期屆滿時若不再申請續期的處理骨灰選項、聯絡方法等, 若有需要, 只需填寫該部分以取代之前的記錄。

If the applicant had submitted an application and was accepted (please provide the relevant application number: \_\_\_\_\_) and there is no change in respect of his/her name and HKID Card/Passport No. and all particulars of the deceased, he/she only needs to fill in the option of niche to apply for, the name and HKID Card/Passport No. of the applicant and the deceased and sign. Copies of the required documents are not required. If there is any change on other particulars such as the nominated representatives, the option of how to handle the ashes if no extension is sought upon expiry of the interment period, means of contact, etc., he/she can jot it down on relevant parts for updating the previous record.

申請人姓名: (中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of Applicant (Chinese) (English) 姓 Surname 名 Other Names (Mr./Ms.\*)

香港身分證/護照\*號碼: \_\_\_\_\_ 電話號碼: \_\_\_\_\_ 流動電話號碼: \_\_\_\_\_  
HKID Card/Passport\* No. Tel. No. Mobile Phone No.

聯絡地址: \_\_\_\_\_  
Correspondence Address 香港/九龍/新界\*  
HK/Kln/NT\*

電郵地址(如有): \_\_\_\_\_ 傳真號碼(如有): \_\_\_\_\_  
Email Address (if any) Fax No. (if any)

食環署可為先人在「無盡思念」網站 (memorial.gov.hk) 免費開設個人紀念網頁, 網頁會預載先人姓名及離世日期。「無盡思念」網站的先人紀念網頁的首頁會展示骨灰安放期的屆滿日期, 並於安放期屆滿前兩年開始自動跳出有關訊息。此外, 網頁也會加設專用連結, 以便相關人士(即獲編配骨灰龕位人士或其提名代表)可更新聯絡名單或其聯絡資料(其他相關詳情, 請參閱申請須知第4項)。如欲獲得以上服務, 請提供電郵地址及表示同意如下:

FEHD may create a dedicated memorial webpage with the name and date of death of the deceased at the Internet Memorial Service (memorial.gov.hk) free of charge. The memorial webpage of the deceased will display the expiry date of the interment period on the front page and the related message will pop-up starting two years before the expiry of the interment period. A dedicated link will also be provided on the webpage to facilitate the related persons (i.e. the niche allocatee or his/her nominated representative(s)) to update the contact list or their contact information (for other details, please read item 4 of Notes for Application). If you wish to receive the above service, please provide your email address and indicate consent below:

☐ 本人同意食環署使用我的電郵地址作上述用途。  
I agree to the use of my email address by FEHD for the above purpose. 電郵地址  
(如與上述電郵地址不同): \_\_\_\_\_  
Email Address (if differs from the one above)

☐ 若是次申請未能中籤, 本人要求食環署把這份申請自動帶到下次編配申請。  
If this application is not successful, I request FEHD to automatically take this application to the next allocation application.

申請人也可選擇在日後骨灰龕位安放期屆滿時不再申請續期, 並同意讓食環署在寬限期完結時以下列綠色殯葬方式<sup>#</sup>合乎體統地處置先人骨灰:(請參閱(丙部)申請人聲明第6項)

Applicant agrees to let FEHD dispose of the ashes upon expiry of the grace period in the following form of green burial<sup>#</sup> in a decent manner when he or she opts not to submit any application for extension upon expiry of the interment period: (Please see item 6 of (Section C) Declaration by Applicant)

<sup>#</sup> 如選擇多於一項或不選擇任何一項綠色殯葬方式處置先人骨灰, 將由食環署決定以哪種合乎體統的綠色殯葬方式處置先人骨灰。  
If select more than one or do not select any form of green burial for disposal of ashes, FEHD will determine which decent form of green burial for disposal of ashes.

☐ 把骨灰撒放於食環署轄下的紀念花園。  
To scatter the ashes in FEHD's Gardens of Remembrance.

或 or

☐ 把骨灰撒放於指定的香港海域。  
To scatter the ashes in designated Hong Kong Waters.

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

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

請於第五頁簽署。Please sign on page 5.

**擬安放骨灰的先人資料 Particulars of the Deceased Whose Cremated Ashes are to be Deposited**

先人資料 Particulars of the Deceased		[1] 首位先人 (備註) First Deposited Deceased Person (Remark)	[2] 次位先人 Second Deceased Person	[3] 第三位先人 Third Deceased Person	[4] 第四位先人 Fourth Deceased Person	其他先人 (請註明) Other Deceased Person (Please specify)
姓名 Name	中文 Chinese					
	英文 English					
性別 Sex						
去世時年齡 Age at Death						
死亡日期 Date of Death (日 DD/月 MM/年 YYYY)						
香港身分證/護照*號碼 (如有) HKID Card/Passport* No. (if available)						
火葬場名稱 (如並非在政府火葬場火葬, 請註明 該境外火葬場的國家或地域) Name of Crematorium (if not cremated in a government crematorium, please specify the country or jurisdiction of that crematorium outside Hong Kong)						
火葬日期 Date of Cremation (日 DD/月 MM/年 YYYY)						
火葬許可證/令*編號 (如不適用, 請填寫遷移或撿拾骨 殖許可證編號) Cremation Permit/Order* No. (if not applicable, please provide Permit to Remove/Exhume Remains No.)						
與申請人關係 Relationship with Applicant						
與首位先人關係 Relationship with the First Deposited Deceased Person						

**備註 Remark**

申請骨灰龕位的人士如欲在同一骨灰龕位加放其他先人的骨灰, 申請表內的其他先人必須是首位先人的近親或與其有密切關係; 如首位先人的骨灰已移走, 骨灰龕位必須騰空並交還予食環署。(有關「近親」的定義, 請參閱存放骨灰的服務須知(附件一)第8項。)

If the cremated ashes of other deceased persons are to be additionally placed in the same niche, the other deceased persons must be a close relative of or in close relationship with the first deposited deceased person. The niche should be vacated and returned to FEHD if the cremated ashes of the deceased person first deposited in that niche have been removed. (Please refer to item 8 of Notes for the Deposit of Ashes (Annex 1) for the definition of "close relative".)

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

請於第五頁簽署。Please sign on page 5.

## 提名代表資料 Particulars of Nominated Representatives

本人（申請人）已獲得提名代表的同意，向食環署提供其個人資料作聯絡之用。若在骨灰安放期內，食環署就聯絡人資料或骨灰龕位續期事宜未能聯絡上本人時，可依以下優先次序聯絡提名代表。

I (the applicant) have obtained the consent of the nominated representative(s) to provide their personal particulars to FEHD for contact purpose. If FEHD could not contact me for matters relating to the contact details and extension of interment period of the niche concerned during the ash interment period, FEHD could contact the following nominated representative(s) in order of priority.

如食環署須與本人或提名代表聯絡，請使用

☐ 中文 / ☐ 英文。  
Chinese English.

If FEHD needs to contact me or the nominated representatives, please use

優先次序 Priority Order	提名代表姓名（不包括申請人） Name of Nominated Representative (not including the applicant)		香港身分證／護照*號碼 HKID Card/Passport* No.	與申請人關係 Relationship with Applicant	與先人關係 Relationship with Deceased Person		聯絡方法 Means of Contact	
	中文 Chinese	英文 English			先人姓名 Name of Deceased Person	關係 Relationship		
1					(1)		流動電話號碼# Mobile Phone No. #	
							電話號碼# Tel. No. #	
							傳真號碼 Fax No.	
							電郵 Email	
							聯絡地址 Correspondence Address	
2					(1)		流動電話號碼# Mobile Phone No. #	
							電話號碼# Tel. No. #	
							傳真號碼 Fax No.	
							電郵 Email	
							聯絡地址 Correspondence Address	

☐ 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.

# 可提供多個電話號碼（流動及固網），請以「/」符號分隔。Multiple telephone numbers (mobile and fixed line) are acceptable. Please use "/" to separate them.

### （丙部）申請人聲明 (Section C) 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，均屬確實無訛。本人明白，如填報的資料經查明有失實之處，本申請將不獲批准，如已獲批准也將會被撤消。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 approval will be given for the application or such approval if given will be revoked if I have made a false declaration. Also, I may be liable to legal responsibility arising from the false information given or false declaration made.

- 本人明白申請及編配骨灰龕位安排及申請須知的內容，並願意遵守食環署所訂的存放骨灰的服務須知內的要求及條件（附件一），也知道在遞交申請表格時須夾附所需文件副本。

I understand the Application and Allocation Arrangements for niches as well as the Notes for Application, and shall observe the requirements and conditions set out in FEHD's Notes for the Deposit of Ashes (Annex 1). I am also aware of the need to attach a copy of the supporting documents when submitting the application form.

- 本人明白，當獲編配骨灰龕位及上位後，食環署會把列載於申請表格中的先人名字從「重用骨灰龕位輪候冊」內刪除（如適用）；及／或本申請表格中的先人已安放於公眾骨灰龕位及為首位先人，也須交還有關龕位給食環署（如適用）。

I understand that once a niche is allocated to me and ashes deposited, FEHD would delete the name(s) of the deceased person(s) listed in this application form from the "Reused Niche Waiting List" (if applicable), and/or any public niche(s) being occupied by the deceased in this application form who is also the 1<sup>st</sup> deposited deceased person must be returned to FEHD (if applicable).

請於第五頁簽署。Please sign on page 5.

4. 本人明白及同意，食環署為處理本人的骨灰龕位申請的目的，有權在食環署認為適當的情況下，向第三者披露本人及提名代表的姓名或本人及提名代表與先人的關係。

I understand and agree that FEHD shall have the right to disclose my name and the name(s) of the nominated representative(s) and our relationship with the deceased person(s) to a third party whenever FEHD considers appropriate for the purpose of processing of my application for allocation of a niche.

5. 本人清楚明白是次編配的所有骨灰龕位為可續期骨灰龕位。在首 20 年安放期（或其後每個 10 年續期）屆滿時，相關人士須為骨灰龕位申請續期及繳交當時的訂明費用，或自行移走骨灰把骨灰龕位交還食環署重新編配，並須適時通知食環署最新的聯絡資料。

I fully understand that all the niches available for application in this allocation exercise are extendable niches. Upon expiry of the 20-year initial interment period or each subsequent 10-year extension period, the onus is on the related persons to either apply for extension and pay the prevailing prescribed fee or remove the ashes from the niche and return it to FEHD for re-allocation. The related persons should update FEHD of their contact details from time to time.

6. 本人清楚明白由安放期屆滿當日開始，食環署會給予相關人士兩年的寬限期，並同意若相關人士在這段期間（跨越春秋二祭兩次）沒有聯絡食環署為骨灰龕位續期，食環署會展開適當程序，把骨灰龕位內的骨灰（連同其容器）及相關物品（如有）移走，然後以食物環境衛生署署長認為合適的方式處置，以便騰空骨灰龕位重新編配。食環署會把骨灰的最終處理方式和地點妥為記錄，假若日後有後人出現，查詢骨灰情況時，可向其提供相關資料。

I fully understand that a grace period of 2 years from the expiry date (straddling 2 cycles of Ching Ming and Chung Yeung Festivals) would be allowed for related persons to contact FEHD to apply for extension, and agree that thereafter proper procedures would be initiated to remove the ashes (together with its container) and the related items, if any, in the niche physically from the niche and dispose of them in a manner that the Director of Food and Environmental Hygiene considers fit. The resumed niche will then be vacated for re-allocation. FEHD will properly document the means and location of the final disposal of the removed ashes for reference of any descendants showing up and enquiring about the ashes in future.

日期：\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date    日 DD    月 MM    年 YYYY

\_\_\_\_\_  
申請人簽署  
Signature of Applicant

#### 遞交申請表格前檢查清單

#### Checklist before submission of application form

1.	<input type="checkbox"/>	已在甲部申請標準龕位或大型龕位中只選擇一項。若申請標準龕位，已在 3 個選項中只選擇一項；若申請大型龕位，已在適當的方格內填上「✓」號。 Have selected <b>either</b> standard niche <b>or</b> large niche in <b>Section A</b> . If opt for standard niche, <b>only one</b> of the 3 choices has been selected. If opt for large niche, the appropriate box has been checked.
2.	<input type="checkbox"/>	已在乙部填寫申請人、先人及申請人的提名代表資料。 Have filled in the particulars of applicant, the deceased and applicant's nominated representative(s) in <b>Section B</b> .
3.	<input type="checkbox"/>	已詳閱丙部並簽署。 Have carefully read <b>Section C</b> and <b>signed</b> .
4.	<input type="checkbox"/>	已夾附詳列在第 7 頁申請及編配安排第 2(iv) 項的所需文件副本 <sup>^</sup> 。 Have attached a <b>copy of the required documents</b> <sup>^</sup> as stated in item 2(iv) of the Application and Allocation Arrangements on page 7.

<sup>^</sup> 不適用於曾申請上一次公眾龕位編配，而申請人及先人的資料維持不變。

Not applicable to the case where the applicant has submitted application in the last public niche allocation and the information of the applicant and the deceased remains unchanged.

## 申請及編配安排 Application and Allocation Arrangements

是次編配的所有公眾骨灰龕位均為可續期骨灰龕位，要點如下：

All public niches allocated in this niche allocation exercise are extendable niches. The main points are as follows:

### 1. 骨灰龕位地點、種類及數量

#### Location, Type and Quantity of Niches

骨灰安置所 Columbarium	標準骨灰龕位數目 No. of Standard Niches	大型骨灰龕位數目 No. of Large Niches
曾咀 <sup>#</sup> Tsang Tsui <sup>#</sup>	禁香龕位或非禁香龕位 <sup>@</sup> smoke-free niche or non-smoke-free niche <sup>@</sup>	全部是非禁香龕位 <sup>@</sup> All are non-smoke-free niche <sup>@</sup>

<sup>#</sup> 如欲了解正在計劃中掃墓期間來往曾咀靈灰安置所的特別交通安排，請瀏覽食環署網站 ([www.fehd.gov.hk](http://www.fehd.gov.hk))。

To understand the special traffic arrangements under planning to and from Tsang Tsui Columbarium during grave sweeping periods, please browse FEHD website ([www.fehd.gov.hk](http://www.fehd.gov.hk)).

<sup>@</sup> 有關是次編配龕位的數量，請瀏覽食環署網站 ([www.fehd.gov.hk](http://www.fehd.gov.hk)) 或以申請表格首頁的二維碼登入申請專頁查閱。

As regards the number of available niche for allocation, please browse FEHD's website ([www.fehd.gov.hk](http://www.fehd.gov.hk)) or access the dedicated application webpage with the QR code on the 1<sup>st</sup> page of the application form to view.

### 2. 申請辦法及填寫申請表格須知

#### Means of Application and Notes for completing Application Form

- (i) 標準骨灰龕位申請人必須在申請表格內填寫**至少一位先人的資料**。申請表格內其他先人必須是首位先人的近親或與其有密切關係；如首位先人的骨灰已移走，骨灰龕位必須交還予食環署。〔有關「近親」的定義，請參閱存放骨灰的服務須知（附件一）第8項。〕

For application for a standard niche, the applicant has to fill in **at least one deceased person's particulars** in the application form. The other deceased persons listed in the application form should be a close relative of or in close relationship with the first deposited deceased person. The niche should be returned to FEHD if the cremated ashes of the first deceased person deposited in that niche have been removed. [Please refer to item 8 of Notes for the Deposit of Ashes (Annex 1) for the definition of "close relative".]

- (ii) 大型骨灰龕位申請人必須在申請表格內填寫**至少三位先人的資料**。申請表格內其他先人必須是首位先人的近親或與其有密切關係；如首位先人的骨灰已移走，骨灰龕位必須交還予食環署。

For application for a large niche, the applicant has to fill in **at least three deceased persons' particulars** in the application form. The other deceased persons listed in the application form should be a close relative of or in close relationship with the first deposited deceased person. The niche should be returned to FEHD if the cremated ashes of the first deceased person deposited in that niche have been removed.

- (iii) 標準骨灰龕位和大型骨灰龕位的申請會被分開處理。申請人只可為同一位先人填寫一份申請表格，為其申請標準骨灰龕位或大型骨灰龕位。在申請表格的甲部，申請人只可選擇標準骨灰龕位或大型骨灰龕位其中一項。

Applications for standard niches and large niches will be handled separately. **The applicant should only file one application form to apply for either a standard niche or large niche for the same deceased person.** The applicant should select either a standard niche or large niche in Section A of the application form only.

- (a) 如欲申請標準骨灰龕位，只可選擇以下三項其中一項：

If the applicant opts for a standard niche, he/she should choose only one of the following 3 items:

- (1) 曾咀靈灰安置所的禁香標準龕位；或  
smoke-free standard niche in Tsang Tsui Columbarium; or
- (2) 曾咀靈灰安置所的非禁香標準龕位；或  
non-smoke-free standard niche in Tsang Tsui Columbarium; or
- (3) 曾咀靈灰安置所的禁香或非禁香標準龕位。  
smoke-free or non-smoke-free standard niche in Tsang Tsui Columbarium.

- (b) 如欲申請大型骨灰龕位，只可選擇以下一項：

If the applicant opts for a large niche, he/she could choose the following one item:

- (1) 曾咀靈灰安置所非禁香大型龕位。  
non-smoke-free large niche in Tsang Tsui Columbarium.

請注意，由於可供編配的各類型龕位（標準／大型；禁香／非禁香）數量均有差別，獲成功編配機會也會有差異。在決定選擇申請編配某一類型龕位時，請瀏覽食環署網站 ([www.fehd.gov.hk](http://www.fehd.gov.hk)) 或以二維碼登入申請專頁查閱，以衡量該申請獲成功編配的機會。

Please note that the number and type of niches (standard/large; smoke-free/non-smoke-free) available for allocation are different, and the chance of successful allocation would also vary. When deciding the type of niche to be selected for application, you may browse FEHD website ([www.fehd.gov.hk](http://www.fehd.gov.hk)) or access the dedicated application webpage with the QR code to view the number of available niches.

- (iv) 申請人必須填妥申請表格的甲部及乙部並在丙部親自簽署，連同下列文件的副本一併遞交（另有註明者除外）。  
申請人必須在辦理編配骨灰龕位手續時出示有關文件的正本。如連同「遷移或撿拾骨殖許可證」副本遞交申請，申請人在辦理編配骨灰龕位手續時則必須出示「領取骨灰許可證」的正本。如在辦理編配骨灰龕位手續時未能出示有關文件的正本，便須填寫同意書承諾在六個月內完成火化及補交文件，否則該申請將不獲處理。  
**The applicant must complete both Section A and Section B of the application form and sign on Section C personally. The completed application form must be submitted with copies of the following documents (unless otherwise specified). The applicant must also produce the originals of the said documents during allocation of niche.** If an application is submitted with a copy of “Permit to Remove/Exhume Remains”, the applicant must produce the original of the “Permit to Take Away Cremated Ashes” during allocation of niche. If the applicant cannot produce the originals of prescribed documents at the time of allocation of niche, he/she has to fill in an undertaking to complete cremation and submit the documents within 6 months, otherwise the application will not be processed further.
- (1) 申請人的香港身分證副本一份；  
copy of the applicant’s Hong Kong Identity Card;
- (2) 每位先人的香港身分證或用作證明先人為香港居民的文件副本一份；  
copy of each deceased person’s Hong Kong Identity Card or other documentary proof of the deceased’s Hong Kong resident status;
- (3) 每位先人的「領取骨灰許可證」〔此項不適用於仍存放在政府火葬場內的骨灰。〕〔若在接受申請期結束前已成功預訂火化時段（即成功預訂申請期結束後的 15 天內的火化時段），亦可先以「遺體火葬費用收據」連同申請表格遞交申請，待取得「領取骨灰許可證」後盡快補交。〕或「火葬證明書」或「遷移或撿拾骨殖許可證」副本一份；  
copy of the “Permit to Take Away Cremated Ashes” [This is not applicable to those ashes still being kept in government crematoria.] [If a cremation session has been successfully booked before the end of the application period, i.e. a cremation session within 15 days after the expiry of application period, the applicant can also submit the application form with the “Receipt of Fee for Cremation”, and then submit the “Permit to Take Away Cremated Ashes” soonest possible after receiving.] or “Certificate of Cremation” or “Permit to Remove/Exhume Remains” of each deceased person;
- (4) 如「領取骨灰許可證」或火葬證明書未有顯示先人的死亡日期，申請人則須提交顯示每位先人死亡日期的證明文件副本一份；以及  
copy of the documentary proof showing the date of death of each of the deceased persons if such information is not available in the “Permit to Take Away Cremated Ashes” or “Certificate of Cremation”; and
- (5) 申請人須就首位先人與申請表格內其他先人之間的近親關係或密切關係提交證明文件副本一份。  
copies of the documentary proof showing that the first deposited deceased person and the other deceased persons listed in the application form are close relatives or in close relationship.
- (v) 申請人須提供相關人士的個人資料，以方便日後食環署就骨灰龕位的安放期屆滿後續期／處理骨灰事宜與相關人士聯絡。若提名的代表或聯絡資料有改變，相關人士有責任適時向食環署更新資料。獲編配骨灰龕位人士有責任在首 20 年安放期（或其後每個 10 年續期）屆滿時處理先人的骨灰（即主動提交續期申請或遷移骨灰），以及適時通知食環署最新的聯絡資料。  
The applicant has to provide the personal particulars of the related persons to FEHD for contact on matters relating to extension/handling of ashes after expiry of the interment period. If there are any changes of nominated representatives or the contact details, the related persons should inform FEHD accordingly. The onus is on the allocatee to handle the ashes of the deceased (i.e. either apply for extension or remove the ashes from the niche) after expiry of the 20-year initial interment period or 10-year extension period thereafter and to update FEHD on contact details from time to time.
- (vi) 為加快編配程序，申請人必須留意，文件不齊、資料不全、逾期或重複遞交的申請將一概不予受理。  
In order to expedite the allocation process, applicants must note that applications which are not supported with all necessary documents or information, late or duplicated applications will not be accepted.
- (vii) 申請經食環署確認後，申請人不能更改先人資料。  
Change of the deceased’s particulars is not allowed once the application has been acknowledged by FEHD.
- (viii) 食環署收到已填妥的申請表格後，通常會在十個曆日內以郵寄、傳真或電郵方式（視乎遞交表格方式而定）向申請人發出確認回條，並給予一個申請編號。食環署強烈建議申請人填寫網上申請表格遞交申請，既可避免郵遞延誤／無法派遞的情況，亦能在遞交申請後很快收到附有申請編號的確認回條電郵，方便日後跟進相關申請事宜。  
FEHD would issue an acknowledgement receipt with an application number to the applicant by post, fax or email (depending on the submission means of the application) normally within ten calendar days from the date of receipt of a duly completed application form. FEHD strongly recommends applicant to apply through online application form which can avoid postal delay/non-delivery and the applicant can also receive an acknowledgement receipt with an application number through email shortly after the submission, thus facilitating follow-up of the application in the future.
- (ix) 成功中籤或獲編配龕位的申請人若放棄有關龕位，食環署於六個月內不會再接受同一先人的有關申請。  
If an applicant abandoned the assigned niche after the balloting or allocated with a niche successfully, FEHD will not accept further application for the same deceased within the next 6 months.
- (x) 若為同一位先人連續兩個月遞交申請，在前一次申請未有抽籤結果前，後一次的申請會被暫緩處理。食環署只會在前一次申請未能中籤的情況下，才繼續處理其後一次的申請。  
If two applications are submitted for the same deceased in two consecutive months, the processing of the second application will be temporarily suspended until the ballot result of the first application is known. The FEHD will continue to process the second application only when the first application is not successful.

### 3. 編配方式

#### Mode of Allocation

- (i) 所有骨灰龕位，不論其在同一龕牆的位置高低或座向，均由攪珠及電腦隨機編配予中籤申請人，而非由中籤申請人自行揀選骨灰龕位。  
All new niches, irrespective of their level and orientation on a niche wall, will be allocated to successful applicants by drawing of lots and computer balloting **rather than self-chosen**.

- (ii) 為照顧在上一次公眾龕位編配時未能中籤的申請人及鼓勵加放骨灰，兩類組別的申請人（即選擇加放先人骨灰或在上一次公眾龕位編配中未能中籤的申請人），當符合各自組別準則均可在該組別下獲額外一張「抽籤紙」以增加中籤機會（備註）。下列以標準龕位為例子說明不同申請組別及其可獲的額外「抽籤紙」數目及所得的「抽籤紙」總數，以供參考：

To enhance the chance of successful balloting for two categories of applicants (i.e. opt for co-location of ashes or have failed in the last allocation exercise), those satisfying the criteria for the respective category will be given an additional “ballot paper” under that category (*Remark*). The table below sets out the ballot weighting of different grouping of applications for standard niche as an example:

抽籤比重 Ballot weighting		正常 Normal	額外 Additional	總數 Total
申請組別 Grouping of applications		「抽籤紙」的數目 Number of “ballot papers”		
A 組 Group A	一位先人骨灰，沒有未能中籤記錄 <sup>1</sup> one set of ashes, with no previous failure record <sup>1</sup>	1	0	1
B 組 Group B	一位先人骨灰，有一次未能中籤記錄 <sup>2</sup> one set of ashes, with a previous failure record <sup>2</sup>	1	1	2
C 組 Group C	兩位先人骨灰，沒有未能中籤記錄 <sup>3</sup> co-location of two sets of ashes, with no previous failure record <sup>3</sup>	2	1	3
D 組 Group D	兩位先人骨灰，有一次未能中籤記錄 <sup>4</sup> co-location of two sets of ashes, with a previous failure record <sup>4</sup>	2	2 (一張來自共用龕位，另一張來自有未能中籤記錄) (one from co-location and another one from previous failure record)	4

#### 備註 Remark

計算可獲「抽籤紙」數目的原則：就每一宗申請（不論是申請標準龕位或大型龕位），每一位先人基本可獲發一張「抽籤紙」。如該宗申請涉及兩類情況，即 (i) 存放多於一位先人骨灰；或 (ii) 其中任何一位先人在上一次龕位編配中有未能中籤記錄，兩類情況各可獲發一張額外「抽籤紙」。惟上述兩類情況，每類情況最多只可獲發一張額外「抽籤紙」。

**Principle of calculating the number of eligible “ballot papers”:** For each application (whether it is for a standard niche or large niche), each deceased person can basically receive one “ballot paper”. If the application falls within one of the two categories, i.e. (i) deposition of ashes of more than one deceased person; or (ii) any one of the deceased persons has unsuccessful record in the last niche allocation exercise, each category may receive one additional “ballot paper”. However, only one additional “ballot paper” at most will be issued to each of the above two categories of applications.

<sup>1</sup> 「未能中籤」的記錄僅適用於上一次公眾骨灰龕位編配中就同一先人提出的申請而沒有中籤的申請個案，惟不包括在上一次公眾骨灰龕位編配中曾獲編配骨灰龕位，但最終自行放棄沒有編配骨灰龕位者。  
Previous failure record refers to that of the same deceased person in the last niche allocation exercise only and **does not include the case where an applicant was allotted a niche but eventually gave up on his/her own accord and failed to acquire a public niche in the last niche allocation exercise.**

<sup>2</sup> 若上一次龕位編配中有未能中籤記錄，可獲得一張額外「抽籤紙」。  
One additional “ballot paper” will be given if there is failure record in the last niche allocation exercise.

<sup>3</sup> 如共存放三位先人骨灰，沒有未能中籤記錄，所得的「抽籤紙」總數將為 4。  
For co-location of three sets of ashes with no previous failure record, the total number of “ballot papers” will be 4.

<sup>4</sup> 如共存放三位先人骨灰，有上一次龕位編配未能中籤記錄，所得的「抽籤紙」總數將為 5。  
For co-location of three sets of ashes, with unsuccessful record in the last niche allocation exercise, the total number of “ballot papers” will be 5.

- (iii) 食環署會為每一宗申請編配一個申請編號，並在核實申請人所提供的資料後決定該申請屬於哪個申請組別及可獲得的「抽籤紙」數目。所有可供申請骨灰龕位，不論其在同一龕牆的位置高低或座向，均由攪珠及電腦隨機編配予申請人，每個中籤者均會獲編配一個特定骨灰龕位。食環署會按中籤申請人的優先次序，發信通知各中籤者辦理骨灰龕位編配手續的時間及繳費安排。
- An application number will be allotted to each application. After verifying the information furnished by the applicant, the grouping of applications and the number of “ballot papers” to be awarded to each application will be determined. All niches under application, irrespective of their level and orientation on a niche wall, will be allocated to applicants by the drawing of lots and computer balloting and each successful application will be allotted a designated niche. FEHD will inform the successful applicants of the date and time of completing the allocation formalities and paying the relevant fees by letter according to their priorities.
- (iv) 食環署將會以 WhatsApp／流動電話短訊及電郵或郵寄方式通知中籤申請人其申請編號及由攪珠及電腦抽籤編配的特定骨灰龕位編號。申請人也可在攪珠及電腦抽籤翌日在食環署網站、港島或九龍墳場及火葬場辦事處及公眾骨灰龕位編配辦事處查核其申請結果。
- FEHD will notify the successful applicants by WhatsApp/SMS and email or post of their application number and the serial number of the designated niche allocated by drawing of lots and computer balloting. Applicants can also check the results of their applications on the day after the drawing of lots and computer balloting at FEHD website, Hong Kong or Kowloon Cemeteries and Crematoria Office and Public Niche Allocation Office.
- (v) 中籤申請人須決定是否接受該特定骨灰龕位。申請人可使用食環署網站的骨灰龕位位置查詢系統，查詢相關龕位的位置。如決定接受，則須在指定日期和時間前往公眾骨灰龕位編配辦事處辦理骨灰龕位編配手續及繳交費用。如申請人決定不接受該骨灰龕位、沒有依期前往指定辦事處辦理編配手續，或沒有繳交費用，則會視作申請人放棄該骨灰龕位，而其申請也會視作已處理完畢。
- The successful applicant has to decide whether to take up the designated niche and if so has to complete the niche allocation formalities at the Public Niche Allocation Office and settle the payment according to the scheduled date and time. The applicant can make use of the niche location enquiry system on FEHD website to enquire about the location of the niche concerned. If the applicant decides not to take up the niche, does not show up at the designated office as scheduled to complete the allocation formalities or settle the payment, the application will be considered to have been processed and the niche given up.
- (vi) 中籤申請人須在指定日期和時間前往公眾骨灰龕位編配辦事處（地址：新界葵芳興芳路 223 號新都會廣場第一座 35 樓 3501 至 3511 及 3520 至 3525 室）辦理編配骨灰龕位及繳費手續。申請人可以「易辦事」、「轉數快」、支票或銀行本票於編配櫃檯即時繳交費用。如以支票或銀行本票繳費，應以「香港特別行政區政府」為抬頭人，票面款項為港幣二千四百九十元正（標準龕位）或港幣三千零九十元正（大型龕位）；而支票須加劃線。
- The successful applicant must complete the niche allocation formalities and pay the prescribed fees at the Public Niche Allocation Office (address: Units 3501-3511 & 3520-3525, 35/F, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, N.T.) at the scheduled date and time. The applicant can settle payment by “EPS”, “FPS”, cheque or cashier order and complete the transaction over the allocation counter. For cheque and cashier order payment, they must be made payable to “The Government of the Hong Kong Special Administrative Region” in the amount of HK\$2,490 for standard niche or HK\$3,090 for large niche; and the cheque must be crossed.

#### 4. 骨灰安放期、續期及加放骨灰安排

##### Ashes interment period, extension of interment period and deposit of additional sets of ashes

- (i) 申請人獲編配骨灰龕位後，最初的骨灰安放期為 20 年，期滿後可每 10 年續期一次，每次續期須繳付當時的訂明費用。有關安放期的開始及屆滿日期，會在付款當日的收據上顯示。
- After allocation of a niche, the initial interment period is 20 years and can be extended at 10-year intervals thereafter upon payment of the prevailing prescribed fee. The commencement and expiry dates of the interment period concerned will be shown on the receipt made on the date of payment.
- (ii) 在 20／10 年的安放年期屆滿時，只要相關人士確認會為骨灰龕位續期及繳付當時的訂明費用並完成有關手續，便可繼續使用獲編配的骨灰龕位。
- On expiry of the 20-year/10-year interment period, as long as the related person(s) confirm(s) extension of the interment period and pay(s) the prevailing prescribed fee and complete(s) the procedural formalities, the use of the allocated niche can be continued.
- (iii) 如日後在骨灰龕位加放骨灰，相關人士可選擇由加放骨灰日起計往後 20 年的新安放期，或選擇沿用原有的安放期維持不變。若選擇前者，新安放時間表會取代上次所訂的安放時間表，請參考下表列出的例子，以了解在不同情況下的安放期：
- If a new set of ashes is added during the interment period, the related person(s) can opt for a fresh interment period of 20 years counting from the co-location date or opt to maintain the original interment period under the status quo. If the former option is chosen, the new interment schedule will replace the original one. A comparison table illustrating the interment periods in different scenarios is as follows:

情況 Scenario	安放期的計算 Counting of the Applicable interment periods
1. 沒有加放骨灰 No co-location of ashes	20 年（最初安放期）+ 其後每 10 年續期一次 20 years (initial interment period) + 10 years upon each subsequent extension
2. 在安放首位先人骨灰後的第 18 年加放第二位先人骨灰 Co-locating the ashes of the second deceased person in the 18th year of the initial interment period of the first deceased person	18 年（最初安放期）+ 20 年（由加放骨灰日起計）+ 其後每 10 年續期一次（相關人士亦可選擇沿用原有的安放期維持不變） 18 years (for the initial interment period) + 20 years (starting from the co-location date) + 10 years upon each subsequent extension thereafter (the related person(s) can also opt to maintain the original interment period under the status quo)

## 5. 給申請人的溫馨提示

### Warm Reminder to the Applicant

- (i) 食環署提醒市民在為離世親屬申請編配公眾骨灰龕位時，務必親自辦理申請事宜。如無暇親身處理，亦應以申請人的名義填寫申請表格，然後才授權他人代為跟進，以確保食環署能就骨灰龕位續期事宜直接與申請人（即獲編配骨灰龕位人士）保持聯絡，使獲編配骨灰龕位人士能適切維護逝者權益。

FEHD reminds the public that when applying for a public niche for a deceased relative, the applicant should handle the matter in person. If the applicant has no time to deal with the application in person, he/she should still fill in the application form in his/her name and authorise others to follow up. This is to ensure that FEHD can keep in touch with the applicant (i.e. the niche allocatee) direct on matters relating to extension of the interment period so that the niche allocatee can take good care of the interests of the deceased person(s).

- (ii) 如聯絡人名單或聯絡人資料有更改，相關人士有責任通知食環署。

It is incumbent upon the related persons to inform FEHD of any change in the contact list or their contact information.

## 申請須知 Notes for Application

1. 本表格不收費。申請人在遞交申請表格時，也無須繳交任何費用。  
No fee is charged for this form. Submission of an application is free of charge.
2. 申請人與食環署進行任何事務往來時，均不得向食環署職員提供任何利益。  
Applicant should not offer any advantage to FEHD staff while having dealings of any kind with FEHD.
3. 申請人必須填寫本表格的甲、乙及丙部。丙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，則須在食環署職員面前畫上記號。  
The applicant should complete Sections A, B and C of this form. Section C 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 make his/her mark before the staff of FEHD.
4. 申請人可為先人在「無盡思念」網站 (memorial.gov.hk) 開設紀念網頁。申請人只須填寫電郵地址，食環署會預設一個載有其先人姓名及離世日期的個人紀念網頁。「無盡思念」網站的先人紀念網頁的首頁會展示骨灰安放期屆滿的日期，並會於安放期屆滿前兩年開始自動跳出有關訊息，提醒相關人士骨灰安放期將在何時屆滿。相關人士亦可使用網頁的專用連結在網上更新聯絡人名單或其聯絡資料。在安放骨灰於有關骨灰龕位後，食環署會於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. The memorial webpage of the deceased will display the expiry date of the interment period on the front page and the related message will pop-up starting two years before expiry of the interment period to remind the related persons of the expiry date of the current interment period. In addition, the related persons can use a dedicated link on the webpage to update the contact list or their contact information. A notification email for confirmation will be issued within two working days after the deposit of ashes in the niche concerned. 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 the applicant has already created a memorial webpage at the Internet Memorial Service for the same deceased person using the same email address, no additional webpage will be created.
5. 骨灰龕位及設置紀念牌匾的收費，請參閱附件二。  
The fees for the niche and the placing of a memorial plaque, please see Annex 2.
6. 申請人可將已填妥的申請表格，連同所需文件的副本以傳真、郵寄、電郵或專人送遞方式送交下列食環署墳場及火葬場辦事處。申請人亦可填寫網上申請表格，連同所需文件以 pdf 或 jpeg 格式上傳及遞交申請。如申請人曾於 2019 或之後曾遞交申請並獲接納，而其姓名及香港身分證號碼及先人的全部資料均沒有改變，或若申請人同時是為先人申請火葬服務的同一人士，並透過「智方便」填寫網上申請表格，便毋須夾附所需文件副本。就郵遞方式，送達日期以郵局的郵戳日期為準。文件不齊、資料不全，逾期或重複遞交的申請將一概不予受理。

The applicant may submit the completed application form together with copies of the required documents to the following offices of the Cemeteries and Crematoria Section of FEHD by fax, post, email or by hand. The applicant may also fill in the online application form, upload the required documents in pdf or jpeg format and submit the application online. If the applicant had submitted an application in or after 2019 which was accepted and if there is no change in the applicant's name and HKID Card/Passport No. and all particulars of the deceased, or if the applicant is the same person who applied for cremation service for the deceased and submits online application through "iAM Smart", copies of the required documents are not needed. Applications which are not supported with all necessary documents or information, or late or duplicated applications will not be accepted. For postal delivery, the date of delivery is based on the postmark date of the post office.

(i) 以郵寄或專人送遞方式遞交申請：

Submission of Application by Post or by Hand

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)

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

(ii) 以傳真遞交申請：

Submission of Application by fax

傳真號碼：2333 1716

Fax No.

(iii) 以電郵遞交申請：

Submission of Application by email

電郵地址：apply\_newniche@fehd.gov.hk

Email Address

(iv) 以網上申請表格申請：

Application by Online Application Form

網上申請表格：<https://app.fehd.gov.hk/newniche>

Online Application Form

7. 如有查詢，可聯絡食環署墳場及火葬場公眾骨灰龕位編配辦事處：

For enquiries, please contact Cemeteries and Crematoria Public Niche Allocation Office of FEHD:

查詢熱線：2841 9111

Enquiry Hotline

傳真號碼：2333 1716

Fax No.

電郵地址：enquiry\_newniche@fehd.gov.hk

Email Address

網址：http://www.fehd.gov.hk/newniche/contactus.html

Website

8. 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, FEHD 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 8(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 8(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

— 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.

九龍墳場及火葬場辦事處

Kowloon Cemeteries and  
Crematoria Office

— 紅磡暢行行 6 號地下高層  
Upper Ground Floor, 6 Cheong Hang  
Road, Hung Hom

電話號碼：2365 5321

Tel. No.

食物環境衛生署骨灰安置所存放骨灰的服務須知  
Notes for the Deposit of Ashes in the Columbaria of the Food and Environmental Hygiene Department

下列人士的骨灰可存放在食物環境衛生署（食環署）轄下的骨灰安置所內。

The cremated ashes of the following persons may be deposited in the columbaria of the Food and Environmental Hygiene Department (FEHD).

- (i) 死亡時是香港居民，而其遺骸於死亡後三個月內在政府火葬場內火葬<sup>#</sup>；或  
a person who was a resident of Hong Kong at the time of his/her death and whose remains were cremated in a government crematorium within three months after his/her death<sup>#</sup>; or
- (ii) 在緊接其死亡前的二十年內，有最少十年是香港居民，而其遺骸是在香港以外的地方火葬（須提交有關居港文件及有效合法證明文件）<sup>#</sup>；或  
a person who was a resident of Hong Kong for a period of at least ten years during the period of twenty years immediately preceding his/her death and whose remains were cremated in a crematorium outside Hong Kong (Relevant documentary proof are required)<sup>#</sup>; or
- (iii) 其遺骸是在香港經合法撿拾後在政府火葬場火葬的。  
a person whose remains were lawfully exhumed and cremated in a government crematorium.

<sup>#</sup> 在遞交申請時須一併附上相關文件的副本，並於辦理編配手續時帶備正本以供查核。

A copy of the relevant documents must be submitted with the application and the originals should be produced for inspection at the time of allocation.

相關人士（即獲編配骨灰龕位人士或其提名代表）須遵守以下條件：

The related persons (i.e. the niche allocatee or his/her nominated representative(s)) should abide by the following conditions:

- 1. 骨灰安置所內每個骨灰龕位均須收費，而設置紀念牌匾或加放先人骨灰均須收取行政費用。  
A fee is payable for each niche in the columbarium. Separately, an administration fee is payable for the placing of a memorial plaque or additional set of ashes.
- 2. 在可行情況下，一個標準骨灰龕位可以放置多於兩位先人骨灰，而一個大型骨灰龕位可以放置多於四位先人骨灰。惟每次加放骨灰前，必須獲得食物環境衛生署署長的批准。  
If the situation warrants, a standard niche can hold the ashes of more than two deceased persons and a large niche can hold the ashes of more than four deceased persons. Prior approval from the Director of Food and Environmental Hygiene should be obtained for placing additional sets of ashes each time.
- 3. 所有骨灰龕位都有編號，以資識別。  
Niches are numbered for identification purposes.
- 4. 必須在載有所獲編配骨灰龕位編號的收據發出日期或相關骨灰安置所公布的可供使用日期起計六個月內（以較後者為準），把骨灰安放在該骨灰龕位內。  
The ashes must be deposited in the allocated niche within six months from the date of issue of a receipt stating the number of the niche allotted or from the date when the niche is available for use as announced by the columbarium concerned, whichever is the later.
- 5. 骨灰龕位屬食環署所有，經編配予申請人後，不得轉讓或出售。如欲遷移安放於骨灰龕位內的骨灰，必須事先獲得食環署批准。另外，如移走首位先人的骨灰，骨灰龕位必須交還予食環署。已繳費用，恕不退還。  
The niche, being the property of FEHD, is not transferable and not allowed to be sold upon allocation. Prior permission must be obtained from FEHD for removing the ashes deposited in the niche. In addition, the niche must be returned to FEHD if the ashes of the deceased person first deposited in that niche are removed. Fees paid are not refundable.
- 6. 將骨灰存放入骨灰龕位後，必須立即以紀念牌匾把骨灰龕位封閉。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 niche must be immediately closed by a memorial plaque after the deposit of ashes in the niche. 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) 紀念牌匾必須選用一種名為「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；  
The memorial plaque must be of "Travertino" marble or a marble of the same colour tone;

- (ii) 紀念牌匾上每位先人的相片連同背景不能大於 8 厘米闊及 10 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 8 cm wide and 10 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) 除獲得食物環境衛生署署長的批准外，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；及  
Except with the permission from the Director of Food and Environmental Hygiene, the rest of the memorial plaque shall maintain the original color tone of " Travertino " marble other than the areas for photo and inscription. No part of the memorial plaque shall be inlaid with foreign objects; and
- (iv) 改裝紀念牌匾或更改牌匾上資料前，必須取得食物環境衛生署署長的批准。  
Prior to any alteration to the memorial plaque or its content, permission from the Director of Food and Environmental Hygiene shall be obtained.
7. 如在骨灰龕位加放骨灰，該先人必須是最早安放在骨灰龕位內的先人的近親或與其有密切關係。近親指配偶、父母、祖父母、外祖父母、兄弟、姊妹、配偶的父親、配偶的母親、媳婦、女婿，或父系或母系的直系後裔。  
Any subsequent set of cremated human ashes deposited in a niche shall be that of a close relative of or a person in close relationship with the deceased person first deposited in that niche. Close relative means the spouse, parent, grandparent, grandparent-in-law, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law or a direct descendant of either the male or female line.
8. 安放骨灰並以紀念牌匾密封骨灰龕位前，申請人須先出示編配骨灰龕位收據及「領取骨灰許可證」或其他「火葬證明書」，供骨灰安置所主管人員查核。  
The applicant must produce the niche allocation receipt and the "Permit To Take Away Cremated Ashes" or other "Certificate of Cremation" for inspection by the officer-in-charge of the columbarium prior to the deposit of ashes in the niche and the sealing of the niche with a memorial plaque.
9. 紀念牌匾上所載的先人姓名必須與有關「領取骨灰許可證」或「火葬證明書」相符。一般而言，除籍貫、相片、生死日期或經食環署批准的資料外，其餘一律不准刻列在紀念牌匾上。  
The name of the deceased inscribed on the memorial plaque should be consistent with those stated in the relevant "Permit to Take Away Cremated Ashes" or "Certificate of Cremation". In general, only the place of origin, photo, birth and death dates of the deceased and other information as approved by FEHD are allowed to be shown on the memorial plaque.

1. 骨灰龕位及設置紀念牌匾的收費如下：

The fees for the niche and the placing of a memorial plaque are:

骨灰龕位 Niche	20 年安放期 20-year Interment Period	10 年安放期（續期） 10-year Interment Period (extension)
標準骨灰龕位 Standard niche	港幣 2,400 元 \$2,400	港幣 1,200 元 \$1,200
大型骨灰龕位 Large niche	港幣 3,000 元 \$3,000	港幣 1,500 元 \$1,500
設置紀念牌匾准許 Permission for placing a memorial plaque	港幣 90 元 \$90	

2. 如加放新骨灰並選擇由加放骨灰之日起重新計算 20 年安放期，收費將按已繳付的費用並未涵蓋的延續期（「未繳費的延續期」）（即 20 年減去原先安放骨灰的最初安放期的未滿部分）計算。如該未繳費的延續期時間不足 20 年，收費會根據當時每年安放期所訂的費用乘延續期計算。例如，後人在原先安放骨灰的最初安放期開始後第 15 年在標準公眾骨灰龕位加放骨灰，最初安放期尚餘年期為五年。假設當時就首 20 年安放期所訂的費用是港幣 2,400 元（即每年安放期收費港幣 120 元 × 20 年），加放骨灰時應付金額是延續安放期 15 年的費用，即港幣 120 元 × 15 年 = 港幣 1,800 元。由於收費是以一整年為計算基礎，因此後人實際上享有優惠。舉例來說，假設最初安放期尚餘年期為 4.5 年，即延續期為 15.5 年，但收費仍以延續期 15 整年計算，即港幣 1,800 元。

In the case of co-location of a new set of ashes and a fresh count of 20 years of interment period from the time of co-location is opted for, the fees would be payable for the extended term not already paid for (“the unpaid extended term”) (i.e. 20 years minus the unexpired term of the original interment period of the sitting ashes). If the unpaid extended term for deposit of ashes is less than 20 years, the fees would be charged by multiplying the prevailing fees for one year interment period with the extended term. For example, if co-location of a new set of ashes in a standard public niche takes place after 15 years from the initial interment of the sitting ashes, the unexpired term of the original interment period is 5 years. Assuming the prevailing fee for the initial 20-year interment period is \$2,400 (i.e. the interment fee of \$120 per year × 20 years), the fee payable at the time of co-location will be for an extended term of 15 years, i.e. \$120 × 15 years = \$1,800. As fees would be calculated on a whole year basis, there would indeed be a concession generally. As an illustration, if the unexpired term of the original interment period is 4.5 years and the extended term is 15.5 years, the fee to be charged is still \$1,800, based on the extended use of the niche by 15 whole years.

3. 加放每份先人骨灰的行政費為港幣 140 元。

The administration fee for placing an additional set of ashes is \$140.

4. 有關費用會不時調整，以付款當日的訂明費用為準。詳情可向食環署職員查詢。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. Details of the fees can be obtained from FEHD staff. Fees paid are not refundable.