

墳場及火葬場組
CEMETERIES & CREMATORIA SECTION

安葬申請書
APPLICATION FOR BURIAL

此欄只供辦事處填寫 FOR OFFICIAL USE ONLY	
檔案編號 Transaction Ref. No.	_____
收據編號 Receipt No.	_____

(甲部) 申請資料 (Section A) Particulars of Application

墳場地點：
Cemetery

和合石
Wo Hop Shek

長洲
Cheung Chau

大澳
Tai O

禮智園
Lai Chi Yuen

殮葬商名稱：
Name of Undertaker _____

殮葬商蓋章：
Chop of Undertaker _____

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

中文姓名：
Name in Chinese _____

英文姓名：
Name in English _____

性別：
Sex 男 Male 女 Female

香港身分證／護照*號碼：
HKID Card/Passport* No. _____

聯絡地址：
Correspondence Address _____

中文電碼：
Chinese Commercial Code _____

與先人關係：
Relationship with the Deceased _____

出生日期：
Date of Birth _____ / _____ / _____
日 DD 月 MM 年 YYYY

電話號碼：
Tel. No. _____

香港(HK) 九龍(KLN) 新界(NT)

(丙部) 先人資料 (Section C) Particulars of Deceased to be Placed

中文姓名：
Name in Chinese _____

英文姓名：
Name in English _____

死亡日期：
Date of Death _____ / _____ / _____
日 DD 月 MM 年 YYYY

逝世地點：
Place of Death _____

先人生前職業：
Job of Deceased _____

先人生前永久地址：
Permanent Address of Deceased _____

證明文件：
Documentary Proof

死亡登記證明書 (表格 10)
Certificate of Registration of Death (Form 10)

批准屍體埋葬證明書 (表格 11)
Certificate of Order Authorizing Burial of Body (Form 11)

其他
Others _____

棺木物料：
Material of Coffin

木 Wood

紙 Paper

混合 Mixed

證明文件編號：
Document No. _____

簽發日期：
Date of Issue _____ / _____ / _____
日 DD 月 MM 年 YYYY

安葬日期：
Date of Interment _____

性別：
Sex 男 Male 女 Female

去世時年齡：
Age at Death _____

籍貫：
Place of Origin _____

請在適當方格內填上「✓」號。Please tick the appropriate boxes.
*請刪去不適用者。Please delete where appropriate.

(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失實，本申請將不獲批准，如已獲批准亦將會被撤回。

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 made a false declaration.

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

申請人簽署 Signature of Applicant

注意事項 Notes

1. 本表格不收費用。
No fee is charged for this form.
2. 本表格可用英文或中文填寫。
This form can be completed in either English or Chinese.
3. 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.
4. 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，則須在高級衛生督察(墳場及火葬場)、場地經理(墳場及火葬場)或助理場地經理(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 (C&C), Venue Manager (C&C) or Assistant Venue Manager (C&C) to make his/her mark.
5. 食物環境衛生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，則恐怕不能處理有關的申請。
The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department 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.
6. 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 5 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 5 above.
7. 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。
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 I 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.
8. 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，可向本署高級衛生督察(墳場及火葬場)提出，地址為：

港島辦事處 — 跑馬地黃泥涌道一號 J (香港墳場側) 電話：2578 9406
九龍及新界辦事處 — 紅磡暢行道 6 號地下高層 電話：2364 5405

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

Hong Kong Office — 1J, Wong Nai Chung Road, Happy Valley.
(Next to Hong Kong Cemetery) Tel.: 2578 9406
Kowloon & NT Office — Upper Ground Floor,
6, Cheong Hang Road, Hung Hom. Tel.: 2364 5405

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Checked by _____ Counter-checked by _____

Interment approved by _____

Allotted Grave No. _____ at _____ Section

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