

# A Guide to After-Death Arrangements



## Foreword

There is an appointed time for everything, including birth and death. When a family member or friend passes away, however much agony and grief we may have, we need to make the necessary after-death arrangements after all. This booklet provides concise information on matters such as death registration, disposal of bodies and ashes, and the holding of funerals. We hope the bereaved and relevant service agencies will find it useful in handling funeral matters.

At present over 90 percent of the bodies of the deceased are cremated each year. To optimise the use of resources, the Food and Environmental Hygiene Department has relaxed the arrangement for interring additional cremated ashes in a public niche. If a deceased is a close relative or has a close relationship with a person with ashes already interred, his or her ashes can be interred together in the same niche of the first deceased. The relaxation enables our loved ones to stay together after death and makes paying respect to them more convenient.

In recent years more and more people have chosen to scatter the cremated ashes of their loved ones in the peaceful and tranquil Gardens of Remembrance or at the boundless sea, enabling them to return to nature. Of all the death cases each year, over 10 percent follows the green burial path, and the trend is on the rise.

I hope green burial will become the mainstream arrangement for handling cremated ashes. I also encourage you to express early your wishes for the after-death arrangements to your loved ones for your own peace of mind and to make life easier for them. By making use of the Internet Memorial Service ([memorial.gov.hk](http://memorial.gov.hk)), we can pay homage to our lost loved ones anytime and anywhere and keep alive our thoughts and memories forever.

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Secretary for Food and  
Health

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## Foreword

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Applicants should not offer any advantage to the staff of Food and Environmental Hygiene Department when handling any affairs or business with Food and Environmental Hygiene Department

# 1

## Registration of a Death, Application and

### Arrangements for Cremation/Burial

#### A. The Joint Office

For public convenience, Food and Environmental Hygiene Department, Immigration Department and Department of Health have set up the Joint Office to handle cases of death from natural causes. Members of the public can register a death, apply and arrange for cremation or obtain the certificate for burial application at the same place.

<p><b>Hong Kong Island Office</b> 18/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong</p> <p>Formed by: Deaths Registry of Immigration Department # Tel: 2961 8841</p> <p>Port Health Office of Department of Health Tel: 2961 8843</p> <p>Cremation Booking Office of Food and Environmental Hygiene Department Tel: 2961 8842</p>	<p><b>Kowloon Office</b> 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon</p> <p>Formed by: Deaths Registry of Immigration Department # Tel: 2368 4706</p> <p>Port Health Office of Department of Health Tel: 2150 7232</p> <p>Cremation Booking Office of Food and Environmental Hygiene Department Tel: 2150 7502</p>
<p><b>Office Hours</b></p> <p>Monday to Friday: 9:00 a.m. – 12:30 p.m. and 2:00 p.m. – 4:30 p.m.</p> <p>Saturday: 9:00 a.m. – 12:30 p.m.</p> <p>(closed on Sunday and public holiday)</p>	

# For registration of deaths referred by the Coroner, or registration of deaths from natural causes on Sundays and public holidays, please visit the Births and Deaths General Register Office of Immigration Department. Details are as follows:

<p><b>Births and Deaths General Register Office of Immigration Department</b> 3/F, Low Block, Queensway Government Offices, 66 Queensway, Hong Kong Tel: 2867 2784</p>	
<p><b>Office Hours</b></p> <p>Monday to Friday: 8:45 a.m. – 4:45 p.m.</p> <p>Saturday: 9:00 a.m. – 11:30 a.m.</p> <p>* For registration of deaths referred by the Coroner only</p> <p>Sunday and public holiday: 10:00 a.m. – 12:30 p.m.</p> <p>* For registration of deaths from natural causes only</p>	

■ Please refer to *Appendix I* for contact information of relevant government departments and the services provided by them.

#### B. Registration of a Death

Death registration procedures vary according to the nature of death:

- (i) a death from natural cause (handled under normal procedures);
- (ii) a death from natural cause requiring urgent burial; or
- (iii) a death from unnatural cause.

Details of the registration procedures are as follows:

##### (i) A death from natural cause (handled under normal procedures)

- For a death from natural cause where a registered medical practitioner had made the final diagnosis and determined the cause of death, the medical practitioner will issue the following documents for the deceased:
  - “Medical Certificate of the Cause of Death” [Form 18]; and
  - “Medical Certificate (Cremation)” [Form 2] (applicable to cremation only).

- Relatives of the deceased are required to bring along the originals of the following documents and register the death within 24 hours at the Joint Office:
  - identity card of the applicant;
  - identity card of the deceased;
  - “Medical Certificate of the Cause of Death” [Form 18]; and
  - “Medical Certificate (Cremation)” [Form 2] (applicable to cremation only).
- Upon completion of the above death registration procedure, which normally takes 30 minutes, the applicant will be issued with:
  - “Certificate of Registration of Death” [Form 12] (commonly known as “going-out pass”); and
  - “Certificate of Registration of Death” [Form 10] (commonly known as “burial permit”) (applicable to burial only).
- With the above documents in hand, relatives can apply for cremation at the Joint Office or apply for burial at the respective cemetery office (see Item 1C/1D).

#### **(ii) A death from natural cause requiring urgent burial**

- If urgent removal or burial of the dead body is necessary for religious or other reasons outside the opening hours of the Joint Office or the Births and Deaths General Register Office, the applicant can apply for the following document from the nearest police station to facilitate the urgent burial:
  - “Permit for Removal and Burial of Dead Body” [Form 8].
- In such case, the applicant is still required to register the death at the Deaths Registry of Immigration Department in the Joint Office after the burial. The applicant will be issued with a “Certificate of Registration of Death” [Form 12] after registration.

#### **(iii) A death from unnatural cause (circumstances such as the deceased was not attended by a registered medical practitioner before death or death resulted from accident, poison or violence, etc.)**

- Such a case should be reported immediately to the Police, who will in turn report it to the Coroner and conduct an investigation.
- The Police will submit a report to the Coroner, who will decide if an autopsy, investigation or inquest is necessary to determine the cause of death.

- Depending on circumstances, the Coroner may (before the cause of death is determined) order the body be buried or cremated and issue the following document:
  - “Certificate of Order Authorizing Burial/Cremation of Body” [Form 11] (commonly known as “burial order” or “cremation order”).
- Then the relatives can apply for cremation at the Joint Office or apply for burial at the respective cemetery office (see Item 1C/1D).
- When the Coroner has determined the cause of death (which usually takes 1 to 6 months), the Registrar of Deaths will register the death and notify the relatives in writing. Then the relatives should collect the following document at the Births and Deaths General Register Office of Immigration Department:
  - “Certificate of Registration of Death” [Form 12].

## **C. Application for Cremation**

### **(i) Application for “Cremation Permit”**

- Upon issue of the “Certificate of Registration of Death” [Form 12] (commonly known as “going-out pass”) by the Joint Office, the applicant may also apply for the “Cremation Permit” [Form 3] at the same office.
- Cremation can be arranged without the “Cremation Permit” [Form 3] if the “Certificate of Order Authorizing Cremation of Body” [Form 11] (commonly known as “cremation order”) has been issued by the Coroner.

### **(ii) Booking of Cremation Session**

- In accordance with the performance pledge, Food and Environmental Hygiene Department will provide an unallocated cremation session within the next 15 days from the day of application. When fixing the date of cremation, the applicant must ensure that the time for funeral procession ties in with the booked cremation session. The Food and Environmental Hygiene Department operates a chit system to facilitate the booking of cremation sessions at the counter.
- A member of the public may choose to:
  - (a) self-book the cremation session; or
  - (b) authorise a licensed undertaker or another person to book the cremation session on his/her behalf.

Details are as follows:

(a) Self-booking of cremation session

- The form “Application for Private Cremation” [FEHB 135] should be completed. The particulars of the hired licensed undertaker must be provided in the application form, which must also be stamped with the undertaker’s chop recognised by Food and Environmental Hygiene Department.

All forms of Food and Environmental Hygiene Department are uploaded at: [http://www.fehd.gov.hk/english/forms/index\\_forms.html](http://www.fehd.gov.hk/english/forms/index_forms.html) for public download.

- The applicant must bring along the following documents to the Joint Office:
  - the duly completed “Application for Private Cremation” [FEHB 135]; and
  - the original “Cremation Permit” [Form 3]; or
  - the original “Certificate of Order Authorizing Cremation of Body” [Form 11].
- The applicant may choose to book the cremation session over the counter of the Food and Environmental Hygiene Department at the Joint Office or through online booking and pay the required fee (see *Appendix II*).
- For booking of cremation session at the counter, payment of the required fee can be made by cash, cheque or Electronic Payment Service (EPS).
- For booking of cremation session online, the applicant will be given a token which will be used to book online through the Food and Environmental Hygiene Department website ([http://www.fehd.gov.hk/english/cc/booking\\_online.html](http://www.fehd.gov.hk/english/cc/booking_online.html)). Immediately after a cremation session is secured, payment of the required fee by credit card or by Payment by Phone Service (PPS) will have to be made online. The applicant may also opt for prepayment of cremation fee at time of issue of token.

(b) Booking of cremation session by authorised licensed undertaker or appointed person

- The applicant may choose to authorise a licensed undertaker to book a cremation session and later collect the cremated ashes of the deceased on his/her behalf.

- If applicant authorize the staff of licensed undertaker or other person to book the cremation session, he/she should complete and sign on Section C and Section G of the application form for private cremation. The authorized person shall sign on Section C and Section E shall be stamped with the chop and signature of a licensed undertaker.
- The original copy of the Certificate of Registration of Death and the Cremation Permit of the deceased, the copy of Hong Kong identity Card/ Passport of the deceased, the applicant and the authorized person shall be produced during submission of the application form for vetting.

**(iii) Particulars of the 6 Crematoria under Food and Environmental Hygiene Department**

Cape Collinson Crematorium  
9 Cape Collinson Road,  
Chai Wan, Hong Kong  
Tel: 2556 1377

Diamond Hill Crematorium  
199 Po Kong Village Road,  
Wong Tai Sin, Kowloon  
Tel: 2325 9996

Fu Shan Crematorium  
Lower Shing Mun Road,  
Tai Wai, Sha Tin, N.T.  
Tel: 2699 5090

Kwai Chung Crematorium  
13 Wing Hau Street,  
Kwai Chung, N.T.  
Tel: 2614 4390

Wo Hop Shek Crematorium  
Kiu Tau Road, Wo Hop Shek,  
Fanling, N.T.  
Tel: 2675 5200

Cheung Chau Crematorium  
Cheung Chau Peak Road West,  
Sai Wan, Cheung Chau  
Tel: 2981 5177

- The opening hours of the crematoria are from 8:30 a.m. or 9:00 a.m. to 5:30 p.m. or 6:00 p.m. For service charges, please see *Appendix II*.

#### (iv) Change of Place, Date or Time of Cremation

- The applicant is required to fill out the “Application for Cancellation of Cremation Booking” [FEHB 264]. Fees paid will not be refunded.
- A new application for booking a cremation session has to be made and the chargeable fee has to be paid again.

#### (v) Specifications of Coffins for Cremation

- Cremation may be executed only when the selected coffin is in compliance with the specifications.
- The specifications on the size and weight of coffins may vary for cremators at different crematoria. For details, please contact the Joint Office or browse the following webpage for “Points to Note” in respect of individual crematoria: [https://app.fehd.gov.hk/cremview/viewAvailableSession.do?lang=en\\_US&](https://app.fehd.gov.hk/cremview/viewAvailableSession.do?lang=en_US&).
- No metal or plastic attachments (such as handles) should be fitted onto the external surface of the coffin. Funeral objects should not be put into the coffin in large quantities and objects with metal or plastic content are not allowed at all.
- The name of the deceased should be written on the coffin.

#### (vi) Application for Viewing the Putting of the Coffin into the Cremator

- Should the relatives of the deceased wish to view the putting of the coffin into the cremator via the closed-circuit television, they must inform the crematorium staff for arrangement upon arrival.

#### (vii) Collection of Cremated Ashes

- The applicant or the authorised licensed undertaker or other authorized person can go to the venue selected in the application form for collection of cremated ashes (see *Appendix I(c)*) for details of the crematoria or Cemeteries and Crematoria Offices on Hong Kong Island or in Kowloon) 4 days after cremation. Food and Environmental Hygiene Department will also issue the “Permit to Take Away Cremated Ashes” [FEHB 153] to the person collecting the ashes at the time of collection.

### D Application for Burial

#### (i) Public Cemeteries

- According to the prevailing requirements, the remains must be exhumed six years after burial in a public cemetery.
- Coffin burial spaces are available for application at the following public cemeteries managed by Food and Environmental Hygiene Department:
  - Wo Hop Shek Cemetery
  - Cheung Chau Cemetery\*
  - Tai O Cemetery\*
  - Lai Chi Yuen Cemetery at Mui Wo\*

(\* Applications for coffin burial at the cemeteries at Cheung Chau, Tai O or Lai Chi Yuen at Mui Wo must be supported by documents issued by the relevant rural committee certifying that the deceased was an indigenous villager of the Islands District or a bona fide local resident or their minor children.)

- The applicant or the hired licensed undertaker may contact the office of the cemetery where the deceased is to be buried to book the date of burial. On the day of burial, the applicant must bring along the following documents to the cemetery office concerned for processing:
  - a completed “Application for Burial at Public Cemetery” [FEHB 144] (the particulars of the hired licensed undertaker must be provided in the form, which must also be stamped with the undertaker’s chop recognised by Food and Environmental Hygiene Department);
  - the original “Certificate of Registration of Death” [Form 12]; and
  - the original “Certificate of Registration of Death” [Form 10]; or
  - the original “Certificate of Order Authorizing Burial of Body” [Form 11].



- After checking the documents, Food and Environmental Hygiene Department will allocate a coffin grave space to the eligible applicant on the date of application.
- After the burial, Food and Environmental Hygiene Department will collect the fee required (see *Appendix II*) from the licensed undertaker hired by the applicant.
- Relatives of the deceased or the authorized undertaker may make arrangements for erection of a tombstone in a public cemetery by a mason registered with Food and Environmental Hygiene Department (the list of registered masons is available at the department webpage: <http://www.fehd.gov.hk/english/cc/lmp.pdf>). Charges usually vary according to the quality of the stone and the inscription required. The relatives may make the arrangements with the mason direct.
- The applicant should submit an application to the cemetery office concerned in advance if the deceased's name inscribed on the tombstone is different from the one registered with Food and Environmental Hygiene Department. Besides, the applicant should be present on the day the tombstone is erected to ensure that the tombstone is placed at the grave where the coffin is interred.

**(ii) Private Cemeteries**

- There are two types of graves in private cemeteries, including permanent graves and those which require timely “exhumation”. Enquiries about the application for a grave space in a private cemetery and details of charges should be made direct to the management of the cemetery concerned. Private cemeteries include the following:

Operated by the Board of Management of the Chinese Permanent Cemeteries	
Aberdeen Chinese Permanent Cemetery*	Tsuen Wan Chinese Permanent Cemetery*
Cape Collinson Chinese Permanent Cemetery*	Tseung Kwan O Chinese Permanent Cemetery*

Operated by religious or other organisations	
<b><u>Hong Kong Island</u></b>	<b><u>Kowloon</u></b>
Cape Collinson Roman Catholic Cemetery*	Cheung Sha Wan Roman Catholic Cemetery*
Cape Collinson Muslim Cemetery	Grampian Road Christian Chinese Cemetery*
Cape Collinson Buddhist Cemetery*	Sung Him Tong Sung Chan Wui Kei Tuk Kau Fan Cheung*
Happy Valley Roman Catholic Cemetery*	Tao Fong Shan Christian Cemetery*
Happy Valley Zoroastrian Cemetery	<b><u>New Territories</u></b>
Happy Valley Hindu Cemetery	Tsuen Wan Chuen Yuen Church Cemetery*
Happy Valley Muslim Cemetery	Sai Kung Catholic Cemetery*
Happy Valley Jewish Cemetery	Castle Peak Christian Cemetery
Chiu Yuen Cemetery at Mount Davis*	<b><u>Islands</u></b>
Pok Fu Lam Road Chinese Christian Cemetery*	Cheung Chau Catholic Cemetery*
	Cheung Chau Christian Cemetery*

\* Also with columbarium

## 2 Arrangements for a Funeral

The relatives may refer to the following information when arranging a funeral:

### A. Licensed Undertakers (“Coffin Shops”)

- The legislation provides that a valid Undertaker’s Licence must be obtained from Food and Environmental Hygiene Department for the trade or business operated by a person who undertakes all or any duties connected with the cremation or burial of human cadavers.
- Currently there are more than 120 licensed undertakers in Hong Kong. The list of the undertakers is available at the webpage of Food and Environmental Hygiene Department: <http://www.fehd.gov.hk/english/cc/lu.pdf>. (Prohibit storage of ashes within licensed premises of undertakers on List B.)
- Currently there are 7 licensed funeral parlours in Hong Kong which are also holding the licence for undertaker.
- Apart from the 7 undertakers which are also holding the licence for funeral parlour, the other licensed undertakers do not have such facilities as mortuaries and service halls. Their services mainly include the transportation of bodies, arrangement of funerals and booking of funeral parlours.
- In general, staff of licensed undertakers may assist in handling cremation or burial matters, such as:
  - application for the “Certificate of Registration of Death” [Form 12] (commonly known as “going-out pass”);
  - application for the “Certificate of Registration of Death” [Form 10] (commonly known as “burial permit”);
  - application for the “Cremation Permit” [Form 3];
  - booking of cremation session or burial location; and
  - renting of service hall and mortuary facilities.

### B. Holding the Funeral in Funeral Parlours

- The present 7 licensed funeral parlours in Hong Kong have service halls and mortuary facilities for storage and handling human remains. Two of them are operated by non-profit-making organisations.
- The list of licensed funeral parlours is available at the webpage of Food and Environmental Hygiene Department : <http://www.fehd.gov.hk/english/cc/lfp.pdf>.

- For renting of service hall and mortuary facilities in a funeral parlour, the relatives may engage a licensed undertaker for the arrangements or make enquiries direct to the funeral parlours.

### C. Holding the Funeral in Religious Venues

- Should the funerals of religious believers are to be held in religious venues, please contact the religious group concerned directly for details, or engage a licensed undertaker to make the arrangements.

### D. “Farewell Services” in Hospitals

- If the deceased passed away in a hospital, the relatives may consider to engage a licensed undertaker to arrange farewell service in the hospital. In general, farewell services in the hospital are available only to patients who passed away in that hospital.
- Most hospitals have farewell rooms (or similar rooms) for the relatives to hold simple memorial rites. Afterwards, the body will be transported directly to a crematorium or cemetery for cremation or burial.
- Hospitals which provide farewell room (and their telephone numbers for enquiries) are listed below:
  - Hong Kong Island East:
    - Pamela Youde Nethersole Eastern Hospital (2595 6224)
    - Ruttonjee and Tang Shiu Kin Hospitals (2291 1030)
  - Hong Kong Island West:
    - Grantham Hospital (2518 2201)
    - Queen Mary Hospital (2255 3678)
    - Tung Wah Group of Hospitals Fung Yiu King Hospital (2855 6111)
  - Kowloon Central:
    - Buddhist Hospital (2339 6127)
    - Queen Elizabeth Hospital (3506 8434)
  - Kowloon East:
    - Tseung Kwan O Hospital (2208 0906)
    - United Christian Hospital (3513 3572)
  - Kowloon West:
    - Caritas Medical Centre (3408 6345)
    - Kwong Wah Hospital (3517 6194)
    - Our Lady of Maryknoll Hospital (2354 2209)
    - Yan Chai Hospital (2417 8146)
  - N.T. East:
    - Alice Ho Miu Ling Nethersole Hospital (2689 3426)

North District Hospital (2683 7112)  
Prince of Wales Hospital (3505 2252)  
Shatin Hospital (2636 7509)

– N.T. West:

Pok Oi Hospital (2486 8846)  
Tuen Mun Hospital (2468 5148)

- The office hours for the farewell services in the hospitals are generally from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:00 p.m. Telephone enquiries on the arrangements can be made to the respective hospitals (exact office hours of farewell services of each hospital could be referred to *Appendix III*).

#### E. Contact Details of Organisations providing Funeral Services, Support on Funeral Matters and Counselling Services, etc.

- The contact details of licensed undertakers, licensed funeral parlours and organisations providing support on funeral matters and counselling services, etc. are listed in *Appendix IV*.

#### F. Coffins

- Suitable coffins can be selected for different funeral ceremonies (e.g. Chinese or Western) and different methods of handling the bodies (e.g. there are specific restrictions on coffins for cremation). Please refer to *Appendix V* for information on different styles of coffins.

## 3 Disposal of Cremated Ashes

### A. Ways to Dispose of Cremated Ashes

- As cremated ashes are processed at a high temperature, they will not pose any threat to public health. There are different ways to dispose of cremated ashes. The common options are as follows:
  - (i) scattering in the designated waters, please refer to Page 14 for details;
  - (ii) scattering in a garden of remembrance managed by the government or a private cemetery, please refer to Page 17 for details;
  - (iii) depositing at a columbarium managed by the government, please refer to Page 20 for details;
  - (iv) placing additionally in an urn grave of a public cemetery, please refer to Page 23 for details;
  - (v) depositing at a licensed private columbarium;
  - (vi) keeping the ashes at home (not more than 10 ashes); and
  - (vii) using the temporary storage service for cremains of the Food and Environmental Hygiene Department.

Scattering cremated ashes in the designated waters or gardens of remembrance is meaningful practice which is consistent with the concepts of “life regeneration” and “returning to nature”.

### B. Scattering Cremated Ashes at Sea

- Scattering of cremated ashes at sea has gained popularity in recent years. Relatives can arrange their own vessels or use the free ferry service provided by Food and Environmental Hygiene Department for scattering the ashes in designated areas.
- Scattering of cremated ashes at sea can take place in the following 3 designated areas in Hong Kong waters:
  - East of Tap Mun;
  - East of Tung Lung Chau; or
  - South of West Lamma Channel.
- Cremated ashes of the deceased for which permission for scattering is obtained and a small amount of fresh flower petals can be scattered at sea.

(i) Free ferry service provided by Food and Environmental Hygiene

Department:

- The ferry service is provided several times per month for scattering cremated ashes in designated waters by members of the public. The sails are scheduled for once every Saturday morning (except public holiday). Details of the service are available at the webpage of Food and Environmental Hygiene Department: <https://www.greenburial.gov.hk/en/scattering-cremains-sea/intro.html>
- A funeral director is on board to assist the public in holding simple memorial rites.

(ii) Application procedures:

- Applicants for scattering cremated ashes at sea using either self-arranged vessels or the free ferry service provided by Food and Environmental Hygiene Department must be holders of the “Permit to Take Away Cremated Ashes” [FEHB 153].
- For arranging own vessel trip, please complete the form:
  - “Application for Scattering of Cremated Human Ashes in Hong Kong Waters” [FEHB 198].
- For using the free ferry service provided by Food and Environmental Hygiene Department, please complete the form:
  - “Application for Scattering of Cremated Human Ashes in Hong Kong Waters and Free Ferry Service to Designated Area” [FEHB 198A].
- At least 10 days before the intended date of ashes scattering, the applicant or the person authorised in writing is to submit :
  - a completed “Application for Scattering of Cremated Human Ashes in Hong Kong Waters” [FEHB 198]; or
  - a completed “Application for Scattering of Cremated Human Ashes in Hong Kong Waters and Free Ferry Service to Designated Area” [FEHB 198A]; and
  - the original “Permit to Take Away Cremated Ashes” [FEHB 153],  
in person to either of the following Cemeteries and Crematoria Office:  
1J Wong Nai Chung Road, Happy Valley, Hong Kong  
Tel No.: 2570 4318      Fax No.: 2591 1879  
  
Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon  
Tel No.: 2365 5321      Fax No.: 2176 4963

- The completed application form may also be sent to any one of the above Cemeteries and Crematoria Offices by fax or by post or to fill in the e-form and submit the application online. Upon receipt of the form, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of the original “Permit to Take Away Cremated Ashes” [FEHB 153].
- Food and Environmental Hygiene Department will normally grant approval for scattering cremated ashes at sea within 5 working days after receiving the application.

### C. Scattering Cremated Ashes at Gardens of Remembrance of Food and Environmental Hygiene Department

- Scattering cremated ashes at gardens of remembrance is another way to dispose of cremated ashes with growing popularity. Food and Environmental Hygiene Department runs 12 gardens of remembrance in 8 columbaria for the public to scatter cremated ashes of the deceased:

The new Cape Collinson  
Garden of Remembrance  
9 Cape Collinson Road, Chai Wan, Hong Kong  
Tel: 2556 1377

The new Diamond Hill Garden of Remembrance  
199 Po Kong Village Road, Wong Tai Sin,  
Kowloon  
Tel: 2325 9996

Fu Shan Garden of Remembrance  
Lower Shing Mun Road, Tai Wai, Sha Tin, N. T.  
Tel: 2699 5090

The new Kwai Chung Garden of Remembrance  
13 Wing Hau Street, Kwai Chung, N. T.  
Tel: 2614 4390

The new Wo Hop Shek Garden  
of Remembrance Wo Hop Shek Kiu Tau Road  
Columbarium, Phase V, Fanling, N. T.  
Tel: 2696 4031

Cheung Chau Garden of Remembrance  
Cheung Chau Peak Road West,  
Sai Wan, Cheung Chau  
Tel: 2981 5177

Peng Chau Garden of Remembrance  
Peng Chau Columbarium  
Tel: 2981 5177

Lamma Garden of Remembrance  
Lamma Island Columbarium  
Tel: 2981 5177

- Memorial rituals may be performed at the gardens of remembrance. The ashes may be scattered by the applicants themselves or by the staff of Food and Environmental Hygiene Department.
- An administration fee is payable for mounting a commemorative plaque (see *Appendix II*) after ashes scattering. (Not applicable to new Kwai Chung Garden of Remembrance).
- Masons registered with Food and Environmental Hygiene Department are allowed to provide services to supply and mount commemorative plaques in the gardens of remembrance. The list of contractors is available at the webpage of Food and Environmental Hygiene Department: <http://www.fehd.gov.hk/english/cc/lrm.pdf>. Please contact the masons direct for the required charges.

- New Kwai Chung Garden of Remembrance is not provided with commemorative plaques; family members can leave messages in the designed webpage to pay tribute of ancestors by using electronic worshipping facility at side of the garden.

#### Application procedures

- Applicants are to complete the “Application for Scattering Cremated Ashes/Mounting Commemorative Plaques at Gardens of Remembrance” [FEHB 219].
- The applicant or the person authorised in writing are to submit:
  - a completed “Application for Scattering Cremated Ashes/Mounting Commemorative Plaques at Gardens of Remembrance” [FEHB 219]; and
  - the original “Permit to Take Away Cremated Ashes” [FEHB 153] issued by Food and Environmental Hygiene Department at the time of collection of the cremated ashes, in person to the Cemeteries and Crematoria Office on Hong Kong Island or in Kowloon:
 

1J Wong Nai Chung Road, Happy Valley, Hong Kong

Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon
- The “Application for Scattering Cremated Ashes/Mounting Commemorative Plaques at Gardens of Remembrance” [FEHB 219] may also be sent to one of the above Cemeteries and Crematoria Offices by fax or by post or to fill in the e-form and submit the application online. Upon receipt of the form, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of the original “Permit to Take Away Cremated Ashes” [FEHB 153].
- Applicants for scattering cremated ashes in gardens of remembrance in the Islands District are to submit also:
  - the original and a copy of the documents issued by the relevant rural committee certifying that the deceased was an indigenous villager of the Islands District or a bona fide local resident or their minor children; and
  - the original and a copy of the statutory declaration by the legal personal representative or next of kin of the deceased, or the duly authorised agent of such legal personal representative or next of kin to declare that the deceased was an indigenous villager of the Islands District or a bona fide local resident or their minor children.

- Food and Environmental Hygiene Department will normally grant approval for scattering cremated ashes in gardens of remembrance within 5 working days after receiving the application.

### **D. Scattering Cremated Ashes at Other Gardens of Remembrance**

- Gardens of remembrance for scattering cremated ashes are also available in the following private cemeteries. Interested parties may contact the cemeteries direct for information.

<b>Gardens of Remembrance</b>	<b>Managing Organisations and their Contact Information</b>
Garden of Remembrance at Junk Bay Chinese Permanent Cemetery	The Board of Management of The Chinese Permanent Cemeteries 34/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong Tel No: 2511 1116 Fax No: 2519 0593 Website: <a href="http://www.bmcpc.org.hk">http://www.bmcpc.org.hk</a>
Garden of Remembrance at Chinese Christian Cemetery at Pok Fu Lam Road	Hong Kong Chinese Christian Churches Union 2/F, Hong Kong Chinese Christian Churches Union Building, 140 Junction Road, Kowloon Tel No: 2337 4171 Fax No: 2338 2314 Website: <a href="http://www.hkcccu.org.hk">http://www.hkcccu.org.hk</a>

### **E. Niches in Government Columbaria**

- If the deceased met one of the following criteria, the cremated ashes can be deposited at a columbarium managed by Food and Environmental Hygiene Department:
  - a Hong Kong resident at the time of death and whose remains were cremated in a government crematorium within 3 months after death; or
  - a Hong Kong resident for at least 10 years in the last 20 years before death and whose remains were cremated outside Hong Kong; or
  - a deceased person whose remains were lawfully exhumed and cremated at a government crematorium.

### (i) Application for Allocation of Extendable Niches in Allocation Exercises

- All public niches allocated are extendable niches since 26.4.2019. Whenever there is a new columbarium completed, Food and Environmental Hygiene Department will announce the arrangements for allocation of extendable niches in newspapers and on its website and allocate the extendable niches in an open, fair and just manner. All niches under application will be allocated to applicants by drawing of lots and computer balloting. Each successful applicant will be allotted a designated niche and not self-chosen. Applicants have to complete the relevant application form in accordance with the announced arrangements.
- Ashes interment period and extension of interment period
  - 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.
  - 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.
  - 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.
  - The extendable niche arrangement is not applicable to niche that was allocated before 26.4.2019.

### (ii) Application for Placing Additional Cremated Ashes of Deceased in Allocated Niches

- Applications for placing additional cremated ashes of deceased in allocated niches can be made at any time. Applicants only need to complete the “Application for Placing Additional Cremated Ashes of the Deceased” [FEHB 136A]. For good use of government resources, Food and Environmental Hygiene Department encourages the public to make optimum use of existing public niches.
- Two types of niches are available at the public columbaria i.e.:
  - Standard niche (can hold the ashes of more than two deceased persons); and

- Large niche (can hold the ashes of more than four deceased persons).

Food and Environmental Hygiene Department has since January 2014 removed the cap on the number of sets of cremated ashes that may be placed in a public niche. Subject to application and approval obtained, the cremated ashes of the deceased person can be placed in a public niche if the subsequent deceased was in close relationship with or a close relative of the first deceased.

- If the niche to be applied are extendable niche, arrangement of its ashes interment period, extension of interment period and deposit of additional sets of ashes for these niches will be the same as the ones of new niches. 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.

#### Application procedures

- To apply for new niches in allocation exercises or placing additional cinerary urns in allocated niches, applicants are to complete the respective application forms mentioned above and bring along the following documents to a Cemeteries and Crematoria Office of Food and Environmental Hygiene Department (see *Appendix I(c)*) for processing:
  - the original and a copy of the applicant’s identity card;
  - the original and a copy of the deceased’s identity card;
  - the original and a copy of the “Permit to Take Away Cremated Ashes” [FEHB 153]; and
  - for application to deposit the cremated ashes of more than one deceased in the same niche, the documentary proof of the relationship of the first deceased and the other deceased (if valid proof is not available, the applicant shall take an oath at a Cemeteries and Crematoria Office of Food and Environmental Hygiene Department).
  - For application for depositing the ashes in a columbarium niche in the Islands District, the applicant should also produce the following:
    - the original and a copy of the documents issued by the relevant rural committee certifying that the deceased was an indigenous villager of the Islands District or a bona fide local resident or their minor children; and
    - the original and a copy of the statutory declaration made by the legal personal representative or next of kin of the deceased or the duly

authorised agent of such legal personal representative or next of kin to declare that the deceased was an indigenous villager of the Islands District or a bona fide local resident or their minor children.

- Applicant may also fill in the e-form and submit the application online. Upon receipt of the form, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of relevant documents.
- A fee is payable for using a niche or placing additional urns in an allocated niche. Separately, an administration fee is payable for mounting a commemorative plaque (see *Appendix II*).
- Masons registered with Food and Environmental Hygiene Department are allowed to provide services to supply and mount commemorative plaques in the columbaria. The list of registered contractors is available at the webpage of Food and Environmental Hygiene Department: <http://www.fehd.gov.hk/english/cc/lrm.pdf>. Please contact the masons direct for the charges required.

#### **F. Placing Additional Skeletal Remains / Ashes in Urn Graves of Government Cemeteries**

- Additional skeletal remains / ashes can be placed in urn graves at public cemeteries. Apart from the remains of the first deceased, an urn grave can accommodate up to two additional urns or cinerary urns. The deceased whose cremated ashes will be added must be in close relationship with or a close relative of the first deceased.
- Applicants are to complete the “Application for Urn Grave Burial or Placing Additional Skeletal Remains/Ashes” [FEHB 262] and bring along the following documents to the Kowloon Cemeteries and Crematoria Office of Food and Environmental Hygiene Department for processing:
  - the original and a copy of the applicant’s identity card;
  - the original and a copy of the deceased’s identity card;
  - the original and a copy of “Permit to Take Away Cremated Ashes” [FEHB 153]; and
  - the documentary proof of the relationship of the first buried deceased and the other deceased (if valid proof is not available, the applicant shall take an oath at a Cemeteries and Crematoria Office of Food and Environmental Hygiene Department).
- In respect of application for burial at the private lots of Wo Hop Shek or Sandy Ridge Urn Cemeteries, submission of documentary proof from the relevant trade association or organisation is required.

- After completing the application procedures and paying the fee required (see *Appendix II*), the applicant shall engage a mason registered with Food and Environmental Hygiene Department to place the additional cinerary urn in the urn grave. Please contact the masons direct for the charges required.

#### **G. Temporary Storage Service for Cremains**

- Temporary Storage Service for Cremains in government facilities is a transitional arrangement. The cremains of any person meeting concerned criteria are eligible to apply for being kept in the temporary storage facility for cremains of the Food and Environmental Hygiene Department (FEHD). At present, the temporary storage facility for cremains in Kwai Chung Crematorium is limited to storage of cremains bags only (cinerary urns are not accepted) while the temporary storage facility in Wo Hop Shek Crematorium is limited to storage of cinerary urns only (cremains bags are not accepted). The storage period for application of temporary storage service for cremains, which is extendable, is either 3, 6 or 12 months. The monthly charge is \$80.
- The cremains of any person meeting the following criteria are eligible for being kept in the temporary storage facilities for cremains of FEHD:
  - who was a resident of Hong Kong at the time of his/her death and whose remains were cremated within three months after his/her death in a Government crematorium; or
  - whose remains were cremated in a private crematorium specified in Part 6 of the Schedule 5 of the Public Health and Municipal Services Ordinance, Cap. 132; or
  - 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 certified to be cremated in a lawful crematorium outside Hong Kong; or
  - whose remains are lawfully exhumed and cremated at a Government crematorium; or
  - whose cremains were interred in a private columbarium in Hong Kong prior to the submission of the application.
- For applying the temporary storage service for cremains, the applicant has to fill in the Application for Temporary Storage Service for Cremains [FEHB 251] and submit in person together with the required documents to the Cemeteries and Crematoria Offices

1J Wong Nai Chung Road, Happy Valley, Hong Kong

Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon



1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

- For submission by post / fax (Fax No.: 2765 6402) / email (cc@fehd.gov.hk), only copies of the required documents are required. This Department will verify the concerned documents when interviewing the applicant. Please refer to Notes of the relevant application form for details.

## 4 Exhumation of Remains

### A. Application Procedures for Exhumation of Remains

#### (i) If Buried at Public Cemeteries

- According to the existing legislation, human cadavers buried in public cemeteries for up to six years have to be exhumed from graves.
- After burial for six years, an applicant should complete the “Application for Permit to Remove/Exhume Remains” [FEHB 148] and bring along the following documentary proof:
  - documentary proof of his / her relationship with the deceased (If such proof is not available, the applicant is required to take an oath at the Cemeteries and Crematoria Offices of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon);to the Cemeteries and Crematoria Offices of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon (see *Appendix 1(c)*) to apply for the “Permit to Remove/Exhume Remains” [FEH(L)86A]. The addresses of the offices are as follows:

1J Wong Nai Chung Road, Happy Valley, Hong Kong  
Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon
- Applicant may also fill in the e-form and submit the application online. Upon receipt of the form, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of relevant documents.
- After completing the procedures, the applicant should engage a registered mason to exhume the remains. The list of registered masons is available at the webpage of Food and Environmental Hygiene Department: <http://www.fehd.gov.hk/english/cc/lmp.pdf>.
- After exhumation of the remains, the relevant cemeteries office will issue the “Authorisation to Exhume Remains” [FEHB 150] to the applicant. This document is applicable to cremation of exhumed remains, re-burial at a public cemetery, re-burial at an urn grave of a private cemetery or deposit in an ossuary of a private cemetery.
- If the remains are not exhumed upon expiry of the time limit, Food and Environmental Hygiene Department will publish a notice concerning the removal of human remains which have been buried in coffin graves for a period of not less than six years in the gazette and newspapers. Letters will also be sent to the parties concerned who have not exhumed the remains

to advise them to carry out the exhumation within the specified period. Otherwise, Food and Environmental Hygiene Department will exhume the remains, cremate them, and re-inter the ashes in the communal grave at the Sandy Ridge Cemetery.

#### **(ii) If Buried at Private Cemeteries**

- Human remains buried in private cemeteries should be exhumed by the specified expiry date as stipulated by respective private cemeteries.
- An applicant should complete the “Application for Permit to Remove/ Exhume Remains” [FEHB 148] and bring along the following documentary proof:
  - the original “Certificate of Registration of Death” [Form 10] (commonly known as “burial permit”); or
  - the original “Certificate of Order Authorizing Burial of Body” [Form 11] (commonly known as “burial order”); and
  - the approval document for exhumation of remains issued by the respective cemetery,
    - to the Cemeteries and Crematoria Office of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon to apply for:
  - the “Permit to Remove/Exhume Remains” [FEH(L)86A]; and
  - the “Authorisation to Exhume Remains” [FEHB 150].
- Applicant may also fill in the e-form and submit the application online. Upon receipt of the form, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of relevant documents.
- After completing the procedures, the applicant should arrange exhumation of the remains according to the requirements of the respective private cemetery.

#### **(iii) If Buried at Places other than Cemeteries**

- An applicant should complete the “Application for Exhumation or Relocation of Remains at Places Other Than Cemeteries” [FEHB 241] and “Application for Permit to Remove/Exhume Remains” [FEHB 148] and bring along the following documents:
  - the original “Certificate of Registration of Death” [Form 10] (commonly known as “burial permit”); or
  - the original “Certificate of Order Authorizing Burial of Body” [Form 11] (commonly known as “burial order”)

(if the said document is not available, an application for the deceased’s death document must be made beforehand at the Deaths Registry of Immigration Department);

- documentary proof of his / her relationship with the deceased. If such proof is not available, the applicant is required to take an oath at the Cemeteries and Crematoria Office of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon;
- produce four recent photos of the concerned grave / urn, two distant (i.e. the grave headstone / urn approximately occupy not more than 30% of total photos area of) showing the surrounding environment and two close-up view (the grave headstone / urn approximately occupy at least 70% of total area of photos) with all inscriptions on the tombstone clearly shown; and
- the original and a copy of the document permitting the burial issued by the private cemetery concerned (in case the applicant wishes to have the exhumed remains re-buried in a private cemetery),
  - to the Cemeteries and Crematoria Office of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon for processing.
- Within 10 days from the date of approval and issue of “Permit to Remove / Exhume Remains” [FEH(L)86A], the concerned venue staff of Food and Environmental Hygiene Department will contact the applicant to arrange a site visit to the concerned grave/urn for on-site supervision of exhumation.
- After completing the procedures, the applicant should engage a registered mason to exhume the remains. (Exhumation must be conducted under supervision of Food and Environmental Hygiene Department staff, otherwise FEHD may refuse to provide skeletal cremation service for the removed remains, issue a permit for their removal or provide related services.)
- If the concerned grave/urn is not tally with the application during supervision of exhumation, the exhumation work shall not be conducted. Food and Environmental Hygiene Department will revoke the approval and the issued Permit to Remove / Exhume Remains” The fees and charges paid are not refundable.
- After completion of exhumation, an Authorization to Exhume Remains will be given to the applicant on the spot. Applicant may bring along the “Authorization to Exhume Remains” [FEHB 150] to the above offices to apply other services (e.g. allocation of urn grave or cremation of skeletal remains).

- Applicant may also fill in the e-form and submit the application online. Upon receipt of the form, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of relevant documents.
- After completing the procedures, the applicant should engage a registered mason to exhume the remains.

## B. Ways to Dispose of Exhumed Remains

### (i) Cremation

- For cremation of exhumed remains, while an applicant is arranging for exhumation of remains at the Cemeteries and Crematoria Office of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon as stated in Part A of this chapter, he/she may obtain and complete the following form:

– “Application for Cremation of Skeletal Remains” [FEHB 263].

After completing the procedures and payment of fee (see *Appendix II*), the applicant will be given a receipt of fee for cremation of skeletal remains.

- The applicant should bring:
  - the exhumed remains of the deceased;
  - the original “Authorisation to Exhume Remains” [FEHB 150]; and
  - the receipt of fee for cremation of skeletal remains,

to the Wo Hop Shek or Cheung Chau Crematorium Office to arrange for cremation of exhumed remains.

- 4 days after cremation, the applicant can bring along the receipt of fee for cremation of skeletal remains and collect the cremated ashes and the “Permit to Take Away Cremated Ashes” [FEHB 153]. Please refer to Page 14 for ways to dispose of cremated ashes.

### (ii) Re-burial at Public Cemeteries

- Application for re-burial at public cemeteries should be made at the Cemeteries and Crematoria (Kowloon) Office of Food and Environmental Hygiene Department.
- The applicant should obtain and complete the “Application for Urn Grave Burial or Placing Additional Skeletal Remains/Ashes” [FEHB 262] and produce the original “Authorisation to Exhume Remains” [FEHB 150]. Upon completion of the procedures and payment of fee (see *Appendix II*), the applicant will be issued with the “Authorisation to

Bury Skeletal Remains”. He/She should engage a registered mason to bury the exhumed remains in an urn grave.

- Application for a new urn grave is only available for interment of the skeletal remains in any public cemetery for the first time. If the skeletal remains were already buried in an urn grave of a public cemetery, only application for relocation and re-burial at a vacated urn grave will be considered and processed by Food and Environmental Hygiene Department.
- In respect of application for burial at the private lots of Wo Hop Shek or Sandy Ridge Urn Cemeteries, submission of documentary proof from the relevant trade association or organisation is required.
- Application for an urn grave in Cheung Chau Cemetery, Tai O Cemetery or Lai Chi Yuen Cemetery at Mui Wo of Food and Environmental Hygiene Department must be supported by the following documents if the deceased was not originally buried in any of these cemeteries:
  - a. the original and a copy of the document issued by the relevant rural committee certifying that the deceased was an indigenous villager of the Islands District or a bona fide local resident or their minor children; and
  - b. the original and a copy of a statutory declaration made by the legal personal representative or next of kin of the deceased, or the duly authorized agent of such legal personal representative or next of kin to declare that the deceased was an indigenous villager of the Islands District or a bona fide local resident or their minor children.

### (iii) Re-burial at Urn Graves of Private Cemeteries or Deposit in Ossuaries of Private Cemeteries

- In case of application for re-burial at an urn grave of a private cemetery or deposit in an ossuary of a private cemetery, an applicant may apply for an “Authorisation to Remove Skeletal Remains” at the Cemeteries and Crematoria Office of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon.
- An applicant has to:
  - submit a completed “Application for Permit to Remove/Exhume Remains” [FEHB 148];
  - produce the “Authorisation to Exhume Remains” [FEHB 150]; and
  - produce the approval document for re-burial at an urn grave or deposit in an ossuary issued by the private cemetery concerned.

Upon completion of the procedures, the applicant can pay the fee at the shroff and obtain the payment receipt. The “Authorisation to Remove Skeletal Remains” can be collected at the collection counter upon payment of the fee.

- Applicant may also fill in the e-form and submit the application online. Upon receipt of the form, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of relevant documents.
- The applicant may contact the private cemetery direct for deposit of remains in an ossuary or re-burial.

# 5 Import and Export of Dead Bodies / Exhumed Remains / Cremated Ashes

## A. Import and Export of Dead Bodies

### (i) Export of Dead Bodies (out of Hong Kong)

- If the body of a deceased is to be exported out of Hong Kong, an applicant should, after death registration, apply for the “Permit for Removal of Dead Body from Hong Kong” [Form 9] at the Deaths Registry of Immigration Department in the Joint Office.
- The applicant can obtain the application form [SF/BDR/3] from the counter and complete it by providing the information required, such as the personal particulars of the deceased, the proposed time for exporting the dead body out of Hong Kong and the destination.
- The applicant is required to produce originals and copies of the documents permitting the burial issued by the overseas cemetery where the dead body is to be buried as well as the documents for the import of the dead body into the country concerned.
- If the body of the deceased is to be transported to the Mainland:
  - the applicant should bring along documents such as the Home Visit Permit, the identity card and “Certificate of Registration of Death” [Form 12] of the deceased to complete the formalities with the International Travel Body Service Centre of the Chinese Funeral Association according to the requirements of the Ministry of Civil Affairs of the Mainland. (For details, please refer to the webpage of the Ministry of Civil Affairs, People’s Republic of China: <http://www.mca.gov.cn>); and
  - the applicant should contact a local licensed undertaker or funeral parlour direct to arrange transportation of the dead body.
- If the body of the deceased is to be transported to an overseas country:
  - care must be taken to ensure that the deceased had the passport of the receiving country and that import permission has been obtained from its government. Enquiries can be made to the consulate concerned; and
  - upon grant of permission and completion of import procedures, the applicant should contact a local licensed undertaker or funeral parlour direct to arrange transportation of the dead body.

## (ii) Import of Dead Bodies (into Hong Kong)

- An applicant should first obtain the medical certificate of the cause of death and the embalming certificate and complete the export procedures in the country concerned. If the body of the deceased is to be transported from the Mainland to Hong Kong, the applicant is required to provide the identity document of the deceased and contact a Mainland undertaker to seek export approval from the relevant Mainland authority.
- With the approval granted by the relevant Mainland authority, the applicant can contact a licensed undertaker or funeral parlour in Hong Kong to arrange receipt and transportation of the dead body. The applicant should inform the company importing the dead body into Hong Kong of the name of the authorised funeral parlour or undertaker.
- If the dead body is to be transported to Hong Kong by sea or land, the applicant/the authorised funeral parlour or undertaker should, before arrival of the dead body in Hong Kong, apply for the “Permit to Import a Human Corpse” from the Port Health Office of Department of Health. The “Application for the Import of a Human Corpse” [DH2437] is available at the webpage of Department of Health: [http://www.dh.gov.hk/english/useful/useful\\_forms/useful\\_forms\\_qpd.html](http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_qpd.html) (address of the Head Office of the Port Health Office: Suite 1101, 11/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon; Tel: 3904 9316).
- If the dead body is to be transported to Hong Kong by air, the applicant/the authorised funeral parlour or undertaker should apply for the “Permit to Import a Human Corpse” from the Airport Section of the Port Health Office of Department of Health at the Passenger Terminal Building. Staff of the authorised funeral parlour/undertaker are required to receive the dead body at the cargo terminal in the airport (address of the Airport Section of the Port Health Office of Department of Health: Room 5T577, Arrival Hall, Passenger Terminal Building, Hong Kong International Airport; Tel: 2182 1303).

## B. Import and Export of Exhumed Remains

### (i) Export of Exhumed Remains (out of Hong Kong)

- Under the current practice, export of exhumed remains out of Hong Kong does not require application to the Hong Kong government.
- However, some countries may require the applicants to produce “Certificate of Burial” and “Permit to Remove/Exhume Remains” for import of

exhumed remains. If necessary, the applicants can apply for the above certificate/permit at a Cemeteries and Crematoria Office of Food and Environmental Hygiene Department for meeting the import requirements of the country concerned.

- The applicant is required to complete:
  - “Application for Permit to Remove/Exhume Remains” [FEHB148]; and
  - “Application for Certificate of Burial” [FEHB143],and bring along the following documents in person to the Cemeteries and Crematoria Office of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon for processing:
  - a completed “Application for Permit to Remove/Exhume Remains” [FEHB148];
  - a completed “Application for Certificate of Burial” [FEHB143];
  - supporting documents indicating the final disposal method of the exhumed remains (for example, if the exhumed remains are to be buried in a foreign country, please provide the original and a copy of the burial permit issued by the cemetery concerned and the permit to import the exhumed remains issued by the country concerned); and
  - the original “Permit to Remove/Exhume Remains” [FEH(L)86A] issued by Food and Environmental Hygiene Department when exhumation of the remains was approved.
- The applicant can pay the fee at the shroff and obtain the payment receipt. The “Certificate of Burial” and “Permit to Remove/Exhume Remains” can be collected at the collection counter upon payment of the fee.
- Applicant may also fill in the e-forms of the above application forms and submit the applications online. Upon receipt of the forms, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of relevant documents.

### (ii) Import of Exhumed Remains (into Hong Kong)

- Import of exhumed remains requires application for the “Permit to Import a Human Corpse” to the Head Office of the Port Health Office of Department of Health.
- An applicant is required to complete “Application for the Import of a Human Corpse” [DH2437] (available at the webpage of Department of

Health: [http://www.dh.gov.hk/english/useful/useful\\_forms/useful\\_forms\\_qpd.html](http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_qpd.html)) and produce the medical certificate of cause of death and export permit issued by the authorities of the export country.

- The arrangements for import of exhumed remains are the same as those required for import of dead bodies. Please refer to Part A(ii) of this Chapter for details.

### C. Import and Export of Cremated Ashes

- Under the current practice, import and export of cremated ashes into and out of Hong Kong do not require application to the Hong Kong government.
- However, some countries may require the applicants to produce the “Certificate of Cremation” and “Authorisation to Remove Cremated Ashes” for import of cremated ashes. If necessary, the applicants can apply for the above certificate/authorisation at a Cemeteries and Crematoria Office of Food and Environmental Hygiene Department for a deceased who was cremated at a crematorium managed by the department.
- The applicant is required to complete:
  - “Application for Certificate of Cremation” [FEHB143]; and
  - “Application for Permit to Remove/Exhume Remains” [FEHB148].
- The applicant should bring along the following documents to the Cemeteries and Crematoria Office of Food and Environmental Hygiene Department on Hong Kong Island or in Kowloon in person for processing:
  - a completed “Application for Certificate of Cremation” [FEHB143];
  - a completed “Application for Permit to Remove/Exhume Remains” [FEHB148]; and
  - the original or a copy of the “Permit to Take Away Cremated Ashes” [FEHB153].
- The applicant can pay the fee at the shroff and obtain the payment receipt. The “Certificate of Cremation” and “Authorisation to Remove Cremated Ashes” can be collected at the collection counter upon payment of the fee.
- Applicant may also fill in the e-forms of the above application forms and submit the applications online. Upon receipt of the forms, Food and Environmental Hygiene Department will contact the applicant to arrange for submission of relevant documents.

## 6 Internet Memorial Service

- The public may create a memorial webpage at the Internet Memorial Service website (<http://www.memorial.gov.hk>) and upload texts, photos and videos to preserve fond memories of their lost loved ones.
- An applicant who applies for allocation of a new niche for the deceased, he/she only needs to fill in his/her email address on the application form. 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.
- Family members and friends may create a memorial webpage for a deceased, who met any one of the following conditions:
  - cremated at a public crematorium;
  - remains scattered in a Garden of Remembrance of Food and Environmental Hygiene Department or designated Hong Kong waters;
  - remains kept in a public columbarium;
  - buried at a public cemetery;
  - a Hong Kong resident and whose body or cremated ashes was / were interred or kept in a Hong Kong private cemetery or private columbarium;
  - buried at the Gallant Garden/Tribute Garden; or
  - cremated ashes temporarily kept in temporary storage facilities of Food and Environmental Hygiene Department; or
  - keeping of abortuses in the facility for keeping of abortuses of Food and Environmental Hygiene Department.
- Upon input of basic information (including the applicant’s email address and particulars of the deceased) at the Internet Memorial Service website, a memorial webpage for the deceased will be created. Relatives and friends of the deceased can choose the layout design, write the deceased’s life story, upload photos and videos, and set up various features for the memorial webpage. The webpage can be set as either ‘public’ or ‘private’.

## 7 Green Burial Central Register

For our future, please support Green Burial. Scattering ashes at Garden of Remembrance or at sea is friendly to the environment and can save the land resources.

Plan ahead and let your loved ones know your own wish for Green Burial. Give yourself peace of mind and make life easier for them.

The Food and Environmental Hygiene Department (FEHD) had set up the Green Burial Central Register to enable the public to register their wish for Green Burial. The FEHD will follow up appropriately if a deceased person had been identified on the register upon cremation booking.

The FEHD runs 12 scenic and peaceful Gardens of Remembrance and provides free ferry to designated areas in Hong Kong waters for the public to scatter cremated ash.

Visit our thematic website [www.greenburial.gov.hk](http://www.greenburial.gov.hk) to know more.

### How to register?

- Simply register your wish for Green Burial online or download a registration form to fill in.
- For further information, please call 2562 7130 or email us at [greenburial@fehd.gov.hk](mailto:greenburial@fehd.gov.hk).

- The computer system of Food and Environmental Hygiene Department will verify the information of the deceased who was buried or kept in a Hong Kong private cemetery or private columbarium. If the information cannot be verified, the applicant may have to submit documentary proof. The application will then be handled by designated staff separately.
- By simply entering the name of the deceased, the public can search, browse and leave messages in uploaded memorial webpages that are set as open to the public.
- The Internet Memorial Service launched the mobile version ([m.memorial.gov.hk](http://m.memorial.gov.hk)) and three demonstration videos on 25 September 2011. The public may browse the mobile version of the memorial webpages and pay tribute there. Owners of memorial webpages may use the mobile version to manage their webpages.
- To enhance the service provision, FEHD launched a mobile app for “memorial.gov.hk” to facilitate mobile device users to use the service anytime and anywhere they prefer. The mobile app has functions for personalised profile settings and notifications and sharing with social media. To facilitate the public, it provides two versions, namely iOS and Android:-



- To encourage the public to adopt digital worshipping, visitors can leave message at electronic kiosks of New Kwai Chung Gardens of Remembrance through “memorial.gov.hk” to pay tribute or cherish the memory of the lost beloved ones

# 8 Organ Donation

- Organ donation is a symbol of love and rekindles the hopes of other people. To help patients with imminent need for organ transplant, you may indicate your wish to donate your organs after death. For details, please visit the website [www.organdonation.gov.hk](http://www.organdonation.gov.hk) or call the 24-hour health education hotline of Department of Health at 2833 0111.
- Prospective donors may register with the Centralised Organ Donation Register (CODR) in the following ways:
  - register online directly at the above webpage; or
  - after completing the registration form attached to the organ donation publicity leaflet, which can be downloaded from the abovementioned homepage, send it by post to “CODR System Administrator, Department of Health, 21/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong” or by fax to 2127 4926; or
  - obtain a copy of the organ donation publicity leaflet at the locations indicated in the tables\* (see Page 36), and send the completed registration form either by post or by fax to the address or fax number mentioned above.
- For those prospective donors who prefer not to register with the CODR, they may fill in the organ donation card (which is attached to the organ donation publicity leaflet) to express their wish to donate organs after death. However, they should carry the completed organ donation card at all times.
- Prospective donors should bear in mind that they should tell their families about their wish.

\* The organ donation publicity leaflet can be obtained at reception of the following places:

## Hong Kong

Pamela Youde Nethersole Eastern Hospital	3 Lok Man Road, Chai Wan
The Hong Kong Medical Association	5/F, Duke of Windsor Social Service Building, 15 Hennessy Road, Wan Chai
Ruttonjee Hospital	266 Queen’s Road East, Wan Chai
Tang Shiu Kin Hospital	282 Queen’s Road East, Wan Chai
Queen Mary Hospital	102 Pok Fu Lam Road
Central Health Education Unit, Department of Health	7/F, Southorn Centre, 130 Hennessy Road, Wan Chai

## Kowloon

Queen Elizabeth Hospital	30 Gascoigne Road
Caritas Medical Centre	111 Wing Hong Street, Sham Shui Po
United Christian Hospital	130 Hip Wo Street, Kwun Tong
Centre for Health Protection, Department of Health	4/F, 147C Argyle Street
Health InfoWorld, Hospital Authority	Ground Floor, Hospital Authority Building, 147B Argyle Street
Kwong Wah Hospital	25 Waterloo Road

## New Territories

Yan Chai Hospital	7 - 11 Yan Chai Street, Tsuen Wan
Tuen Mun Hospital	23 Tsing Chung Koon Road, Tuen Mun
North District Hospital	9 Po Kin Road, Sheung Shui
Tseung Kwan O Hospital	2 Po Ning Lane, Hang Hau, Tseung Kwan O
Prince of Wales Hospital	30 - 32 Ngan Shing Street, Sha Tin
Pok Oi Hospital	Au Tau, Yuen Long
Alice Ho Miu Ling Nethersole Hospital	11 Chuen On Road, Tai Po
Princess Margaret Hospital	2 - 10 Princess Margaret Hospital Road
Tsuen Wan Health Education Centre, Department of Health	13/F, Tsuen Wan Government Office, 38 Sai Lau Kok Road, Tsuen Wan



## 9 Body Donation

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- Body donation is very important to education and research in healthcare professions, and eventually to the betterment of human health. You may indicate your wish to donate your body after death for the purposes of medical education and research. For details, please browse the following websites or contact:

“Great Body Teacher” Body Donation Programme, Li Ka Shing Faculty of Medicine, The University of Hong Kong

Website: <http://www.med.hku.hk/bdp>

Facebook: <https://www.facebook.com/HKUBodyDonationProgramme/>

Tel No.: 3917 6334

“Silent Teacher” Body Donation Programme, Faculty of Medicine, The Chinese University of Hong Kong

Website: <http://www.sbs.cuhk.edu.hk/bd/index.htm>

Tel No.: 3943 6050

## 10 Ashes Scattering Plan for Body Donors

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- The Board of Management of the Chinese Permanent Cemeteries (BMCP) has launched the “Silent Teacher” and “Great Body Teacher” Ashes Scattering Plan with the Faculty of Medicine of the Chinese University of Hong Kong and the Li Ka Shing Faculty of Medicine of the University of Hong Kong respectively. Body donors or their family members can choose to scatter the ashes of the donors at the Junk Bay Garden of Remembrance of BMCP. Dedicated memorial walls are erected at the Garden of Remembrance in recognition of the selfless contribution of body donors.

For more information about the Ashes Scattering Plan, please visit the website <http://www.bmcp.org.hk> or call BMCP at 3719 7785.

# 11 Endless Love - Healing Act

## Ashes scattering and memorial plaque for cadaveric organ donor

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- The Board of Management of the Chinese Permanent Cemeteries (BMCPC) in conjunction with Hong Kong Kidney Foundation (HKKF) has set up the “Endless Love – Healing Act” program, effective from July 2017. The purpose is to honor cadaveric organ donors, as their organs allow patients with end-stage organ failure a “new life”.
- BMCPC has set up a memorial wall in the Garden of Remembrance at Junk Bay Chinese Permanent Cemetery for the family to scatter the ashes. HKKF will honor the donor with a plaque for the family to mount on the memorial wall.

For further detail, please visit website: [www.hkkf.org.hk](http://www.hkkf.org.hk)

Enquiry: 2716 5773

# Appendix

## Appendix I: Contact Information of Relevant Government Departments

### (a) The Joint Office set up by the Immigration Department, Department of Health and Food and Environmental Hygiene Department

Joint Office	Hong Kong Island Office 18/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong	Kowloon Office 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon	Matters Handled
i) Immigration Department Website: <a href="http://www.immd.gov.hk/eng/services/birth-death-marriage-registration.html">http://www.immd.gov.hk/eng/services/birth-death-marriage-registration.html</a>	Hong Kong Island Deaths Registry Tel: 2961 8841	Kowloon Deaths Registry Tel: 2368 4706	Application for "Certificate of Registration of Death" [Form 12] (commonly known as "going-out pass") and "Certificate of Registration of Death" [Form 10] (commonly known as "Burial Permit")
(ii) Department of Health Website: <a href="http://www.dh.gov.hk/english/main/main_ph/main_ph.html">http://www.dh.gov.hk/english/main/main_ph/main_ph.html</a>	Port Health Office (Hong Kong Island) Tel: 2961 8843	Port Health Office (Kowloon) Tel: 2150 7232	Application for "Cremation Permit" [Form 3]
(iii) Food and Environmental Hygiene Department Website: <a href="http://www.cc/index.html">http://www.cc/index.html</a>	Cremation Booking Office (Hong Kong Island) Tel: 2961 8842	Cremation Booking Office (Kowloon) Tel: 2150 7502	Booking of cremation session
Office Hours	Monday to Friday : 9:00 a.m. to 12:30 p.m. 2:00 p.m. to 4:30 p.m. Saturday : 9:00 a.m. to 12:30 p.m. (Closed on Sunday and public holiday)		

The Immigration Department of the Joint Office only handles registration of deaths from natural causes. Death registration services for cases referred from the Coroner, and for deaths from natural causes on Sundays and public holidays, are available at the Births and Deaths General Register Office of the Immigration Department. Please refer to Part (b) of this Appendix.

### (b) The Births and Deaths General Register Office of Immigration Department

The Births and Deaths General Register Office	3/F, Low Block, Queensway Government Offices, 66 Queensway, Hong Kong Tel: 2867 2784	
Office Hours	Monday to Friday : 8:45 a.m. to 4:45 p.m. Saturday : 9:00 a.m. to 11:30 a.m.	Only handles death registration cases referred from the Coroner
	Sunday and public holiday: 10:00 a.m. to 12:30 p.m.	Only handles registration of deaths from natural causes

### (c) Cemeteries and Crematoria Offices of Food and Environmental Hygiene Department

Hong Kong Cemeteries and Crematoria Office 1J Wong Nai Chung Road, Happy Valley Tel: 2570 4318 Fax: 2591 1879	Handles applications related to the disposal of skeletal remains and cremated ashes
Kowloon Cemeteries and Crematoria Office Upper Ground Floor, 6 Cheong Hang Road, Hung Hom Tel: 2365 5321 Fax: 2176 4963	

For information about green burial services, please browse thematic website of FEHD ([www.greenburial.gov.hk](http://www.greenburial.gov.hk)).

### (d) Social Welfare Department

Hotline (24-hours) Tel: 2343 2255 Website: <a href="http://www.swd.gov.hk/en/index/">http://www.swd.gov.hk/en/index/</a>	<ul style="list-style-type: none"> <li>- If a Comprehensive Social Security Assistance (CSSA) recipient has passed away, there will be a lump sum of burial grant with an upper limit provided by the Social Welfare Department to the relatives to cover the cost of the funeral.</li> <li>- The accidental or sudden death of a family member (in particular the breadwinner) will bring the whole family into hardship. Those in need may approach SWD for assistance.</li> </ul>
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**(e) Home Affairs Department**

<p>Estate Beneficiaries Support Services Tel: 2835 1535 Website: <a href="http://www.had.gov.hk/en/public_services/estates/index.htm">http://www.had.gov.hk/en/public_services/estates/index.htm</a></p>	<p>Family members of the deceased may apply for the release of money from the deceased's personal bank account to meet the funeral expenses or for maintenance of the deceased's former dependant(s).</p>
<p>Central Telephone Enquiry Center Tel: 2835 2500 Website: <a href="http://www.had.gov.hk/en/public_services/public_enquiry_services/ctec.htm">http://www.had.gov.hk/en/public_services/public_enquiry_services/ctec.htm</a></p>	<p>Enquiries on various relevant government services.</p>

**Appendix II:  
Food and Environmental Hygiene Department  
List of Charges for Cemeteries and Crematoria Services\***

	Service Item	Charge
1.	Adult cremation	\$1,220
2.	Child cremation	\$650
3.	Cremation of Skeletal remains	\$90
4.	Certificate of Cremation (for export of cremated ashes)	\$140
5.	Temporary storage of ashes after the first two months following cremation (each month) <sup>#</sup>	\$80
6.	Administration fee for placing each memorial plaque	\$90
7.	Standard niche and permit to place a memorial plaque	<p>Use of each niche: 20 - year Deposit Period :\$ 2,400 10 - year Deposit Period : \$ 1,200 Administration fee for placing each memorial plaque: \$90 The works and material costs of the plaque are to be agreed with the registered contractor direct by the applicant.</p>
8.	Large niche and permit to place a memorial plaque	<p>Use of each niche: 20 - year Deposit Period :\$ 3,000 10 - year Deposit Period : \$ 1,500 Administration fee for placing each memorial plaque: \$90 The works and material costs of the plaque are to be agreed with the registered contractor direct by the applicant.</p>
9.	Adult burial	\$3,190
10.	Child burial	\$2,605
11.	Urn grave (burial of skeletal remains)	\$6,305
12.	Certificate of Burial (for export of exhumed remains)	\$140

13.	Permit to Remove/Exhume Remains	\$120
14.	Replacement of Permit to Remove/Exhume Remains	\$140
15.	Placing additional Cremated Ashes of Deceased (per deceased)	\$140
16.	Official signature fee <sup>@</sup>	\$140

# This list of charges will be revised as necessary. For the latest charges, please refer to the webpage of the Food and Environmental Hygiene Department:

[http://www.fehd.gov.hk/english/cc/info\\_charge.html](http://www.fehd.gov.hk/english/cc/info_charge.html)

@ The official signature fee of an application for changing remains exportation destination on an approved permit to remove/exhume remains or an application for placing additional set(s) of cremated ashes is \$140 each.

### Appendix III: Office hours of “Farewell Services” of Hospitals

Cluster	Hospitals with farewell services	Telephone number	Office hours for the farewell services
Hong Kong Island East	Pamela Youde Nethersole Eastern Hospital	2595 6224	Monday to Sunday & Public Holiday 08:30 to 16:00
	Ruttonjee and Tang Shiu Kin Hospitals	2291 1030	Monday to Sunday & Public Holiday 08:00 to 12:00 and 13:00 to 16:00
Hong Kong Island West	Grantham Hospital	2518 2201	Monday to Sunday & Public Holiday 08:00 to 12:00 and 14:00 to 15:30
	Tung Wah Group of Hospitals Fung Yiu King Hospital	2855 6111	Monday to Sunday & Public Holiday 09:00 to 13:00 and 14:00 to 17:00
	Queen Mary Hospital	2255 3678	Monday to Sunday & Public Holiday 09:00 to 13:00 and 14:00 to 17:00
Kowloon Central	Buddhist Hospital	2339 6127	Monday to Sunday & Public Holiday 08:30 to 17:00
	Queen Elizabeth Hospital	3506 8434	Monday to Sunday & Public Holiday 08:00 to 13:00 and 14:00 to 17:00
Kowloon East	Tseung Kwan O Hospital	2208 0906	Monday to Sunday & Public Holiday 08:00 to 13:00 and 14:00 to 17:00
	United Christian Hospital	3513 3572	Monday to Sunday & Public Holiday 09:00 to 12:30 and 14:00 to 16:00

Kowloon West	Caritas Medical Centre	3408 6345	Monday to Sunday & Public Holiday 09:00 to 13:00 and 14:00 to 17:00
	Kwong Wah Hospital	3517 6194	Monday to Sunday & Public Holiday 07:00 to 11:30 and 12:30 to 17:00
	Our Lady of Maryknoll Hospital	2354 2209	Monday to Friday: 09:00 to 12:00 and 13:00 to 16:15 Saturday, Sunday & Public Holiday: 09:00 to 12:00
	Yan Chai Hospital	2417 8146	Monday to Sunday & Public Holiday 08:30 to 12:15 and 13:30 to 16:15
N.T. East	Alice Ho Miu Ling Nethersole Hospital	2689 3426	Monday to Sunday & Public Holiday 08:30 to 13:00 and 14:00 to 16:00
	North District Hospital	2683 7112	Monday to Sunday & Public Holiday 09:00 to 16:00
	Prince of Wales Hospital	3505 2252	Monday to Sunday & Public Holiday 08:00 to 13:00 and 14:00 to 17:00
	Shatin Hospital	2636 7509	Monday to Sunday & Public Holiday 09:00 to 13:00 and 14:00 to 17:00
N.T. West	Pok Oi Hospital	2486 8846	Monday to Sunday & Public Holiday 09:00 to 13:00 and 14:00 to 17:00
	Tuen Mun Hospital	2468 5148	

## Appendix IV: Websites and Contact Numbers of Organisations providing Funeral Services, Support on Funeral Matters and Counselling Services, etc.

### (a) Licensed Funeral Parlours, Undertakers of Burial and Registered Service Providers

List of Licensed Funeral Parlours

<http://www.fehd.gov.hk/english/cc/lfp.pdf>

List of Licensed Undertakers of Burial

<http://www.fehd.gov.hk/english/cc/lu.pdf>

List of Registered Masons Permitted to Provide Services on Burial and Exhumation of Skeletal Remains, and Installation of Headstones and Grave Coverings Surfaces in Public Cemeteries

<http://www.fehd.gov.hk/english/cc/lmp.pdf>

List of Registered Marble Manufacturer/Contractor Permitted to Provide Services in Public Columbaria

<http://www.fehd.gov.hk/english/cc/lrm.pdf>

### (b) Cemetery and Funeral Services

The Board of Management of  
the Chinese Permanent Cemeteries

Tel: 2511 1116

<http://www.bmcpc.org.hk>

Community Services Division, Tung Wah Group of Hospitals

<http://funeralservices.tungwahcsd.org>

International Funeral Parlour

Tel: 2303 1234

Diamond Hill Funeral Parlour

Tel: 2326 0121

FEHD has no authorised funeral agents or undertakers. Reports and complaints can be made to the Department should there be such claims made by anyone.

### (c) Support on Funeral Matters and Counselling

St. James' Settlement (Life and Death Education Website) Tel: 2831 3230

<http://www.lifeanddeatheducation.sjs.org.hk/home>

Caritas Elderly Service (hospice care services)

Tel: 3582 9477

<http://www.caritasse.org.hk>

/2479 7383

Society for the Promotion of Hospice Care (bereavement support) <a href="http://www2.hospicecare.org.hk">http://www2.hospicecare.org.hk</a>	Tel: 2868 1211
The Comfort Care Concern Group (funeral support and bereavement counselling services) <a href="http://www.cccg.org.hk">http://www.cccg.org.hk</a>	Tel: 2361 6606
SKH Holy Carpenter Church (funeral and bereavement support of “the Paraclete-Care-And-Comfort Angel”) <a href="http://decc.holycarpenter.org.hk/chi/p5.asp">http://decc.holycarpenter.org.hk/chi/p5.asp</a>	Tel: 2362 0268
Society for Community Organisation (after-death arrangement services for the elderly) <a href="http://www.soco.org.hk">http://www.soco.org.hk</a>	Tel: 2713 9165
The Against Elderly Abuse of Hong Kong (hospice care services for the elderly) <a href="http://www.hkaea.org.hk">http://www.hkaea.org.hk</a>	Tel: 8200 1711
Suicide Prevention Services (bereavement support for suicide survivors – Project BLESS) <a href="https://www.sps.org.hk/?a=group&amp;id=bless">https://www.sps.org.hk/?a=group&amp;id=bless</a>	Tel: 2382 2737
TWGHs Chun Tei Kok Buddhist Association Limited Centre of Life Enlightening - “Be-With Service” (Funeral and Bereavement Support) <a href="http://www.tungwahcsd.org/tc/our-services/elderly-services/specialized-services/ECSCOL/introduction">http://www.tungwahcsd.org/tc/our-services/elderly-services/specialized-services/ECSCOL/introduction</a>	Tel: 2884 2033
Banyan Service – Friend of Sunset Service (After-death arrangement services for the elderly) <a href="http://www.banyanservice.org">http://www.banyanservice.org</a>	Tel: 2763 9944

#### **(d) Organ/Body Donation and Internet Memorial Service**

Organ Donation of the Department of Health <a href="http://www.organdonation.gov.hk">http://www.organdonation.gov.hk</a>	Tel: 2833 0111
Body Donation of the University of Hong Kong <a href="http://www.med.hku.hk/bdp">http://www.med.hku.hk/bdp</a>	Tel: 3917 6334
Body Donation of the Chinese University of Hong Kong <a href="http://www.sbs.cuhk.edu.hk/bd/index.htm">http://www.sbs.cuhk.edu.hk/bd/index.htm</a>	Tel: 3943 6050
Internet Memorial Service <a href="http://www.memorial.gov.hk">http://www.memorial.gov.hk</a>	Tel: 2951 4358

## **Appendix V: An Overview of Coffins**

### **Eco-coffins:**

The use of eco-coffins can reduce tree felling and reduce emissions of pollutants during cremation. As in the case of traditional coffins, eco-coffins of different styles and prices are available for selection. Made of recycled paper, these coffins can carry a load of 150 kg or more. The designs are solemn and decent.

#### European style

The coffin is in diamond or olivary shape with a flat cover on the top and decoration handles on both sides.

#### American style

The coffin is in rectangular shape with a flat cover on the top and decoration handles on both sides. The design is simple but it gives a sense of solemnity.

#### Japanese style

The coffin is in rectangular shape with a half opening cover. It is usually in a dark colour with decoration handles on both sides, giving a sense of simplicity and solemnity.

#### Chinese style

The surface of the coffin has natural wood patterns. It adopts a strong traditional Chinese style in appearance.

### Western Coffins:

They are usually made of teak wood, oak wood or synthetic wood, but there are also bronze-made coffins. Coffins made of synthetic wood are more suitable for cremation, whereas teak, oak and bronze coffins are mostly for burial.

### Chinese Coffins:

They are usually made of Phoebe zhennan wood, zelkova wood, China fir wood and synthetic wood. Their prices may vary greatly according to the wood type.

- The prices of the coffins which are made of different materials range from a few thousand dollars to tens of thousands of dollars (or even more). Undertakers in general will offer a package price to provide one-stop supporting services and the price will include the costs of coffin and renting service hall. It is advisable for the public to pay attention to the various charges during selection for comparison.

### Other Points to Note

- The Government maintains strict control over cremator emissions to avoid causing air pollution. Unsuitable coffins and / or the funeral objects put inside the coffin can affect the operation of cremators, which may result in air pollution.
- When selecting coffins, members of the public are urged not to choose those with dimensions larger than 710 mm (28 in) in height / 760 mm (30 in) in width / 1 980 mm (78 in) in length. The external surface of the coffin should not have any metal ornaments or plastic (e.g. Polyvinyl Chloride, i.e. PVC) attachments.
- It is advisable not to put metal or plastic objects, or expensive funeral objects into the coffin.
- Metal or plastic ornaments fixed to the external surface of the coffin must be removed and disposed of before arrival at the crematorium.



**Appendix VI:  
Required Certificates/Permits/Application Forms for after-  
death arrangements**

**Death Registration**

**(a) Deaths from Natural**

**Causes Cremation**

Medical Certificate of the Cause of Death	Form 18	Issued by the attending doctor
Medical Certificate (Cremation)	Form 2	Issued by the attending doctor
Certificate of Registration of Death	Form 12	Issued by the deaths registry of the Immigration Department
Cremation Permit	Form 3	Issued by the Port Health Office of the Department of Health
Application for Private Cremation ( <a href="http://www.fehd.gov.hk/english/forms/Fehb135.html">http://www.fehd.gov.hk/english/forms/Fehb135.html</a> )	FEHB 135*	Apply to Cremation Booking Office of the Food and Environmental Hygiene Department of the joint office
Application for Cancellation of Cremation Booking ( <a href="http://www.fehd.gov.hk/english/forms/fehb264.html">http://www.fehd.gov.hk/english/forms/fehb264.html</a> )	FEHB 264*	
Permit to Take Away Cremated Ashes	FEHB 153	Issued by the Cemeteries and Crematoria Offices of the Food and Environmental Hygiene Department

**Burial**

Medical Certificate of the Cause of Death	Form 18	Issued by the attending doctor
Certificate of Registration of Death (commonly known as "Going-out Pass")	Form 12	Issued by the deaths registry of the Immigration Department
Certificate of Registration of Death (commonly known as "Burial Permit")	Form 10	Issued by the deaths registry of the Immigration Department
Application for Burial at Public Cemetery ( <a href="http://www.fehd.gov.hk/english/forms/Fehb144.html">http://www.fehd.gov.hk/english/forms/Fehb144.html</a> )	FEHB 144*	Apply to the cemetery office concerned of the Food and Environmental Hygiene Department

**For Urgent burial**

Permit for Removal and Burial of Dead Body	Form 8	Issued by the nearest police station
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**(b) Death from Unnatural Causes (Cremation / Burial)**

Certificate of Order Authorizing Burial/ Cremation of Body	Form 11	Issued by Coroner
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**Export of Human Remains**

Application for a Permit for Removal of Dead Body from Hong Kong	SF/BDR/3@	Apply to the Immigration Department
Permit for Removal of Dead Body from Hong Kong	Form 9	Issued by Immigration Department

**Import of Human Remains / Skeletal Remains**

Application for the Import of a Human Corpse ( <a href="http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_qpd.html">http://www.dh.gov.hk/english/useful/useful_forms/useful_forms_qpd.html</a> )	DH2437	Apply to the Department of Health
Permit to Import a Human Corpse	–	Issued by the Department of Health

## Disposal / Export of Skeletal Remains

Application for Permit to Remove/Exhume Remains ( <a href="http://www.fehd.gov.hk/english/forms/Fehb148.html">http://www.fehd.gov.hk/english/forms/Fehb148.html</a> )	FEHB 148*	Apply to the Cemeteries and Crematoria Offices of the Food and Environmental Hygiene Department
Application for Certificate of Burial ( <a href="http://www.fehd.gov.hk/english/forms/Fehb143.html">http://www.fehd.gov.hk/english/forms/Fehb143.html</a> )	FEHB 143*	
Application for Cremation of Skeletal Remains ( <a href="http://www.fehd.gov.hk/english/forms/fehb263.html">http://www.fehd.gov.hk/english/forms/fehb263.html</a> )	FEHB 263*	
Application for Urn Grave Burial or Placing Additional Skeletal Remains/Ashes ( <a href="http://www.fehd.gov.hk/english/forms/fehb262.html">http://www.fehd.gov.hk/english/forms/fehb262.html</a> )	FEHB 262*	
Permit to Remove/Exhume Remains	FEH(L)86A	Issued by the Cemeteries and Crematoria Offices of the Food and Environmental Hygiene Department
Authorisation to Exhume Remains	FEHB 150	
Certificate of Burial	–	
Authorisation to Bury Skeletal Remains	–	
Authorisation to Remove Skeletal Remains	–	

## Disposal / Export of Cremated Ashes

Application for Certificate of Cremation ( <a href="http://www.fehd.gov.hk/english/forms/Fehb143.html">http://www.fehd.gov.hk/english/forms/Fehb143.html</a> )	FEHB 143*	Apply to the Cemeteries and Crematoria Offices of the Food and Environmental Hygiene Department
Application for Allocation of a Niche ( <a href="http://www.fehd.gov.hk/english/forms/Fehb136.html">http://www.fehd.gov.hk/english/forms/Fehb136.html</a> )	FEHB 136*	
Application for Placing Additional Cremated Ashes of the Deceased ( <a href="http://www.fehd.gov.hk/english/forms/Fehb136a.html">http://www.fehd.gov.hk/english/forms/Fehb136a.html</a> )	FEHB 136A*	
Certificate of Cremation Authorisation to Remove Cremated Ashes	FEH(L)88 –	Issued by the Cemeteries and Crematoria Offices of the Food and Environmental Hygiene Department

## Scattering of Cremated Ashes

### (a) Scattering Cremated Ashes at Sea

Application for Scattering of Cremated Human Ashes in Hong Kong Waters ( <a href="http://www.fehd.gov.hk/english/forms/Fehb198.html">http://www.fehd.gov.hk/english/forms/Fehb198.html</a> )	FEHB 198*	Apply to the Cemeteries and Crematoria Offices of the Food and Environmental Hygiene Department
Application for Scattering of Cremated Human Ashes in Hong Kong Waters and Free Ferry Service to Designated Area ( <a href="http://www.fehd.gov.hk/english/forms/Fehb198a.html">http://www.fehd.gov.hk/english/forms/Fehb198a.html</a> )	FEHB 198A*	

### (b) Scattering Cremated Ashes at Gardens of Remembrance

Application for Scattering Cremated Ashes/ Mounting Commemorative Plaques at Gardens of Remembrance ( <a href="http://www.fehd.gov.hk/english/forms/Fehb219.html">http://www.fehd.gov.hk/english/forms/Fehb219.html</a> )	FEHB 219*	Apply to the Cemeteries and Crematoria Offices of the Food and Environmental Hygiene Department
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\* All application forms of Food and Environmental Hygiene Department are available at the Food and Environmental Hygiene Department website ([http://www.fehd.gov.hk/english/forms/index\\_forms.html](http://www.fehd.gov.hk/english/forms/index_forms.html)), or at its Cremation Booking Offices or Cemeteries and Crematoria Offices (*Appendix I*).

@ Application for a Permit for Removal of Dead Body from Hong Kong [SF/BDR/3] can be obtained from the Deaths Registries of Immigration Department.