

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 Ashes in the Columbaria of the Food and Environmental Hygiene Department

下列人士的骨灰可存放在食物環境衛生署（食環署）轄下的骨灰安置所內。

The cremated ashes of the following persons may be deposited in the columbaria of the Food and Environmental Hygiene Department (FEHD).

- (i) 死亡時是香港居民，而其遺骸於死亡後三個月內在政府火葬場內火葬[@]；或
a person who was a resident of Hong Kong at the time of his/her death and whose remains were cremated in a government crematorium within three months after his/her death[@]; or
- (ii) 在緊接其死亡前的二十年內，有最少十年是香港居民，而其遺骸是在香港以外的地方火葬（須提交有關居港文件及有效合法證明文件）[@]；或
a person who was a resident of Hong Kong for a period of at least ten years during the period of twenty years immediately preceding his/her death and whose remains were cremated in a crematorium outside Hong Kong (Relevant documentary proof are required)[@]; or
- (iii) 其遺骸是在香港經合法檢拾後在政府火葬場火葬的。
a person whose remains were lawfully exhumed and cremated in a government crematorium.

[@] 在遞交申請時須一併附上相關文件的副本，並於辦理編配手續時帶備正本以供查核。
A copy of the relevant documents must be submitted with the application and the originals should be produced for inspection at the time of allocation.

相關人士（即獲編配龕位人士或其提名代表）須遵守以下條件：

The related persons (i.e. the niche allocatee or his/her nominated representative(s)) should abide by the following conditions:

1. 骨灰安置所內每個龕位均須收費，而設置紀念牌匾或加放先人骨灰均須收取行政費用。
A fee is payable for each niche in the columbarium. Separately, an administration fee is payable for the placing of a memorial plaque or additional set of ashes.
2. 在可行情況下，一個標準龕位可以放置多於兩位先人骨灰，而一個大型龕位可以放置多於四位先人骨灰。惟每次加放骨灰前，必須獲得食物環境衛生署署長的批准。
If the situation warrants, a standard niche can hold the ashes of more than two deceased persons and a large niche can hold the ashes of more than four deceased persons. Prior approval from the Director of Food and Environmental Hygiene should be obtained for placing additional sets of ashes each time.
3. 所有龕位都有編號，以資識別。
Niches are numbered for identification purposes.
4. 必須在載有所獲編配龕位編號的收據發出日期或相關骨灰安置所公布的可供使用日期起計六個月內（以較後者為準），把骨灰安放在該龕位內。
The ashes must be deposited in the allocated niche within six months from the date of issue of a receipt stating the number of the niche allotted or from the date when the niche is available for use as announced by the columbarium concerned, whichever is the later.
5. 骨灰龕位屬食環署所有，經編配予申請人後，不得轉讓或出售。如欲遷移安放於龕位內的骨灰，必須事先獲得食環署批准。另外，如移走首位先人的骨灰，龕位必須交還予食環署。已繳費用，恕不退還。
The niche, being the property of FEHD, is not transferable and not allowed to be sold upon allocation. Prior permission must be obtained from FEHD for removing the ashes deposited in the niche. In addition, the niche must be returned to FEHD if the ashes of the deceased person first deposited in that niche are removed. Fees paid are not refundable.
6. 將骨灰存放入龕位後，必須立即以紀念牌匾把龕位封閉。紀念牌匾必須由已向食環署登記的承造商及在食環署人員監督下安裝，並須符合下列條件：
The niche must be immediately closed by a memorial plaque after the deposit of ashes in the niche. The memorial plaque, which should be mounted by a contractor registered with FEHD and under the supervision of FEHD staff, is subject to the following conditions:
 - (i) 紀念牌匾必須選用一種名為「他拉維天奴」的意大利雲石（俗稱〔有窿石〕）或相同色調的雲石製造；
The memorial plaque must be made of “Travertino” marble or a marble of the same colour tone;

- (ii) 紀念牌匾上**每位先人**的相片連同背景不能大於 8 厘米闊及 10 厘米高，若多於一張先人相片，所有相片佔用的總面積不可超過紀念牌匾的四成面積；
The photo of **each deceased** together with its background must not be greater than 8 cm wide and 10 cm high. If there is more than one photo of the deceased, the total area of all photos should not exceed 40% of the area of the plaque;
- (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 rest of the memorial plaque shall maintain the original color tone of “Travertino” marble other than the areas for photo 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，或父系或母系的直系後裔。
Any subsequent set of cremated human ashes deposited in a niche shall be that of a close relative of or a person in close relationship with the deceased person first deposited in that niche. 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.
8. 安放骨灰並以紀念牌匾密封龕位前，申請人須先出示編配骨灰龕位收據及「領取骨灰許可證」或其他「火葬證明書」，供骨灰安置所主管人員查核。
The applicant must produce the niche allocation receipt and the “Permit to Take Away Cremated Ashes” or other “Certificate of Cremation” for inspection by the officer-in-charge of the columbarium prior to the deposit of ashes in the niche and the sealing of the niche with a memorial plaque.
9. 紀念牌匾上所載的先人姓名必須與有關「領取骨灰許可證」或「火葬證明書」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 name of the deceased inscribed on the memorial plaque should be consistent with those stated in the relevant “Permit to Take Away Cremated Ashes” or “Certificate of Cremation”. In general, only the place of origin, photo, birth and death dates of the deceased and other information as approved by FEHD are allowed to be shown on the memorial plaque.