

Procedures for Monthly Allocation of Niches in Tsang Tsui Columbarium by
(i) Manual Drawing of Priority Groups for Applications
and
(ii) Matching of Niches by Computer

Steps:

1. Chop on each application form received with a unique serial number (Application Serial Number (ASN)) generated by computer in sequence at the Niche Allocation Office;
2. Issue acknowledgement receipt to each applicant with the unique ASN stating the principle of computer balloting and informing him/her that we will announce the date of balloting after close of application in due course;
3. To allot a sequence number for each niche to be allocated randomly by computer (Niche Sequence Number (NSN));
4. Randomized manual drawing (MDN) of priority sequence for the last digit (from 0 to 9) of the unique serial number of entitled ballot paper(s) (Ballot Serial Number (BSN)) tied to respective application. This will be used for ordering the applications into Application Priority Groups as shown in the demonstration below:

Manual drawing of priority groups according to the last digit on the ballot papers									
1	<i>4</i>	2	<i>0</i>	3	<i>7</i>	4	<i>3</i>	5	<i>1</i>
6	<i>5</i>	7	<i>6</i>	8	<i>2</i>	9	<i>8</i>	10	<i>9</i>

Note: Last digits of ballot papers are printed in italics and red colour

In the above example, the group of applications with BSN ending with MDN *4* will have the highest priority while those ending with MDN *9* will have the lowest priority;

5. For an application with additional ballot paper(s) due to co-location and/or previous failure application record, the BSN of the ballot paper with the foremost priority will prevail and the BSN(s) of the remaining ballot paper(s) will be voided;
6. Arrange computer ballot to allot priority for each application within each

Application Priority Group whereby each application will have its own priority number and a priority list for all applications will then be generated (Application Priority Number (APN));

7. According to the priority of APN, conduct computer matching with corresponding NSN in sequence for an applicant. If a particular niche does not correspond to the applicant's choice of niche stated in his/her application form, matching will go further down the niche sequence list with the niche of the next NSN that follows one by one¹. When matching is eventually successful, allocate the designated niche to the applicant. When there is no more unmatched niche in the NSN priority list for matching or there is no more applicant in the APN priority list for matching, whichever first appears, the repetition of this set of steps will also stop;
8. For those unallocated niches due to applicants failing to turn up or complete the allocation formalities, these niches will be placed in later niche allocation for Tsang Tsui Columbarium ;
9. For any unsuccessful applicants if they have opted on the application form for FEHD to automatically carry forward their application to the next monthly niche allocation if their applications are unsuccessful, their applications will be automatically carried forward to the next monthly allocation exercise. Otherwise they will have to submit an application afresh at that stage.

N.B.

Steps No. 3 – 7 would be executed on the date of ballot and could be seen by the public.

¹ When it is at an applicant's turn for matching, the matching will start from the first available niche on the NSN list in sequence (but any niche(s) already matched to preceding applicants will be excluded from this NSN list before the matching starts).