

## 食物環境衛生署骨灰安置所存放骨灰的服務須知

## Notes for the Deposit of Cremated Ashes in the Columbaria of the Food and Environmental Hygiene Department

6. (iii) 除獲得食物環境衛生署署長的批准外，紀念牌匾上嵌鑲相片區域及銘文以外的區域須保持「他拉維天奴」雲石原色，匾面的任何部分均不可嵌鑲外物；及  
Except with the permission from the Director of Food and Environmental Hygiene, the memorial plaque shall maintain the original colour tone of “Travertino” marble, except the areas for photo(s) and inscription. No part of the memorial plaque shall be inlaid with foreign objects; and
- (iv) 改裝紀念牌匾或更改牌匾上資料前，必須取得食物環境衛生署署長的批准。  
Prior to any alteration to the memorial plaque or its content, permission from the Director of Food and Environmental Hygiene shall be obtained.
7. 如在龕位內加放骨灰，該先人必須是最早安放在龕位內的先人的近親或與其有密切關係。近親指配偶、父母、祖父母、外祖父母、兄弟、姊妹、配偶的父親、配偶的母親、媳婦、女婿，及父系和母系的直系後裔。  
Any subsequent set of cremated ashes deposited in a niche shall be that of a close relative of or a person in close relationship with the First Deceased deposited in that niche. Close relatives mean the spouse, parents, grandparents, grandparents-in-law, brothers, sisters, father-in-law, mother-in-law, daughters-in-law, sons-in-law and the direct descendants of either the male or female line.
8. 安放骨灰並以紀念牌匾密封龕位前，申請人須先出示其身份證明文件的**正本**及先人的身份證明文件的**正本**。如有紀錄不符或爭議，本署職員會要求申請人出示編配骨灰龕位收據及「領取骨灰許可證」或「火葬證明書」，供骨灰安置所主管人員查核。  
Prior to the deposit of the cremated ashes in the niche and the sealing of the niche with a memorial plaque, the applicant must produce the **original copy** of his/her identification document and the identification document(s) of the Deceased deposited for inspection. If there is any discrepancy or dispute in the records, the FEHD staff will ask the applicant to produce the niche allocation receipt and the “Permit To Take Away Cremated Ashes” or the “Certificate of Cremation” for inspection by the officer-in-charge of the columbarium.
9. 紀念牌匾上所載的先人姓名必須與有關身份證明文件／「領取骨灰許可證」／「火葬證明書」上的先人姓名相符。一般而言，除籍貫、相片、生死日期或經食環署批准的資料外，其餘一律不准刻列在紀念牌匾上。  
The names of the Deceased inscribed on the memorial plaque should be exactly the same as the name of the Deceased on the relevant identification document(s)/“Permit To Take Away Cremated Ashes”/“Certificate of Cremation”. In general, only the place of origin, photo, birth and death dates of the Deceased or other information approved by the FEHD are allowed to be shown on the memorial plaque.

## 1. 骨灰龕位及設置紀念牌匾的收費如下：

The fees for the niche and for the placing of a memorial plaque are:

骨灰龕位 Niche	20 年安放期 20-year Interment Period	10 年安放期（續期） 10-year Interment Period (extension)
標準骨灰龕位 Standard niche	港幣 2,400 元 HK\$2,400	港幣 1,200 元 HK\$1,200
大型骨灰龕位 Large niche	港幣 3,000 元 HK\$3,000	港幣 1,500 元 HK\$1,500
設置紀念牌匾准許 Permission for placing a memorial plaque	港幣 90 元 HK\$90	

2. 如加放新骨灰並選擇由繳付相關加放骨灰費用日期起重新計算 20 年安放期，收費將按已繳付的費用並未涵蓋的延續期（「未繳費的延續期」）（即 20 年減去原先安放骨灰的最初安放期的未滿部分）計算。如該未繳費的延續期時間不足 20 年，收費會根據當時每年安放期所訂的費用乘延續期計算。例如，後人在原先安放骨灰的最初安放期開始後第 15 年在標準龕位加放骨灰，最初安放期尚餘年期為五年。假設當時就首 20 年安放期所訂的費用是港幣 2,400 元（即每年安放期收費港幣 120 元 × 20 年），加放骨灰時應付金額以延續安放期 15 年的費用為港幣 1,800 元（即港幣 120 元 × 15 年）。由於收費是以一整年為計算基礎，因此後人實際上享有優惠。舉例來說，假設最初安放期尚餘年期為 4.5 年，即延續期為 15.5 年，但收費仍以延續期 15 整年計算，即港幣 1,800 元。

In the case of the co-location of a new set of cremated ashes and a fresh count of 20 years of interment period from the time of co-location is opted for, the fees payable will be only for the extended term which was not yet paid (“the unpaid extended term”) (i.e. 20 years minus the unexpired term of the original interment period of the cremated ashes deposited). If the unpaid extended term for depositing the cremated ashes is less than 20 years, the fees will be charged by multiplying the prevailing fees for one year interment period with the extended term. For example, if the co-location of a new set of cremated ashes in a standard public niche takes place after 15 years from the initial interment of the cremated ashes deposited, the unexpired term of the original interment period is 5 years. Assuming the prevailing fee for the initial 20-year interment period is \$2,400 (i.e. the interment fee of \$120 per year × 20 years), the fee payable at the time of co-location will be for an extended term of 15 years, i.e. \$120 × 15 years = \$1,800. As fees will be calculated on a whole year basis, there will indeed be a concession generally. As an illustration, if the unexpired term of the original interment period is 4.5 years and the extended term is 15.5 years, the fee to be charged is still \$1,800, based on the extended use of the niche by 15 whole years.

3. 加放每份先人骨灰的行政費為港幣 140 元。

The administration fee for placing each additional set of cremated ashes is \$140.

4. 有關費用會不時調整，以付款當日的訂明費用為準。有關費用詳情，請向食環署職員查詢。已繳費用，恕不退還。

The respective fees may be adjusted from time to time and charged according to the prevailing prescribed fee on the date of payment. Please contact the FEHD staff for the details of the fees. Fees paid are non-refundable.