

申請須知 Notes for Application

1. 本表格不收費。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。
Applicant should not offer any advantage to FEHD staff while having dealings of any kind with 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，否則本申請將被視作無效。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 before the staff of FEHD.
4. 申請人可為先人在「無盡思念」網站 (memorial.gov.hk) 開設紀念網頁。申請人只須填寫電郵地址，食環署會預設一個載有其先人姓名及離世日期的個人紀念網頁。「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其聯絡資料。食環署會於編配骨灰龕位後兩個工作天內發出確認通知電郵，以便申請人隨時啟動戶口及登入紀念網頁編輯網頁內容。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，則不會重複開設網頁。
An applicant interested in creating a memorial webpage at the Internet Memorial Service (memorial.gov.hk) for the deceased only needs to provide his/her email address. 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. A notification email for confirmation will be issued within two working days after niche allocation. The applicant may then activate the account, log in to the webpage and edit the contents at any time. The Internet Memorial Service is free of charge. If the applicant has already created a memorial webpage at the Internet Memorial Service for the same deceased person using the same email address, no additional webpage will be created.
5. 骨灰龕位及設置紀念碑的收費，請參閱附件二。
The fees for the niche and the placing of a memorial plaque, please see Annex 2.
6. 申請人可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食環署墳場及火葬場辦事處。持有先人的「領取骨灰許可證」或「火葬證明書」的申請人也可填寫網上申請表格，連同所需文件以 pdf 或 jpeg 格式上傳及遞交申請。就郵遞方式，送達日期以郵局的郵戳日期為準。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。
The applicant may submit the completed application form together with copies of the required documents to the following offices of the Cemeteries and Crematoria Section of FEHD by fax, post, email or by hand. The applicant holding "Permit to Take Away Cremated Ashes" or "Certificate of Cremation" of the deceased may fill in the online application form, upload the required documents in pdf or jpeg format and submit the application online. Applications which are not supported with all necessary documents or information, or late or duplicated applications will not be accepted. For postal delivery, the date of delivery is based on the postmark date of the post office.
 - (i) 以郵寄或專人送遞方式遞交申請：
Submission of Application by Post or by Hand

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 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
 - (ii) 以傳真遞交申請：
Submission of Application by fax
傳真號碼：2333 1716
Fax No.
 - (iii) 以電郵遞交申請：
Submission of Application by email
電郵地址：apply_newniche@fehd.gov.hk
Email Address
 - (iv) 以網上申請表格申請：
Application by Online Application Form
網上申請表格：https://app.fehd.gov.hk/newniche
Online Application Form

7. 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 FEHD:

查詢熱線：2841 9111

Enquiry Hotline

傳真號碼：2333 1716

Fax No.

電郵地址：enquiry_newniche@fehd.gov.hk

Email Address

網址：<http://www.fehd.gov.hk/newniche/contactus.html>

Website

8. 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 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 the applicant does not provide sufficient information, FEHD 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 8(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 8(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 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 FEHD at:

港島墳場及火葬場辦事處	—	跑馬地黃泥涌道 1 號 J (香港墳場側)	電話號碼：2570 4318
Hong Kong Cemeteries and Crematoria Office		1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)	Tel. No.

九龍墳場及火葬場辦事處	—	紅磡暢行道 6 號地下高層	電話號碼：2365 5321
Kowloon Cemeteries and Crematoria Office		Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	Tel. No.