

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 random balloting rather than self-chosen.
- FEHD will notify the successful applicants by SMS and email or 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 on the day after the drawing of lots and computer random balloting at FEHD website, Hong Kong or Kowloon Cemeteries and Crematoria Offices, Public Niche Allocation Office and enquiry hotline 2841 9111.
- **If a successful applicant abandoned the assigned niche, FEHD will not accept further application for the same deceased within the next 6 months.**
- 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. 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 given up.

- 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” in the amount of HK\$2,490 for standard niche or HK\$3,090 for large niche; 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 the 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: Units 3501-3511 & 3520-3525, 35/F, Tower 1, Metroplaza,
223 Hing Fong Road, Kwai Fong, N.T.
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/english/cc/newniche_tsangtsui_monthly.html



Food and Environmental Hygiene Department Monthly Allocation of New Public Niches

The FEHD accepts applications all year round and allocates niches on monthly basis for the new extendable niches at **Tsang Tsui Columbarium, Tuen Mun**

Tsang Tsui Columbarium, Tuen Mun



Depending on the no. of applications received, FEHD will allocate on monthly basis around

1,700 standard niches
20 large niches

Application period

From 1/12/2020 to 30/11/2021

- 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)
Tsang Tsui	1,700# (including smoke-free and non-smoke-free niches)	20# (non-smoke-free niches)

Depending on the no. of applications received, around 1,700 standard niches and 20 large niches will be allocated on monthly basis. For details, please browse FEHD website www.fehd.gov.hk.

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 3 items:

Opt for standard niche	1	Tsang Tsui Columbarium smoke-free standard niche
	2	Tsang Tsui Columbarium non-smoke-free standard niche
	3	Any Tsang Tsui Columbarium smoke-free or non-smoke-free standard niche (available niche : 1,700)

- If the applicant opts for a large niche, only the following option is available :

Opt for large niche	1	Tsang Tsui Columbarium non-smoke-free large niche (available niche: 20)
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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 relatively be.

Depending on no. of applications received around 1,700 standard niches and 20 large niches will be allocated on monthly basis. For details, please browse FEHD website www.fehd.gov.hk

- 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 and Home Affairs Enquiry Centres.

- 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 FEHD Hong Kong Cemeteries and Crematoria Office or Kowloon Cemeteries and Crematoria Office or by post to the above offices. The applicant may fill in the online application form, upload the required documents in pdf or jpeg format and submit the application online. FEHD strongly recommends applicants to apply through online application form which can avoid postal delay and non-delivery and applicants can also receive an acknowledgement receipt with an

application number through email shortly after the submission, thus facilitating follow-up of the application in the future.

* 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.] [If a cremation session has been successfully booked before the end of the application period, i.e. a cremation session within 15 days after the expiry of application period, the applicant can also submit the application form with the "Receipt of Fee for Cremation", and then submit the "Permit to Take Away Cremated Ashes" soonest possible after receiving.] 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.