

Allocation of New Public Niches

The FEHD will allocate new extendable niches at Tsang Tsui Columbarium, Tuen Mun and Wong Nai Chung Road Columbarium, Wan Chai.



Tsang Tsui Columbarium,
Tuen Mun

New

20,160 standard niches
220 large niches



Wong Nai Chung Road
Columbarium, Wan Chai

New

855 standard niches

Application period

2019

15 May – 14 June

- Location, type and quantity of new niches to be allocated

| Columbarium | Quantity of standard niches (No limit on the number of sets of ashes to be placed) | Quantity of large niches (No limit on the number of sets of ashes to be placed) |
|---------------------|---|--|
| Wong Nai Chung Road | 855 (smoke-free niches) | --- |
| Tsang Tsui | 20,160 (7,080 smoke-free niches) (13,080 non-smoke-free niches) | 220 (non-smoke-free niches) |

Means of Application

- **The applicant should only file one application form to apply for either a standard or large niche for the same deceased person.**
- For application for a standard niche, the applicant has to fill in at least one deceased person's particulars in the application form. For application for a large niche, the applicant has to fill in at least three deceased persons' particulars in the application form.
- The other deceased persons listed in the application form should be a *close relative of or in close relationship with the first deposited deceased person. The niche should be returned to FEHD if the cremated ashes of the first deceased person deposited in that niche have been removed.
 - * Close relative means the spouse, parent, grandparent, grandparent-in-law, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law or a direct descendant of either the male or female line.
- If the applicant opts for a standard niche, he/she should choose only one of the following 7 items:

| | | |
|---|---|--|
| Opt for smoke-free standard niche | 1 | Wong Nai Chung Road Columbarium smoke-free standard niche (available niche : 855) |
| | 2 | Tsang Tsui Columbarium smoke-free standard niche (available niche : 7,080) |
| | 3 | Wong Nai Chung Road Columbarium or Tsang Tsui Columbarium smoke-free standard niche (available niche : 7,935) |
| Opt for non-smoke-free standard niche | 4 | Tsang Tsui Columbarium non-smoke-free standard niche (available niche : 13,080) |
| Opt for any smoke-free standard niche in Wong Nai Chung Road Columbarium or non-smoke-free standard niche in Tsang Tsui Columbarium | 5 | Wong Nai Chung Road Columbarium smoke-free or Tsang Tsui Columbarium non-smoke-free standard niche (available niche : 13,935) |
| Opt for any standard niche in Tsang Tsui Columbarium | 6 | Tsang Tsui Columbarium smoke-free or non-smoke-free standard niche (available niche : 20,160) |
| Opt for any standard niche in Wong Nai Chung Road Columbarium or Tsang Tsui Columbarium | 7 | Wong Nai Chung Road Columbarium smoke-free standard niche or Tsang Tsui Columbarium smoke-free or non-smoke-free standard niche (available niche : 21,015) |

Note: The quantity of niches differs in each item and this has direct influence on the chance of successful allocation. The higher the quantity of niches, the greater the chance of successful allocation will be.

- During the application period, the application form can be downloaded from the FEHD website (www.fehd.gov.hk) or obtained in person from the FEHD Hong Kong Cemeteries and Crematoria Office, Kowloon Cemeteries and Crematoria Office, District Environmental Hygiene Offices, Home Affairs Enquiry Centres or Post Offices on Cheung Chau, Lamma Island, Peng Chau, and at Mui Wo and Tai O, Lantau Island or by fax through enquiry hotline 2841 9111.
- The completed application form together with copies of the *required documents can be submitted by fax (2333 1716), email (apply_newniche@feh.gov.hk) or putting into the drop-in boxes at the Hong Kong Cemeteries and Crematoria Office or Kowloon Cemeteries and Crematoria Office or by post to the above offices. The applicant holding "Permit to Take Away Cremated Ashes" or "Certificate of Cremation" of the deceased may fill in the electronic application form, upload the required documents in pdf or jpeg format and submit the application online.

* Required documents:

- (1) A copy of the applicant's Hong Kong Identity Card;
 - (2) A copy of each deceased person's Hong Kong Identity Card or other documentary proof of the deceased's Hong Kong resident status;
 - (3) A copy of the "Permit to Take Away Cremated Ashes" [This is not applicable to those ashes still being kept in Government crematoria.] or "Certificate of Cremation" or "Permit to Remove/Exhume Remains" of each deceased person; and
 - (4) A copy of the documentary proof showing that the first deposited deceased person and the other deceased persons listed in the application form are close relatives or in close relationship.
- In order to expedite the allocation process, applicants must note that applications which are not supported with all necessary documents or information, or late or duplicated applications will not be accepted.
 - FEHD would issue an acknowledgement receipt with an application number to the applicant by post, fax or email (depending on the submission means of the application) normally within ten calendar days from the date of receipt of a duly completed application form.

Allocation of niches

- All niches, irrespective of their level and orientation on a niche wall, will be allocated to successful applicants by drawing of lots and computer balloting rather than self-chosen.
- FEHD will notify the successful applicants by SMS, email or post of their application number and the serial number of the designated niche allocated by drawing of lots and computer balloting. Applicants can also check the results of their applications on the day after the drawing of lots and computer balloting at FEHD website, Hong Kong or Kowloon Cemeteries and Crematoria Office, Public Niche Allocation Office and enquiry hotline 2841 9111 through Interactive Voice Response System.
- FEHD will inform the successful applicants of the date and time of completing the allocation formalities and paying the relevant fees by letter according to their priorities.
- The applicant can make use of the niche location enquiry system on FEHD website to enquire the location of the concerned niche. If the applicant decides to take up the designated niche, he/she must produce the invitation letter and the originals of the required documents submitted during application and complete the niche allocation formalities and settle the payment at the Public Niche Allocation Office according to the scheduled date and time.
- The applicant can settle payment by “EPS”, 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” and the cheque must be crossed.

Interment period of extendable niches

- All niches in this allocation exercise are extendable niches. The applicant has to provide in the application form the personal particulars of the related persons to FEHD for contact on matters relating to extension/handling of ashes after expiry of the interment period. If there are any changes of nominated representatives or the contact details, the related persons should inform FEHD accordingly.

- 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.

Details of Cemeteries and Crematoria Offices of FEHD

- Hong Kong Cemeteries and Crematoria Office
Address: 1J Wong Nai Chung Road, Happy Valley
Tel: 2570 4318 Fax: 2591 1879
- Kowloon Cemeteries and Crematoria Office
Address: Upper Ground Floor, 6 Cheong Hang Road, Hung Hom
Tel: 2365 5321 Fax: 2176 4963
- Public Niche Allocation Office
Address: Upper Ground Floor, Block B, 6 Cheong Hang Road, Hung Hom
Tel: 2330 5635 Fax: 2333 1716

Office hours

- Monday to Friday: From 9am to 1pm and from 2pm to 5pm
- Saturday: From 9am to 12 noon (except Public Niche Allocation Office)
- Sunday and public holidays: Closed

Enquiries

- Enquiry hotline: 2841 9111
- Email: enquiry_newniche@fehd.gov.hk
- Website: www.fehd.gov.hk

Application procedure

Obtain application forms



Download from FEHD website www.fehd.gov.hk

OR



In person from FEHD Hong Kong or Kowloon Cemeteries and Crematoria Office

OR



District Environmental Hygiene Offices or Home Affairs Enquiry Centres or Post Offices on Cheung Chau, Lamma Island, Peng Chau, and at Mui Wo and Tai O, Lantau Island

OR



By fax through hotline 2841 9111



Submit application



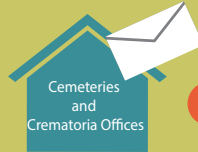
Online application form, if holding "Permit to Take Away Cremated Ashes" or "Certificate of Cremation" of the deceased issued by FEHD

OR



By email apply_newniche@feh.d.gov.hk

OR



FEHD Hong Kong or Kowloon Cemeteries and Crematoria Office in person or by post to these offices

OR



By fax 2333 1716



Results of niche allocation

Priorities of applicants for niche allocation and the designated niche allocated by
Drawing of lots and computer balloting

Niche allocation

FEHD will notify the successful applicants by SMS, email or post.

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Check the results of application

Applicants can check the results of their applications on the day after the drawing of lots and computer balloting by the following ways.



FEHD website
www.fehd.gov.hk

or



FEHD Hong Kong or
Kowloon Cemeteries
and Crematoria Office

or



Public Niche
Allocation Office

or



Enquiry hotline
2841 9111
through Interactive
Voice Response System



Successful applicants to complete allocation formalities



Applicant can make use of the niche location enquiry system on FEHD website to enquire the location of the concerned niche.



If the applicant decides to take up the niche, he/she must produce the invitation letter and the originals of required documents submitted during application and complete relevant formalities and settle payment at Public Niche Allocation Office at the scheduled date and time.

Applicants do not accept the niche allocated



If the applicant decides not to take up the niche, does not show up at the designated office as scheduled to complete the allocation formalities or settle the payment, the application will be considered to have been processed and the niche has been given up.