

申請須知 Notes for Application

1. 本表格不收費用。申請人在遞交申請表格時，也無須繳交任何費用。
No fee is charged for this form. Submission of an application is free of charge.
2. 申請人與食環署進行任何事務往來時，均不得向食環署職員提供任何利益。
Applicants should not offer any advantage to the FEHD staff while having dealings of any kind with the FEHD.
3. 申請人必須填寫本表格的甲、乙及丙部。丙部須由申請人親自簽署，否則申請將被視作無效。申請人如不懂簽名，則須在食環署職員面前畫上記號。
The applicant should complete Sections A, B and C of this form. Section C must be signed by the applicant personally, otherwise this application will be treated as null and void. If the applicant is unable to sign the application, he/she is required to make his/her mark in front of the staff of the FEHD.
4. 如申請人有意為先人在「無盡思念」網站（memorial.gov.hk）開設專屬紀念網頁。申請人須於乙部填寫其電郵地址及表示同意使用該服務。食環署會開設一個載有其先人姓名及去世日期的專屬紀念網頁。「無盡思念」網站的先人紀念網頁的首頁會展示骨灰安放期屆滿的日期，並會於安放期屆滿前兩年開始自動跳出有關訊息，提醒相關人士骨灰安放期將在何時屆滿。相關人士亦可使用網頁的專用連結在網上更新聯絡人名單或聯絡資料。申請人將於安放骨灰於有關龕位後的兩個工作天內收到通知電郵以啟動其帳戶。啟動帳戶後，申請人可隨時登入紀念網頁以編輯紀念網頁的內容。網上追思服務費用全免。如申請人已用相同的電郵地址為同一先人於「無盡思念」網站開設紀念網頁，食環署則不會重複開設網頁。
If the applicant is interested in creating a dedicated memorial webpage through the Internet Memorial Service (memorial.gov.hk) for the Deceased, he/she should provide his/her email address and indicate his/her consent for the purpose in Section B of this form. The FEHD will create a dedicated memorial webpage to display 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. The applicant will receive a notification email within two working days after the deposit of the cremated ashes in the niche concerned. When the account is activated, the applicant can log in to edit the contents of the webpage any time. The Internet Memorial Service is free of charge. If a memorial webpage has already been created using the Internet Memorial Service for the same Deceased by the applicant using the same email address, no additional webpage will be created by the FEHD.
5. 骨灰龕位及設置紀念牌匾的收費，請參閱附件二。
For the fees of the niche and placing a memorial plaque, please see Annex 2.
6. 如有查詢，可聯絡食環署墳場及火葬場公眾骨灰龕位編配辦事處：
For enquiries, please contact Cemeteries and Crematoria Public Niche Allocation Office of the FEHD:

查詢熱線：2841 9111 Enquiry Hotline	電郵地址：enquiry_newniche@fehd.gov.hk Email Address
傳真號碼：2333 1716 Fax No.	網址： http://www.fehd.gov.hk/newniche/contactus.html Website

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7. 收集個人資料聲明 Personal Information Collection Statement

- (i) 食環署會利用經本表格所提供的個人資料，處理轄下墳場及火葬場服務的申請事宜。提供個人資料與否，純屬自願性質，但在資料不足的情況下，食環署有可能沒法處理有關申請。

The personal data provided by means of this form will be used by the FEHD for purposes relating to applications for cemeteries and crematoria services. The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, we may not be able to process the application.

- (ii) 本表格內所提供的個人資料，可能會被轉交其他政府部門或機構，以達致上文第 7(i) 段所載的目的。

The personal data provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 7(i) above.

- (iii) 根據《個人資料（私隱）條例》第 18 條、第 22 條及附表 1 內第 6 原則的規定，申請人有權查閱及更正他／她的個人資料。查閱的權利包括有權索取本表格內所提供的個人資料副本一份。食環署應查閱要求而提供資料時，可能會徵收費用。

The applicant has a right of access and correction with respect to the personal data as provided for in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. His/her right of access includes the right to obtain a copy of his/her personal data which he/she has provided by means of this form. A fee may be imposed for complying with a data access request.

- (iv) 如對經由本表格提供個人資料一事有任何疑問，包括查閱及更正個人資料等，可向食環署高級衛生督察（墳場及火葬場）提出，地址為：

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

港島墳場及火葬場辦事處
Hong Kong Cemeteries and
Crematoria Office

跑馬地黃泥涌道 1 號 J (香港墳場側)
1J Wong Nai Chung Road, Happy Valley
(Next to the Hong Kong Cemetery)

電話號碼：2570 4318
Tel. No.

九龍墳場及火葬場辦事處
Kowloon Cemeteries and
Crematoria Office

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

電話號碼：2365 5321
Tel. No.