

墳場及火葬場組

CEMETERIES & CREMATORIA SECTION

申請編配骨灰龕位（只適用於離島新骨灰龕位）

APPLICATION FOR ALLOCATION OF A NICHE (FOR NEW NICHE AT OUTLYING ISLANDS ONLY)

(甲部) 可供申請的骨灰龕位的詳情 (Section A) Particulars of Niche under Application

請在標準骨灰龕位（甲（一）部分）或大型骨灰龕位（甲（二）部分）中只選擇一項。

Please select either Standard Niche (Section A1) or Large Niche (Section A2) only

甲（一） (Section A1)

標準骨灰龕位 Standard Niche

（可安放多於兩位先人骨灰；龕位大小會因個別場地而有所不同。）

(Can hold the ashes of more than two deceased persons; the size of niche will differ depending on individual venue.)

請只填選一項。Please tick one item only.

長洲靈灰安置所 Cheung Chau Columbarium

坪洲靈灰安置所 Peng Chau Columbarium

南丫島靈灰安置所 Lamma Columbarium

禮智園靈灰安置所 Lai Chi Yuen Columbarium

或 Or

甲（二） (Section A2)

大型骨灰龕位 Large Niche

（申請大型骨灰龕位須有不少於三位先人骨灰；可安放多於四位先人骨灰；龕位大小會因個別場地而有所不同。）

(An application for a large niche requires ashes of at least three deceased persons; the niche can hold the ashes of more than four deceased persons; the size of niche will differ depending on individual venue.)

南丫島靈灰安置所 Lamma Columbarium

(乙部) 申請人、先人及申請人的提名代表資料

(Section B) Particulars of Applicant, the Deceased & Applicant's Nominated Representative(s)

申請人資料 Particulars of Applicant

申請人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of Applicant (Chinese) English 姓 Surname 名 Other Names (Mr./Ms.*)

香港身分證/護照*號碼：_____ 電話號碼：_____ 流動電話號碼：_____
HKID Card/Passport* No. Tel. No. Mobile Phone No.

聯絡地址：_____
Correspondence Address 香港/九龍/新界*
HK/Kln/NT*

電郵地址（如有）：_____ 傳真號碼（如有）：_____
Email Address (if any) Fax No. (if any)

請在適當方格內填上「✓」號。Please tick the appropriate box(es).

* 請刪去不適用者。Please delete where appropriate.

請於第四頁簽署。Please sign on page 4.

擬安放骨灰的先人資料 Particulars of the Deceased Whose Cremated Ashes are to be Deposited

先人資料 Particulars of Deceased		[1] 首位先人 (備註) First Deposited Deceased Person (Remarks)	[2] 次位先人 Second Deceased Person	[3] 第三位先人 Third Deceased Person	[4] 第四位先人 Fourth Deceased Person	其他先人 (請註明) Other Deceased Person (Please specify)
姓名 Name	中文 Chinese					
	英文 English					
性別 Sex						
去世時年齡 Age at Death						
死亡日期 Date of Death (日 DD/月 MM/年 YYYY)						
香港身分證/護照*號碼 (如有) HKID Card/Passport* No. (if available)						
火葬場名稱 (如於海外火葬, 請註明國家) Name of Crematorium (if cremated overseas, please specify the country)						
火葬日期 Date of Cremation (日 DD/月 MM/年 YYYY)						
火葬許可證/令*編號 Cremation Permit/Order* No.						
與申請人關係 Relationship with Applicant						
與首位先人關係 Relationship with First Deposited Deceased						

備註 Remarks

申請骨灰龕位的人士如欲於同一骨灰龕位安放其他先人的骨灰, 申請表內的其他先人必須是首位先人的近親或與其有密切關係; 如首位先人的骨灰被移走, 骨灰龕位必須騰空並交還予食環署。(有關「近親」的定義, 請參閱存放骨灰的服務須知(附件一)第8項。)

If the cremated ashes of other deceased persons are to be placed in the same niche, the other deceased persons shall be a close relative of or in close relationship with the first deposited deceased. The niche should be vacated and returned to FEHD if the cremated ashes of the first deposited deceased person in that niche are removed. (Please refer to item 8 of Notes for the Deposit of Ashes (Annex 1) for the definition of "close relative".)

食物環境衛生署(食環署)可為先人在「無盡思念」網站(memorial.gov.hk)免費開設個人紀念網頁, 網頁會預載先人姓名及離世日期。「無盡思念」網站的先人紀念網頁的首頁會展示骨灰安放期的屆滿日期, 並於安放期屆滿前兩年開始自動跳出有關訊息。此外, 網頁也會加設專用連結, 以便相關人士(即獲編配骨灰龕位人士或其提名代表)可更新聯絡名單或其聯絡資料(其他相關詳情, 請參閱申請須知第7項)。如欲獲得以上服務, 請提供電郵地址及表示同意如下:

The Food and Environmental Hygiene Department (FEHD) may create a dedicated memorial webpage with the name and date of death of the deceased at the Internet Memorial Service (memorial.gov.hk) free of charge. The memorial webpage of the deceased will display the expiry date of the interment period on the front page and the related message will pop-up starting two years before the expiry of the interment period. A dedicated link will also be provided on the webpage to facilitate the related persons (i.e. the niche allocatee or his/her nominated representative(s)) to update the contact list or their contact information (for other details, please read item 7 of Notes for Application). If you wish to receive the above service, please provide your email address and indicate consent below:

本人同意食環署使用我的電郵地址作上述用途。 電郵地址: _____
I agree to the use of my email address by FEHD for the above purpose. Email Address

請在適當方格內填上「✓」號。Please tick the appropriate box(es).

* 請刪去不適用者。Please delete where appropriate.

請於第四頁簽署。Please sign on page 4.

申請人也可選擇在日後骨灰龕位安放期屆滿時不再申請續期，並同意讓食環署在寬限期完結時以下列綠色殯葬方式合乎體統地處置先人骨灰[^]：(請參閱(丙部)申請人聲明第6項)

Applicant agrees to let FEHD dispose of the ashes upon expiry of the grace period in the following form of green burial[^] in a decent manner when he or she opts not to submit any application for extension upon expiry of the interment period: (Please see item 6 of (Section C) Declaration by Applicant)

把骨灰撒放於食環署轄下的紀念花園。To scatter the ashes in FEHD's Gardens of Remembrance.
或 or

把骨灰撒放於指定的香港海域。To scatter the ashes in designated Hong Kong Waters.

[^] 如選擇多於一項或不選擇任何一項綠色殯葬方式處置先人骨灰，將由食環署決定以哪種合乎體統的綠色殯葬方式處置先人骨灰。
If select more than one or do not select any form of green burial for disposal of ashes, FEHD will determine which decent form of green burial for disposal of ashes.

提名代表資料 Particulars of Nominated Representatives

本人(申請人)已獲得提名代表的同意，向食環署提供其個人資料作聯絡之用。若在骨灰安放期內，食環署就聯絡人資料或骨灰龕位續期事宜未能聯絡上本人時，可依以下優先次序聯絡提名代表。如食環署須與本人或提名代表聯絡，請使用中文/英文*。

I (the applicant) have obtained the consent of the nominated representative(s) to provide their personal particulars to FEHD for contact purpose. If FEHD could not contact me for matters relating to the contact details and extension of interment period of the niche concerned during the ash interment period, FEHD could contact the following nominated representative(s) in order of priority. If FEHD needs to contact me or the nominated representatives, please use Chinese/English*.

優先次序 Priority Order	提名代表姓名 Name of Nominated Representative		香港身分證/ 護照*號碼 HKID Card/ Passport* No.	與申請人關係 Relationship with Applicant	與先人關係 Relationship with Deceased Person		聯絡方法 Means of Contact	
	中文 Chinese	英文 English			先人姓名 Name of Deceased Person	關係 Relationship		
1							流動電話號碼#： Mobile Phone No.	
							電話號碼#： Tel. No.	
							傳真號碼： Fax No.	
							電郵： Email	
							聯絡地址： Correspondence Address	_____ _____ _____
2							流動電話號碼#： Mobile Phone No.	
							電話號碼#： Tel. No.	
							傳真號碼： Fax No.	
							電郵： Email	
							聯絡地址： Correspondence Address	_____ _____ _____

可提供多個電話號碼(流動及固網)，請以「/」符號分隔。

Multiple telephone numbers (mobile and fixed line) are acceptable. Please use "/" to separate them.

請在適當方格內填上「✓」號。Please tick the appropriate box(es).

* 請刪去不適用者。Please delete where appropriate.

請於第四頁簽署。Please sign on page 4.

(丙部) 申請人聲明 (Section C) Declaration by Applicant

1. 謹此聲明，就本人所知所信，在本申請表所填報的資料，均屬真確無訛。本人明白，如填報的資料經查明失實或作出虛假聲明，本申請將不獲批准，如已獲批准亦將會被撤回。本人亦可能須為虛假資料或聲明負上相關的法律責任。
I declare that to the best of my knowledge and belief all the information contained in this application form is true and correct. I understand that no approval will be given or such approval if given will be revoked if I have given false information or made a false declaration. Also, I may be liable to legal responsibility arising from the false information given or false declaration made.
2. 本人明白申請及編配骨灰龕位安排及申請須知的內容，並願意遵守食環署所訂的存放骨灰的服務須知內的要求及條件（附件一），也知道在遞交申請表時須夾附所需文件副本。
I understand the application and allocation arrangements for niches as well as the Notes for Application, and shall observe the requirements and conditions set out in the FEHD's Notes for the Deposit of Ashes (Annex 1). I am also aware of the need to attach a copy of the supporting documents when submitting the application form.
3. 本人明白，當獲編配骨灰龕位後，食環署會把列載於申請表中的先人名字從「重用骨灰龕位輪候冊」內刪除（如適用）；及／或該先人原有的公眾骨灰龕位也須交還食環署（如適用）。
I understand that once a niche is allocated to me, FEHD would delete the name(s) of the deceased person(s) listed in this application form from the "Reused Niche Waiting List" (if applicable), and/or any public niche(s) being occupied by the said deceased person(s) must be returned to FEHD (if applicable).
4. 本人明白及同意，食環署為處理本人的骨灰龕位申請的目的，有權在食環署認為適當的情況下，向第三者披露本人及提名代表的姓名或本人及提名代表與先人的關係。
I understand and agree that FEHD shall have the right to disclose my name and the name(s) of the nominated representative(s) and our relationship with the deceased person(s) to a third party whenever FEHD considers appropriate for the purpose of processing of my application for allocation of a niche.
5. 本人清楚明白是次編配的骨灰龕位為可續期骨灰龕位。在首 20 年安放期（或其後每個 10 年續期）屆滿時，相關人士須為骨灰龕位申請續期及繳交當時的訂明費用，或自行移走骨灰把骨灰龕位交還食環署重新編配，並須適時通知食環署最新的聯絡資料。
I fully understand that the niche allocated for this application is extendable niche. Upon expiry of the 20-year initial interment period or each subsequent 10-year extension period, the onus is on the related persons to either apply for extension and pay the prevailing prescribed fee or remove the ashes from the niche and return it to FEHD for re-allocation. The related persons should update FEHD of their contact details from time to time.
6. 本人清楚明白由安放期屆滿當日開始，食環署會給予相關人士兩年的寬限期，並同意若相關人士在這段期間（跨越春秋二祭兩次）沒有聯絡食環署為骨灰龕位續期，食環署會展開適當程序，把骨灰龕位內的骨灰（連同其容器）及相關物品（如有）移走，然後以食物環境衛生署署長認為合適的方式處置，以便騰空骨灰龕位重新編配。食環署會把骨灰的最終處理方式和地點妥為記錄，假若日後有後人出現，查詢骨灰情況時，可向其提供相關資料。
I fully understand that a grace period of 2 years from the expiry date (straddling 2 cycles of Ching Ming and Chung Yeung Festivals) would be allowed for related persons to contact FEHD to apply for extension, and agree that thereafter proper procedures would be initiated to remove the ashes (together with its container) and the related items, if any, in the niche physically from the niche and dispose of them in a manner that the Director of Food and Environmental Hygiene considers fit. The resumed niche will then be vacated for re-allocation. FEHD will properly document the means and location of the final disposal of the removed ashes for reference of any descendants showing up and enquiring about the ashes in future.

日期： _____ / _____ / _____
Date 日 DD 月 MM 年 YYYY

申請人簽署
Signature of Applicant

此欄只供辦事處填寫 FOR OFFICE USE ONLY

查核人員：
Verified by

檔案編號： _____
Transaction Ref. No.

收據編號： _____
Receipt No.

日期： _____ / _____ / _____
Date 日 DD 月 MM 年 YYYY

查核人員簽署
Signature of Verifying Officer

查核人員姓名及職位
Name and Post Title

核准人員：
Approved by

日期： _____ / _____ / _____
Date 日 DD 月 MM 年 YYYY

核准人員簽署
Signature of Approving Officer

核准人員姓名及職位
Name and Post Title

請於本頁簽署。Please sign on this page.

申請須知 Notes for Application

1. 本表格不收費。申請人在遞交申請表格時，亦無須繳交任何費用。
No fee is charged for this form. Submission of an application is free of charge.
2. 申請人與食環署進行任何事務往來時，均不得向食環署人員提供任何利益。
Applicant should not offer any advantage to FEHD staff while having dealings of any kind with FEHD.
3. 申請人必須填寫本表格的甲及乙部。丙部須由申請人親自簽署，否則本申請將被視作無效。申請人如不懂簽名，則須在食環署職員面前畫上記號。
The applicant should complete Sections A and B of this form. Section C must be signed by the applicant personally, otherwise this application will be treated as null and void. If the applicant is unable to sign the application, he/she is required to make his/her mark before the staff of FEHD.
4. 標準骨灰龕位申請人必須在表格內填寫**至少一位先人**的資料。申請表內其他先人必須是首位先人的近親或與其有密切關係；如首位先人的骨灰已移走，骨灰龕位必須交還予食環署。（有關「近親」的定義，請參閱存放骨灰的服務須知（附件一）第8項。）
For application for a standard niche, the applicant has to fill in **at least one deceased person's** 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. [Please refer to item 8 of Notes for the Deposit of Ashes (Annex 1) for the definition of "close relative".]
5. 大型骨灰龕位申請人必須在表格內填寫**至少三位先人**的資料。申請表內其他先人必須是首位先人的近親或與其有密切關係；如首位先人的骨灰已移走，骨灰龕位必須交還予食環署。
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.
6. **骨灰安放期、續期及加放骨灰安排**
Ashes interment period, extension of interment period and deposit of additional sets of ashes

- (i) 申請人獲編配骨灰龕位後，最初的骨灰安放期為 20 年，期滿後可每 10 年續期一次，每次續期須繳付當時的訂明費用。有關安放期的開始及屆滿日期，會在付款當日的收據上顯示。
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. The commencement and expiry dates of the concerned interment period will be shown on the receipt made on the date of payment.
- (ii) 在 20/10 年的安放年期屆滿時，只要相關人士確認會為骨灰龕位續期及繳付當時的訂明費用並完成有關手續，便可繼續使用獲編配的骨灰龕位。
On expiry of the 20-year/10-year interment period, as long as the related person(s) confirm(s) extension of the interment period, pay(s) the prevailing prescribed fee and complete(s) the procedural formalities, the use of the allocated niche can be continued.

情況 Scenario	安放期的計算 Counting of the Applicable Interment Periods
1. 沒有加放骨灰 No co-location of ashes	20 年（最初安放期）+ 其後每 10 年續期一次 20 years (initial interment period) + 10 years upon each subsequent extension
2. 在安放首位先人骨灰後的第 18 年加放第二位先人骨灰 Co-locating the ashes of the second deceased person in the 18 th year of the initial interment period of the first deceased person	18 年（最初安放期）+ 20 年（由加放骨灰日起計）+ 其後每 10 年續期一次（相關人士亦可選擇沿用原有的安放期維持不變） 18 years (for the initial interment period) + 20 years (starting from the co-location date) + 10 years upon each subsequent extension (the related person(s) can also opt to maintain the original interment period the status quo)

7. **給申請人的溫馨提示**
Warm Reminder to the Applicant
 - (i) 食環署提醒市民在為離世親屬申請編配公眾骨灰龕位時，務必親自辦理申請事宜。如無暇親身處理，亦應以申請人的名義填寫申請表，然後才授權他人代為跟進，以確保食環署能就骨灰龕位續期事宜直接與申請人（即獲編配骨灰龕位人士）保持聯絡，使獲編配骨灰龕位人士能適切維護逝者權益。
FEHD reminds the public that when applying for a public niche for a deceased relative, the applicant should handle the matter personally. If the applicant has no time to deal with the application personally, he/she should still fill in the application form in his/her name and authorise others to follow up. This is to ensure that FEHD can keep in touch with the applicant (i.e. the niche allocatee) direct on matters relating to extension of the interment period so that the niche allocatee can take good care of the interests of the deceased person(s).
 - (ii) 如聯絡人名單或聯絡人資料有更改，相關人士有責任通知食環署。
It is incumbent upon the related persons to inform FEHD of any change in the contact list or their contact information.
8. 骨灰龕位及設置紀念碑的收費，請參閱附件二。
The fees for the niche and the placing of a memorial plaque, please see Annex 2.

9. 申請人須帶備的文件：

The applicant has to produce the following documents:

- (i) 申請人的香港身分證正本及副本一份；
the original and a copy of his or her own HKID Card;
- (ii) 每位先人的香港身分證或用作證明先人為香港居民之文件正本及副本一份；
the original and a copy of each deceased person's Hong Kong Identity Card or other documentary proof of the deceased's Hong Kong resident status;
- (iii) 每位先人的「領取骨灰許可證」〔此項不適用於仍存放在政府火葬場內的骨灰。〕或「火葬證明書」正本及副本一份；
the original and 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” of each deceased;
- (iv) 離島鄉事委員會發出的證明信及由首位先人的法定代理人或最近親作出的法定聲明文件正本及副本一份，以證明該首位先人為離島區原居民，或已在離島連續居住當地不少於七年的真正居民（長洲的連續居住年期為十年），或他們的未成年子女。「連續居住當地」指緊接先人去世前一直在當地居住；
the original and a copy of letter from the relevant Islands Rural Committee and a statutory declaration made by the legal representative or next of kin of the first deceased person are required to certify and declare that the first deceased person was an indigenous villager of the Islands District, or a bona fide resident of Islands District for a continuous residing period of not less than 7 years (10 years for Cheung Chau) or their minor children. “Continuous residing period” means the period that the deceased continuously resided on the island concerned right before his/her death;
- (v) 如申請安放兩位或以上的先人骨灰於同一骨灰龕位，須就首位先人與申請表內其他先人之間的近親關係或密切關係提交證明文件。如無法提供有效文件，則可在本署位於跑馬地／紅磡的墳場及火葬場辦事處宣誓辦理。
for application to deposit the ashes of two or more deceased persons in the same niche, 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 is required. If such proof is not available, the applicant shall take an oath at the Cemeteries and Crematoria Office of FEHD in Happy Valley/Hung Hom.

申請人可將已填妥的申請表格，連同上述文件的正副本親自交到食環署墳場及火葬場辦事處（地址：香港跑馬地黃泥涌道1號J／九龍紅磡暢行道6號）〔如以郵遞／傳真方式遞交申請，只須提交上述文件副本〕。

Applicant can submit in person the completed application form, together with the originals and copies of the above documents, to the Cemeteries and Crematoria Offices of FEHD at 1J Wong Nai Chung Road, Happy Valley, Hong Kong or 6 Cheong Hang Road, Hung Hom, Kowloon [for submission by post/fax, only copies of the above documents are required].

10. 一般查詢 General Enquiry

如有任何查詢，可致電或傳真至：

For enquiries concerning the application, please call or fax to:

港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office	— 香港跑馬地黃泥涌道1號J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley Hong Kong (Next to Hong Kong Cemetery)	電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.
九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office	— 九龍紅磡暢行道6號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon	電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.

11. 收集個人資料聲明 Personal Information Collection Statement

- (i) 食環署會利用經本表格所提供的個人資料，處理轄下墳場及火葬場服務的申請事宜。提供個人資料與否，純屬自願性質，但在資料不足的情況下，食環署有可能沒法處理有關申請。
The personal data provided by means of this form will be used by FEHD for purposes relating to applications for cemeteries and crematoria services. The provision of personal data by means of this form is voluntary. However, if the applicant does not provide sufficient information, FEHD may not be able to process the application.
- (ii) 本表格內所提供的個人資料，可能會被轉交其他政府部門或機構，以達致上文第11(i)段所載的目的。
The personal data provided by means of this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 11(i) above.
- (iii) 根據《個人資料（私隱）條例》第18條、第22條及附表1內第6原則的規定，申請人有權查閱及更正他／她的個人資料。查閱的權利包括有權索取本表格內所提供的個人資料副本一份。食環署應查閱要求而提供資料時，可能會徵收費用。
The applicant has a right of access and correction with respect to personal data as provided for in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. His/her right of access includes the right to obtain a copy of his/her personal data which he /she has provided by means of this form. A fee may be imposed for complying with a data access request.
- (iv) 如對經由本表格提供個人資料一事有任何疑問，包括查閱及更正個人資料等，可向食環署高級衛生督察（墳場及火葬場）提出，地址為：

Enquiries concerning the personal data collected by means of this form, including access to and correction of the data, should be addressed to the Senior Health Inspector (Cemeteries and Crematoria) of FEHD at:

港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office	— 香港跑馬地黃泥涌道1號J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley Hong Kong (Next to Hong Kong Cemetery)	電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.
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九龍墳場及火葬場辦事處
Kowloon Cemeteries and
Crematoria Office

— 九龍紅磡暢行道 6 號地下高層
Upper Ground Floor, 6 Cheong Hang Road,
Hung Hom, Kowloon

電話號碼：2365 5321
Tel. No.
傳真號碼：2176 4963
Fax No.

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

下列人士的骨灰可以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 is required); or
- (iii) 其遺骸是在香港經合法檢拾後在政府火葬場內火葬的。
a person whose remains were lawfully exhumed and cremated at a government crematorium.

相關人士（即獲編配骨灰龕位人士或其提名代表）須遵守條件如下：

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

1. 骨灰安置所內每個骨灰龕位均須收費，而設置紀念碑或加放先人骨灰址需收取行政費用。
A fee is payable for each niche in the columbarium. In addition, an administration fee is charged for the placing of a memorial plaque or additional set of ashes.
2. 在可行情況下，一個標準型骨灰龕位可以放置多於兩位先人骨灰，而一個大型骨灰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. 所有骨灰龕位都有編號，以資識別。
Niches are numbered for identification purposes.
4. 必須在載有所獲編配骨灰龕位編號的許可證發出日期或相關骨灰安置所公布的可供使用日期起計三個月內（以較後者為準），把骨灰安放在該骨灰龕位內。
The ashes must be deposited in the allocated niche within three months from the date of the issue of a permit 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. 改裝紀念碑或更改碑上資料前，必須取得食物環境衛生署署長的批准。
Any alteration to the memorial plaque or its content requires permission from the Director of Food and Environmental Hygiene.
6. 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。如欲遷移安放於骨灰龕位內的骨灰，必須事先獲得食環署批准。另外，如移走首位先人的骨灰，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 non-refundable.

[#] 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閱。

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.

7. 將骨灰存放入骨灰龕位後，必須以紀念碑把骨灰龕位封閉。紀念碑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 closed by a memorial plaque after deposit of ashes in the niche. The memorial plaque, which should be mounted by a contractor registered by FEHD and under the supervision of FEHD staff, is subject to the following conditions:
- (i) 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。
It 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，紀念碑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。
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.
 - (iv) 將骨灰存放入骨灰龕位後，必須立即加裝紀念碑。
It must be affixed to the niche immediately following the deposit of ashes inside the niche.
8. 如在骨灰龕位加放骨灰，該先人必須是最早安放在骨灰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, maternal grandparent, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law or a direct descendant of either the paternal or maternal line.
9. 安放骨灰並以紀念碑密封骨灰龕位前，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 deposit of ashes in the niche and the sealing of the niche with a memorial plaque.
10. 紀念碑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碑上。
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.

1. 骨灰龕位及設置紀念碑的收費如下：

The fees for the niche and 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 \$2,400	港幣 1,200 元 \$1,200
大型骨灰龕位 Large niche	港幣 3,000 元 \$3,000	港幣 1,500 元 \$1,500
設置紀念碑 Placing a memorial plaque	港幣 90 元 \$90	

2. 如加放新骨灰並選擇由加放骨灰之日起重新計算 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 年在標準公眾骨灰龕位加放骨灰，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是延續安放期 15 年的費用，即港幣 120 元 × 15 年 = 港幣 1,800 元。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 co-location of a new set of ashes and a fresh count of 20 years of interment period from the time of co-location is opted for, the fees would be payable for the extended term not already paid for (“the unpaid extended term”) (i.e. 20 years minus the unexpired term of the original interment period of the sitting ashes). If the unpaid extended term for deposit of ashes is less than 20 years, the fees would be charged by multiplying the prevailing fees for one year interment period with the extended term. For example, if co-location of a new set of ashes in a standard public niche takes place after 15 years from the initial interment of the sitting ashes, 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 would be calculated on a whole year basis, there would 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 an additional set of 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。詳情可向食環署職員查詢。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 day of payment. Details of the fees can be obtained from FEHD staff. Fees paid are non-refundable.