



Cemeteries and Crematoria Section

**Application for Scattering Cremated Ashes / Mounting Commemorative Plaques at
Gardens of Remembrance**

The deceased, _____(name), was cremated on _____
_____ (date) at _____Crematorium (Permit to Take Away
Cremated Ashes No.: _____).

I, _____(name), _____(relation) of the deceased, hereby
apply for scattering the cremated ashes of the deceased in the Garden of
Remembrance at *Cape Collinson / *Diamond Hill / *Fu Shan / *Kwai Chung / *Wo
Hop Shek / *Cheung Chau / *Peng Chau / *Lamma Island on _____(date)
at _____*a.m. / *p.m. (time).

I* will personally conduct / *hereby authorise the Food and Environmental
Hygiene Department (FEHD) staff to act on my behalf to conduct the ceremony of
scattering the cremated ashes and am willing to observe the instructions of the FEHD
staff present on the spot.

*I also wish to apply for mounting a commemorative plaque and am willing to
observe the conditions stipulated by FEHD for that purpose (see **Annex**).

Signature of Applicant : _____
HKID Card No. : _____
Address : _____
Telephone : _____
Date : _____

* Please delete where inappropriate

- Note: 1. The completed application form should be submitted at least 14 days prior to the proposed date for scattering the cremated ashes to one of the following offices of the Cemeteries and Crematoria Section of the Food and Environmental Hygiene Department (FEHD).

Cemeteries and Crematoria (Hong Kong) Section

1J, Wong Nai Chung Road, Happy Valley, Hong Kong
Tel: 2570 4318
Fax: 2591 1879
Email: <mailto:cc@fehd.gov.hk>

Cemeteries and Crematoria (Kowloon) Section

Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon
Tel: 2365 5321
Fax: 2176 4963
Email: <mailto:cc@fehd.gov.hk>

2. Application form may be obtained at the above offices of the Cemeteries and Crematoria Section or downloaded from the website of FEHD (<http://www.fehd.gov.hk>).
3. Approval will be granted normally within 7 working days from the date of receipt of a duly completed application.
4. The original copy of the “Permit to Take Away Cremated Ashes” shall be returned to FEHD before formal approval is granted.
5. The fee for mounting a commemorative plaque is \$90 for the urban area and \$295 for the New Territories (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.
6. After approval has been granted, if due to special circumstances the applicant needs to change the date and / or time for the scattering of the cremated ashes, he/she should inform FEHD as soon as possible by telephone, fax or email using the above contact information for obtaining a new approval.
7. Personal Data:
 - (i) The personal data provided on this form will be used by FEHD for purposes relating to the application for cemeteries and crematoria services. Personal data are provided voluntarily by the applicant. However, if insufficient information is provided, we may not be able to process the application.
 - (ii) The personal data provided on this form may be disclosed to other Government Departments and Agencies in pursuance of the purpose mentioned in paragraph 7(i) above.
 - (iii) The applicant has the right to access and correct such 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 on this form.
 - (iv) Enquiries concerning the provision of personal data on this form, including matters of access and corrections, should be addressed to the Senior Health Inspector (Cemeteries and Crematoria) at 1J, Wong Nai Chung Road, Happy Valley (Tel: 2578 9406) or Upper Ground Floor, 6 Cheong Hang Road, Hung Hom (Tel: 2364 5405).

Conditions for Mounting Commemorative Plaques

1. The commemorative plaque spaces in each Garden of Remembrance are for mounting of plaques by interested parties for the purpose of commemorating their deceased loved ones whose cremated ashes are scattered in that Garden of Remembrance.
2. The commemorative plaque shall be provided by the applicant ^{Note}, and a registered contractor of FEHD shall be engaged for the mounting works.
3. The commemorative plaque shall be made of “Travertino” marble, and its size shall meet the requirements of the respective venue. The serial number (e.g. A028) assigned by FEHD for each plaque space shall be etched into the lower right corner of the plaque. The size of each letter / digit shall not be less than Font 35 in PMingLiU (新細明體) and be bolded.
4. 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. 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.

Note: Except for venues where free commemorative plaques are provided by the Government.