

申請及編配安排 Application and Allocation Arrangements

是次編配的所有公眾骨灰龕位均為可續期骨灰龕位，要點如下：

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

1. 骨灰龕位地點、種類及數量

Location, Type and Quantity of Niches

骨灰安置所 Columbarium	標準骨灰龕位數目 [@] No. of Standard Niches [@]	大型骨灰龕位數目 [@] No. of Large Niches [@]
曾咀 [#] Tsang Tsui #	禁香龕位或非禁香龕位 smoke-free niche or non-smoke-free niche	非禁香龕位 non-smoke-free niche
和合石第六期 Wo Hop Shek Phase VI	禁香龕位或非禁香龕位 smoke-free niche or non-smoke-free niche	禁香龕位或非禁香龕位 smoke-free niche or non-smoke-free niche
哥連臣角新廈 Cape Collinson-San Ha	禁香龕位或非禁香龕位 smoke-free niche or non-smoke-free niche	禁香龕位或非禁香龕位 smoke-free niche or non-smoke-free niche
石門 Shek Mun (此場地嚴禁燃點香燭及燃燒祭品) (Burning incense and offerings in this venue is prohibited)	禁香龕位 smoke-free niche	禁香龕位 smoke-free niche

[@] 有關是次編配龕位的數量，請瀏覽食環署網站（www.fehd.gov.hk）或掃描申請表格甲部的二維碼前往申請專頁查閱。

As regards the number of niches available for allocation, please browse the FEHD website (www.fehd.gov.hk) or access the dedicated application webpage by scanning the QR code in Section A of this application form.

[#] 如欲了解掃墓期間有關曾咀靈灰安置所的特別交通安排，請瀏覽食環署網站（www.fehd.gov.hk）。

To understand the special transport arrangements for Tsang Tsui Columbarium during the grave-sweeping periods, please browse the FEHD website (www.fehd.gov.hk).

備註 Remark

在是次編配中，各類型龕位（標準／大型；禁香／非禁香）的數量均有差別，獲成功編配機會也會有差異。因此，未能確保全部合資格申請均獲成功編配。在決定選擇申請編配某一類型龕位時，請先瀏覽申請專頁的可供申請的骨灰龕位詳情，以衡量該申請獲成功編配的機會。

In this niches allocation exercise, the quantity of each type of niches (standard/large; smoke-free/non-smoke-free) available for allocation is different, thus, the chance of successful allocation will vary. There is no guarantee that all eligible applications will be allocated with a niche in this allocation exercise. When selecting the type of niche for application, you may refer to the dedicated application webpage to assess the chance of a successful allocation.

2. 申請辦法及填寫申請表格須知

Means of Application and Notes for Completing the Application Form

- (i) 標準龕位申請人必須在表格內填寫**至少一位先人的資料**。申請表內其他先人必須是首位先人的近親或與其有密切關係。如首位先人的骨灰已移走，龕位必須交還予食環署。〔有關「近親」的定義，請參閱「食物環境衛生署骨灰安置所存放骨灰的服務須知」（附件一）第7項。〕

For the application for a standard niche, the applicant has to fill in **at least one deceased person's particulars** in the application form. Other deceased persons listed in the application form should be the close relatives of or in close relationship with the First Deceased deposited. The niche should be returned to the FEHD if the cremated ashes of the First Deceased deposited in that niche have been removed. [Please refer to item 7 of the “Notes for the Deposit of Cremated Ashes in the Columbaria of the Food and Environmental Hygiene Department” (Annex 1) for the definition of “close relative”.]

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

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

- (iii) 標準龕位和大型龕位的申請會被分開處理。申請人只可為同一位先人填寫一份申請表格。換言之，在同一申請期內，食環署只會為每一位先人處理一份申請。在申請表格的甲部，申請人只可選擇標準龕位或大型龕位的其中一項。

Applications for standard and large niches will be handled separately. **The applicant should only file one application form for the same deceased person. In other words, the FEHD will only process one application for each Deceased in any application period.** The applicant should select only one niche either from the standard niche or the large niche in Section A of the application form.

2. (iv) 若申請人符合以下 (a) 或 (b) (i) 類別，經網上填寫申請表格 (<https://app.fehd.gov.hk/newniche/TTM/>) 會更加便捷，並於中籤後可使用「一碼通網上服務及繳費」於網上繳付訂明費用以自行完成龕位編配手續，免卻親身前往公眾骨灰龕位編配辦事處繳費及核對文件。

If an applicant falls under category (a) or (b)(i) below, it is more convenient for him/her to **complete the application form online** (<https://app.fehd.gov.hk/newniche/TTM/>) without the need to attach copies of the required documents. The “Single Portal with Token for Online Services and Payment” can be used to pay the prescribed fee online and complete the niche allocation formalities in a self-service manner after successful balloting, without the need to visit the Public Niche Allocation Office in person to settle the payment and verify the documents.

- (a) 只適用於曾於 2019 年或以後遞交申請並獲接納的申請人。

Only applicable to applicants who had an application which was accepted in or after 2019.

- (i) 若申請人的姓名及香港身份證／護照號碼及其先人全部資料均沒有改變：

If there are **no changes** in the name and HKID Card/Passport No. of the applicant and all the particulars of the Deceased:

- (1) 只須填妥本申請表格的甲部及乙（一）部分；
(若其他資料有任何變更，申請人需於乙（二）及／或乙（三）部分填報有關資料)
Only need to fill in Sections A and B1;
(If there are any changes in other information, the applicant needs to provide the relevant details in Section B2 and/or B3)
- (2) 詳閱丙部及親自簽署；及
Carefully read Section C and sign; and
- (3) 毋須夾附所需文件副本遞交。若早前的申請文件中，未有顯示先人的死亡日期，申請人須提交顯示先人死亡日期的證明文件副本一份。
No need to attach copies of the required documents for submission. However, a copy of the documentary proof showing the date of death of the Deceased is required if such information was not provided in earlier submission.

- (ii) 若申請人的姓名及香港身份證／護照號碼及其先人任何資料有任何變更：

If there are **changes** in the name and HKID Card/Passport No. of the applicant and any particulars of the Deceased:

- (1) 只須填妥本申請表格的甲部及乙（一）部分；
(若其他資料有任何變更，申請人需要於乙（二）及／或乙（三）部分填報有關資料)
Only need to fill in Sections A and B1;
(If there are any changes to other information, the applicant needs to provide the relevant details in Section B2 and/or B3)
- (2) 詳閱丙部及親自簽署；及
Carefully read Section C and sign; and
- (3) 夾附和資料變更相關的文件副本遞交。
Attach copies of the documents related to the information changes for submission.

2. (iv) (b) 只適用於申請人同時是先人火葬服務的申請人，並已確認先人可安放於食環署骨灰龕位的資格

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Only applicable to applicants who also applied for the cremation service of the Deceased and the eligibility of the same Deceased for deposit of his/her cremated ashes in the columbarium of the FEHD has been confirmed.

若申請人同時是為該先人申請火葬服務的同一人士，經「智方便」於網上填寫及遞交申請表格會更便捷。

If the applicant is also the applicant of the cremation service for the same Deceased, it will be more convenient for him/her to complete and submit an online application through “iAM Smart”.

(i) 若申請人同時是為該先人申請火葬服務及只申請安放一位先人：

If the applicant has also applied for the cremation service of the same Deceased and this application is for one Deceased only:

- (1) 只須填妥本申請表格的甲部、乙（二）及乙（三）部分；
Only need to fill in Sections A, B2 and B3;
- (2) 詳閱丙部及親自簽署；及
Carefully read Section C and sign; and
- (3) 毋須夾附所需文件副本遞交。若早前的申請文件中，未有顯示先人的死亡日期，申請人須提交顯示先人死亡日期的證明文件副本一份。
No need to attach copies of the required documents for submission. However, a copy of the documentary proof showing the date of death of the Deceased is required if such information was not provided in earlier submission.

(ii) 若申請人同時是為該先人申請火葬服務，但申請安放多於一位先人：

If the applicant has also applied for the cremation service of the same Deceased but this application is for more than one Deceased:

- (1) 只須填妥本申請表格的甲部、乙（二）及乙（三）部分；
Only need to fill in Sections A, B2 and B3;
- (2) 詳閱丙部及親自簽署；
Carefully read Section C and sign;
- (3) 毋須夾附所需文件副本遞交。若早前的申請文件中，未有顯示先人的死亡日期，申請人須提交顯示先人死亡日期的證明文件副本一份；及
No need to attach copies of the required documents for submission. However, a copy of the documentary proof showing the date of death of the Deceased is required if such information was not available in earlier submission.; and
- (4) 夾附每位先人與首位先人的近親關係或密切關係證明文件副本遞交。
Attach copies of the documentary proof for each of these other Deceased to show each of their close relation or close relationship with the First Deceased deposited.

(c) 其他新申請人：

Other new applicants:

- (1) 只須填妥本申請表格的甲部、乙（二）及乙（三）部分；
Only need to fill in Sections A, B2 and B3;
- (2) 詳閱丙部及親自簽署；及
Carefully read Section C and sign; and
- (3) 夾附下列所需文件副本遞交（（3.1）－（3.5））並於辦理編配骨灰龕位手續時出示有關文件的正本；及
Attach copies of the required documents listed below ((3.1) – (3.5)) for submission and produce the originals of the required documents when completing the niche allocation formalities; and
 - (3.1) 申請人的身份證明文件副本一份；
a copy of the applicant's identification document;
 - (3.2) 每位先人的香港身份證／香港居民身份證明文件副本一份；
a copy of each Deceased's Hong Kong Identity Card/documentary proof of the Hong Kong resident status;

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2. (iv) (3.3) 每位先人的「領取骨灰許可證」¹／「火葬證明書」／「遷移或撿拾骨殖許可證」²副本一份；
a copy of each Deceased's "Permit To Take Away Cremated Ashes"¹ / "Certificate of Cremation"/"Permit to Remove/Exhume Remains"²;

¹ 若已成功於截止申請日期前預訂火化時段（即預訂了截止申請日期後 15 天內的火化時段），申請人亦可先以「遺體火葬費用收據」連同本申請表格遞交申請，待取得「領取骨灰許可證」後盡快補交。若遺體未能於截止申請日期後 15 天內完成火葬，該申請將不予受理。

If a cremation session has been successfully booked before the deadline of this application (i.e. the cremation session booked is within 15 days after the deadline of this application), the applicant can submit the application form with the "Receipt of Fee for Cremation" attached, and then submit the "Permit To Take Away Cremated Ashes" the soonest possible after receiving it. If the cremation is not completed within 15 days after the deadline of this application, the application will not be accepted.

² 若申請人選擇以「遷移或撿拾骨殖許可證」副本遞交申請，他／她在辦理編配手續時則必須出示「領取骨灰許可證」的正本（如申請人同時是為該先人申請火葬服務的申請人，可免補交「領取骨灰許可證」的正本）。如申請人在辦理編配手續時未能出示有關文件的正本，他／她便需簽署承諾書以同意在六個月內完成火化及補交文件，否則該申請將不獲處理。

If an application is submitted with a copy of the "Permit to Remove/Exhume Remains", the applicant must produce the original copy of the "Permit To Take Away Cremated Ashes" at the time of allocation of the niche (A copy of the "Permit To Take Away Cremated Ashes" is not required if the applicant is also the applicant of the cremation service for the same Deceased). If the applicant cannot produce the originals of the prescribed documents at the time of allocation of the niche, he/she is required to sign an undertaking to complete the cremation for the Deceased and submit the required document within six months, otherwise the application will not be processed further.

- (3.4) 每位先人的死亡日期證明文件副本一份；及
(只適用於未有顯示先人死亡日期的「領取骨灰許可證」或「火葬證明書」)
a copy of the documentary proof for each Deceased showing the date of death; and
(Only applicable if the date of death is not available in the "Permit To Take Away Cremated Ashes" or the "Certificate of Cremation")
- (3.5) 每位加放先人與首位先人的近親關係或密切關係證明文件副本一份。
a copy of the documentary proof for each of all other Deceased showing his/her close relation or close relationship with the First Deceased.

- (4) 將已填妥的申請表格，連同所需文件的副本以傳真、郵寄、電郵或專人送遞方式送交下列其中一個食環署墳場及火葬場辦事處（（4.1）－（4.3））。

Submit the completed application form together with copies of the required documents to one of the following offices of the Cemeteries and Crematoria Section of the FEHD by fax, post, email, or by hand ((4.1) – (4.3)).

- (4.1) 以郵寄或親身遞交申請：

Submission of Application by Post or in Person

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)

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

- (4.2) 以傳真遞交申請：

Submission of Application by fax

傳真號碼：2333 1716

Fax No.

- (4.3) 以電郵遞交申請：

Submission of Application by email

電郵地址：apply_newniche@fehd.gov.hk

Email Address

為加快編配程序，申請人必須留意，文件不齊、資料不全、逾期或重複遞交的申請將一概不予受理。就郵遞方式，送達日期以郵局的郵戳日期為準。

In order to expedite the allocation process, applicants must note that applications lacking the necessary documents or information, as well as late or duplicated submissions will not be accepted. For postal delivery, the date of

receipt of the submission is the postmark date of the Post Office.

食環署收到已填妥的申請表格後，通常會在十個曆日內以郵寄／傳真／電郵方式（視乎遞交申請表格方式）向申請人發出確認回條，並給予一個申請編號。食環署建議申請人填寫網上申請表格遞交申請，既可避免郵遞延誤／無法派遞情況，亦能在遞交申請後隨即收到附有申請編號的確認回條電郵，方便日後跟進相關申請事宜。

The FEHD will issue an acknowledgement receipt with an application number to the applicant by post/fax/email (depending on the means of submission of the application form) normally within ten calendar days from the date of receipt of a duly completed application form. **The FEHD recommends applicants to use online application, which can avoid postal delay/non-delivery and the applicant can also receive an acknowledgement receipt together with an application number through email immediately after the submission, thus facilitating follow-up of the application in the future.**

2. (v) 當安放先人骨灰時，申請人必須親身前往所編配的骨灰安置所出示有關以下文件的正本。

The applicant must produce the original copies of the following required documents in person at the allocated columbarium for depositing the cremated ashes.

- (1) 申請人的身份證明文件；及

the applicant's identification document; and

- (2) 每位先人的香港身份證／香港居民身份證明文件。

each Deceased's Hong Kong Identity Card/documentary proof of the Hong Kong resident status.

- (vi) 申請人須提供相關人士的個人資料，以方便日後食環署就骨灰安放期屆滿後續期／處理骨灰事宜與相關人士聯絡。若提名的代表或聯絡資料有改變，相關人士有責任適時向食環署更新資料。獲編配龕位人士有責任在首 20 年安放期（或其後每個 10 年續期）屆滿時處理先人的骨灰（即主動提交續期申請或遷移骨灰），以及適時通知食環署最新的聯絡資料。

The applicant must provide the personal particulars of the related persons to the FEHD for contact on matters relating to the extension/handling of the cremated ashes after expiry of the interment period. If there are any changes to the nominated representatives or contact information, the related persons are responsible for updating the FEHD in a timely manner. The onus is on the allocatee to handle the cremated ashes of the Deceased (i.e. either apply for extension or remove the cremated ashes from the niche) after the expiry of the 20-year initial interment period (or 10-year extension period thereafter) and to update the FEHD with the latest contact information from time to time.

- (vii) 申請經食環署批核後，申請人不能更改先人資料。

Changes to the Deceased's particulars are not allowed once the application has been approved by the FEHD.

- (viii) 若申請人放棄獲編配所選的骨灰安置所的龕位，食環署於其後六個月內不會再接受同一先人於同一骨灰安置所的有關申請。

If an applicant abandons the allocated niche of the columbarium he/she selected, the FEHD will not accept further application(s) for the same columbarium for the same Deceased within the following six months.

- (ix) 若連續兩個月為同一位先人遞交申請，在第一份申請抽籤結果公布前，第二份的申請將被暫緩處理。食環署只會第一份申請未獲編配所選骨灰安置所的情況下，才繼續處理其第二份申請。

If two applications are submitted for the same Deceased in two consecutive months, the processing of the second application will be temporarily put on hold until the ballot result of the first application is known. The FEHD will continue to process the second application only if the first application is not allocated a niche of the selected columbarium.

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3. 編配方式

Mode of Allocation

- (i) 所有新骨灰龕位，不論其在同一龕牆的位置高低或座向，均由攪珠及電腦隨機編配予中籤申請人，而非由中籤申請人自行揀選骨灰龕位。

All new niches, irrespective of their level and orientation on the niche wall, will be allocated to successful applicants by drawing lots and computer random balloting, **rather than self-chosen by the successful applicants.**

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

To increase the chance of successful balloting for two categories of applicants (i.e. those opting for co-location of the cremated ashes or those who has previous failed record of any niche allocation), those satisfying the criteria for the respective category will be given an additional “ballot paper” under that grouping of applications (*see Remark*). The table below sets out the ballot weighting of different grouping of applications for standard niches for reference:

申請組別 Grouping of applications	抽籤比重 Ballot weighting	正常 Normal	額外 Additional	總數 Total
	「抽籤紙」的數目 Number of “ballot papers”			
一位先人骨灰，沒有未能獲編配任何龕位的記錄 ¹ one set of cremated ashes, with no previous failure record of any niche allocation ¹		1	0	1
一位先人骨灰，有一次未能獲編配任何龕位的記錄 ² one set of cremated ashes, with a previous failure record of any niche allocation ²		1	1	2
兩位先人骨灰，沒有未能獲編配任何龕位的記錄 ³ co-location of two sets of cremated ashes, with no previous failure record of any niche allocation ³		2	1	3
兩位先人骨灰，有一次未能獲編配任何龕位的記錄 ⁴ co-location of two sets of cremated ashes, with a previous failure record of any niche allocation ⁴		2	2 (一張來自共用龕位，另一張來自有未能獲編配任何龕位的記錄) (one from co-location and another one from the previous failure record of any niche allocation)	4

備註 Remark

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

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

¹ 「未能獲編配任何龕位的記錄」僅適用於上一次公眾骨灰龕位編配中就同一先人提出的申請，惟不包括在上一次公眾骨灰龕位編配中曾獲編配龕位，但最終自行放棄獲編配龕位者。

A “previous failure record of any niche allocation” refers to that of the same deceased person in the previous niche allocation exercise only, and **does not include cases where an applicant was allotted a niche but has eventually given up on his/her own accord in the previous niche allocation exercise.**

² 若於上一次龕位編配中有未能獲編配任何龕位的記錄，可獲得一張額外「抽籤紙」。

One additional “ballot paper” will be given if there is a previous failure record of any niche allocation.

³ 如共存放三位先人骨灰，若於上一次龕位編配中沒有未能獲編配任何龕位的記錄，所得的「抽籤紙」總數將為四。

For co-location of three sets of cremated ashes with no previous failure record of any niche allocation, the total number of “ballot paper” will be four.

⁴ 如共存放三位先人骨灰，若於上一次龕位編配中有未能獲編配任何龕位的記錄，所得的「抽籤紙」總數將為五。

For co-location of three sets of cremated ashes with a previous failure record of any niche allocation, the total number of “ballot paper” will be five.

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3. (iii) 食環署會為每一宗申請編配一個申請編號，並在核實申請人所提供的資料後決定該申請屬於哪個申請組別及可獲得的「抽籤紙」數目。食環署會以 WhatsApp／流動電話短訊及電郵方式通知合資格申請人。The FEHD will allocate an application number to each application. After verifying the information provided by the applicant, the FEHD will determine the grouping of applications and the number of “ballot paper” to be awarded to each application. The FEHD will inform the eligible applicants by WhatsApp/SMS and email.

(iv) 食環署將會以 WhatsApp／流動電話短訊及電郵／郵寄方式通知中籤申請人其申請編號及由攪珠及電腦隨機抽籤編配的特定龕位編號。申請人也可在攪珠及電腦隨機抽籤後即時在食環署網站或翌日在港島或九龍墳場及火葬場辦事處、公眾骨灰龕位編配辦事處或經查詢熱線 2841 9111 以互動語音應答系統查核其申請結果。非透過網上申請並符合審批資格的中籤申請人，食環署會按中籤申請人的優先次序，以 WhatsApp／流動電話短訊及電郵／郵寄方式通知各中籤者辦理編配手續的時間及繳費安排。這項安排不會影響中籤申請人獲編配的特定龕位。

The FEHD will notify the successful applicants by WhatsApp/SMS and email/post of their application number and the serial number of the designated niche allocated by drawing of lots and computer random balloting. Applicants can also check the results of their applications immediately after the drawing of lots and computer random balloting on the FEHD website or on the following day at the Hong Kong or Kowloon Cemeteries and Crematoria Office, Public Niche Allocation Office or enquiry hotline 2841 9111 through Interactive Voice Response System. Successful applicants who did not apply online and fulfilled the criteria, the FEHD will inform the successful applicants of the date and time of completing the allocation formalities and paying the relevant fees by WhatsApp/SMS and email/post, according to their priorities. This arrangement will not affect the designated niche assigned to each successful applicant.

(v) 透過網上申請而符合「申請及編配安排」第 2(iv)(a)及(b)(i)項的中籤申請人可使用「一碼通網上服務及繳費」於網上繳付訂明費用以自行完成龕位編配手續。食環署會在攪珠及電腦隨機編配後通知合資格的中籤申請人有關網上繳費的安排。

Successful applicants who submitted the online application form and fulfilled the criteria in item 2(iv)(a)&(b)(i) of the “Application and Allocation Arrangements” above can use the “Single Portal with Token for Online Services and Payment” to pay the prescribed fee online for completing the niche allocation formalities in a self-service manner. The FEHD will notify the eligible successful applicants about the online payment arrangement after the drawing of lots and computer random balloting.

(vi) 除符合網上繳費資格的申請外，其他中籤申請人須在指定日期和時間帶同「申請及編配安排」第 2(iv)項所列的所需文件的正本前往公眾骨灰龕位編配辦事處（地址：新界葵芳興芳路 223 號新都會廣場第一座 35 樓 3501 至 3511 及 3520 至 3525 室）辦理手續及繳費。申請人可以「易辦事」、「轉數快」、支票或銀行本票於編配櫃檯即時繳交費用。如以支票或銀行本票繳費，應以「香港特別行政區政府」為抬頭人，票面款項為港幣二千四百九十元正（標準龕位）或港幣三千零九十元正（大型龕位）；而支票須加劃線。

Except for applications that are eligible for online payment, the successful applicant must bring along the original copies of the required documents listed in item 2(iv) of the “Application and Allocation Arrangements” above and complete the niche allocation formalities and pay the prescribed fees at the Public Niche Allocation Office (address: Units 3501-3511 & 3520-3525, 35/F, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, N.T.) on the scheduled date and time. The applicant can settle payment by “EPS”, “FPS”, cheque or cashier order and complete the transaction over the allocation counter. For cheque and cashier order payment, they must be made payable to “The Government of the Hong Kong Special Administrative Region” in the amount of HK\$2,490 for standard niche or HK\$3,090 for large niche; and the cheque must be crossed.

(vii) 中籤申請人須決定是否接受該獲編配的龕位。申請人可使用食環署網站的骨灰龕位位置查詢系統，查詢相關龕位的位置。如決定接受，則須在指定日期和時間辦理編配手續及繳交費用。如申請人決定不接受該龕位、沒有依期辦理編配手續，或沒有繳交費用，則會視作申請人放棄該龕位，而其申請也會視作已處理完畢。

The successful applicant has to decide whether to take up the allocated niche, and if so, he/she has to complete the niche allocation formalities at the Public Niche Allocation Office and settle the payment according to the scheduled date and time. The applicant can make use of the niche location enquiry system on the FEHD website to enquire the location of the niche concerned. If the applicant decides not to take up the niche, does not complete the allocation formalities or settle the payment as scheduled, the application will be considered as processed and the niche is given up.

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4. 骨灰安放期、續期及加放骨灰安排

Interment Period, Extension of Interment Period and Deposit of Additional Sets of Cremated Ashes

- (i) 申請人獲編配龕位後，最初的骨灰安放期為 20 年，期滿後可每 10 年續期一次，每次續期須繳付當時的訂明費用。安放期會由完成辦理編配骨灰龕位及繳交所需費用當日起計。有關安放期的開始及屆滿日期（由繳付相關費用日期起計），會在付款當日的收據上顯示。

After the allocation of a niche, the initial interment period is 20 years and can be extended at 10-year intervals thereafter upon payment of the prevailing prescribed fee. The interment period will be counted from the date when the applicant has completed the allocation formalities and paid the prescribed fees. The commencement and expiry dates of the interment period (counting from the payment date) will be shown on the receipt made on the date of payment.

- (ii) 在 20 年／10 年的安放年期屆滿時，只要相關人士確認會為龕位續期及繳付當時的訂明費用並完成有關手續，便可繼續使用獲編配的龕位。

Upon expiry of the 20-year/10-year interment period, as long as the related person(s) confirm(s) extension of the interment period and pay(s) the prevailing prescribed fee and complete(s) the procedural formalities, the use of the allocated niche can be continued.

- (iii) 如日後在龕位加放骨灰，相關人士可選擇由繳付相關加放骨灰費用日期起計往後 20 年的新安放期，或選擇沿用原有的安放期維持不變。若選擇前者，新安放時間表會取代上次所訂的安放時間表，請參考下表列出的例子，以了解在不同情況下的安放期：

If a new set of cremated 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 (counting from the payment date for the co-location fee) or opt to maintain the original interment period under the status quo. If the former option is chosen, the new interment schedule will replace the original one. A comparison table illustrating the interment periods in different scenarios is as follows:

情況 Scenario	安放期的計算 Counting of the Applicable Interment Period
沒有加放骨灰 No co-location of cremated ashes	20 年（最初安放期）+ 其後每 10 年續期一次 20 years (initial interment period) + 10 years upon each subsequent extension
在安放首位先人骨灰後的第 18 年加放第二位先人骨灰 Co-locating the cremated ashes of the second deceased person in the 18 th year of the initial interment period of the First Deceased deposited	18 年（最初安放期）+ 20 年（由繳付相關加放骨灰費用日期起計）+ 其後每 10 年續期一次（相關人士亦可選擇沿用原有的安放期維持不變） 18 years (for the initial interment period) + 20 years (starting from the payment date for co-location fee) + 10 years upon each subsequent extension thereafter (the related person(s) can also opt to maintain the original interment period under the status quo)

5. 給申請人的溫馨提示

Warm Reminder to the Applicant

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

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

- (ii) 如聯絡人名單上有任何更改，相關人士有責任通知食環署。

It is incumbent upon the related persons to inform the FEHD of any changes to the contact list.