

**墳場及火葬場組**  
**CEMETERIES & CREMATORIA SECTION**

**申請加放先人骨灰**  
**APPLICATION FOR PLACING ADDITIONAL CREMATED ASHES OF THE DECEASED**

**(甲部) 有關加放先人骨灰的詳情 (Section A) Particulars of Additional Cremated Ashes of the Deceased**

骨灰安置所 Columbarium :  哥連臣角  鑽石山  富山  葵涌  
請只填選一項。 Cape Collinson Diamond Hill Fu Shan Kwai Chung  
Please tick one item only.

和合石  長洲  南丫島  坪洲  
Wo Hop Shek Cheung Chau Lamma Island Peng Chau

骨灰龕位 Niche :  標準 (可安放多過二位先人骨灰；龕位大小會因個別場地而有所不同)  
請只填選一項。 Standard (can hold the ashes of more than two deceased persons; the size of niche  
Please tick one item only. will differ depending on individual venue)

大型 (可安放多過四位先人骨灰；龕位大小會因個別場地而有所不同)  
Large (can hold the ashes of more than 4 deceased persons; the size of niche will  
differ depending on individual venue)

骨灰安置所期號： \_\_\_\_\_

骨灰龕位編號： \_\_\_\_\_

Columbarium Phase No.

Niche No.

已存放在此龕位內各先人的詳情 (請將最早安放在此龕位內的骨灰之先人姓名填寫在第 1 項)

Particulars of the deceased person(s) whose cremated ashes is(are) already placed in the niche (Please provide in Item 1 the name of the deceased whose ashes were first placed in the niche)

先人姓名 Name of the Deceased		性別 Sex	與申請人關係 Relationship with Applicant
1	(中文) (Chinese)		
	(英文) (English)		
2	(中文) (Chinese)		
	(英文) (English)		
3	(中文) (Chinese)		
	(英文) (English)		

**(乙部) 申請人及先人資料 (Section B) Particulars of Applicant and the Deceased**

**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) (Mr./Ms.\*)

中文電碼： \_\_\_\_\_ 香港身分證/護照\*號碼： \_\_\_\_\_  
Chinese Commercial Code HKID Card/Passport\* No.

電話號碼： \_\_\_\_\_ 流動電話號碼： \_\_\_\_\_  
Tel. No. Mobile Phone No.

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

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

請於背頁簽署。 Please sign overleaf.

聯絡地址：  
Correspondence Address

香港／九龍／新界\*  
HK/Kln/NT\*

本署可為先人在「無盡思念」網站免費開設個人紀念網頁（請參閱注意事項第3項）。如欲獲得有關服務，請提供電郵地址及表示同意如下：

The Department may create a dedicated memorial webpage for the deceased at the Internet Memorial Service free of charge (please read Note 3). If you wish to receive the service, please provide your email address and indicate your consent below:

本人同意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 for the above purpose. Email Address

**擬安放先人骨灰的資料 Particulars of the Deceased(s) Whose Cremated Ashes to be Placed**

		[i] 先人 Deceased	[ii] 先人 Deceased	[iii] 先人 Deceased	其他先人 (請註明) Other Deceased (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 any)					
火葬場地地點 Crematorium					
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(甲部)先人1關係 Relationship with Deceased 1 in Section A					

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

謹此聲明，就本人所知所信，在本申請表所填報的資料，均屬確實無訛。本人明白，如填報的資料經查明失實，本申請將不獲批准，如已獲批准亦將會被撤回。

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 permission will be given or such permission if given will be revoked if I have made a false declaration.

日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date 日 DD 月 MM 年 YYYY

\_\_\_\_\_  
申請人簽署  
Signature of Applicant

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).  
\* 請刪去不適用者。 Please delete where appropriate.

**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

查核人員簽署  
Signature of FEHD Officer

查核人員姓名及職位  
Name and Post Title

核准人員：  
Approved by

日期：  
Date

核准人員簽署  
Signature of Approving  
Officer

核准人員姓名及職位  
Name and Post Title

注意事項 Notes	
1.	本表格不收費。 No fee is charged for this form.
2.	申請人與食物環境衛生署（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。 Applicants, while having dealings of any kind with the Food and Environmental Hygiene Department (FEHD), should not offer any advantage to FEHD officers.
3.	申請人必須填寫本表格的甲及乙部。 Applicant should complete Sections A and B of this form. 申請人可為先人在「無盡思念」網站 (memorial.gov.hk) 開設紀念網頁。申請人只需填寫電郵地址，本署會預設一個載有其先人姓名及去世日期的個人紀念網頁，並於加放先人骨灰後兩個工作天內發出確認通知電郵，以便申請人隨時啟動戶口及登入紀念網頁編輯網頁內容。網上追思服務費用全免。如申請人已用相同的電郵地址為同一先人於「無盡思念」網站開設紀念網頁，則不會重複開設網頁。 Applicant interested in creating a memorial webpage at the Internet Memorial Service (memorial.gov.hk) for the deceased only needs to provide his/her email address. The Department will then create a dedicated memorial webpage displaying the name and date of death of the deceased. A notification email for confirmation will be issued within two working days after placing additional cremated ashes of the deceased. The applicant may then activate the account, log in to the webpage and edit the contents at any time. The Internet Memorial Service is free of charge. If a memorial webpage at the Internet Memorial Service has already been created for the same deceased by the applicant using the same email address, no additional webpage will be created.
4.	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，則須在高級衛生督察（墳場及火葬場）、衛生督察（墳場及火葬場）或高級管工（墳場及火葬場）面前畫上記號。 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 attend either before the Senior Health Inspector (C&C), Health Inspector (C&C) or Senior Foreman (C&C) to make his/her mark.
5.	在可行情況下，每個標準及大型骨灰龕位可分別安放多過兩位及四位先人骨灰，但加放骨灰在骨灰龕位的先人必須是最早安放在骨灰龕內的先人的近親或與其有密切關係的。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。 Each standard and large niche can hold the ashes of more than two and four deceased persons respectively as far as situation warrants. Provided that the subsequent set of cremated human ashes deposited in a niche shall be those of a <u>close relative</u> of or in <u>close relationship</u> with the deceased first deposited in that niche. <u>Close relative</u> 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.
6.	每次加放先人骨灰的收費為港幣 140 元。有關費用會不時調整，以付款當日的規定收費為準。已繳費用，恕不退還。 The fee for placing additional cremated ashes of the deceased is \$140 each time. The respective fee may be adjusted from time to time and charged according to the prevailing prescribed fee on the day of payment. Fees paid are not refundable.

7.	<p>申請人必須為該骨灰龕位的持證人，並須帶備下列文件親自到食環署港島（跑馬地）或九龍（紅磡）墳場及火葬場辦事處辦理。須出示的文件：</p> <p>The applicant, who must be the original permittee of the niche, shall bring along the following documents and apply in person at the Cemeteries and Crematoria Office of FEHD in Hong Kong (Happy Valley) or Kowloon (Hung Hom). Documents to be produced:</p> <p>(i) 申請人的香港身分證正本及副本一份； the original and a copy of the HKID Card of the applicant;</p> <p>(ii) 加放骨灰的先人「領取骨灰許可證」正本及副本一份（如先人非在港火化，申請人須出示外地合法火葬場發出的火化文件。如有領取骨灰許可證及死亡證，亦須一同提交。）〔此項不適用於骨灰仍存放在政府火葬場內。〕；以及 the original and copy of the “Permit to Take Away Cremated Ashes” of the deceased whose ashes will be deposited (If the deceased was not cremated in Hong Kong, cremation documents issued by an overseas legal crematorium are required. Permit to Take Away Cremated Ashes and death certificate, if any, should be produced.) [This is not applicable to those ashes still being kept in Government crematoria.]; and</p> <p>(iii) 加放骨灰的先人與該骨灰龕內原有先人的關係證明文件正副本（如無法提供則可在上述其中一個辦事處宣誓）。 the original and copy of the documentary proof of relationship between the deceased whose ashes will be deposited and the deceased whose ashes have already been deposited. If such proof is not available, the applicant shall take an oath at one of the above offices.</p>						
8.	<p><u>一般查詢</u> <u>General Enquiry</u></p> <p>如有任何查詢，可致電或傳真至：</p> <p>For enquiries concerning the application, please call or fax to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> <p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p> </td> <td style="width: 40%; vertical-align: top;"> <p>— 跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)</p> </td> <td style="width: 30%; vertical-align: top;"> <p>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p> </td> <td style="vertical-align: top;"> <p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p> </td> <td style="vertical-align: top;"> <p>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</p> </td> </tr> </table>	<p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p>	<p>— 跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)</p>	<p>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</p>	<p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p>	<p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p>	<p>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</p>
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9	<p><u>收集個人資料聲明</u> <u>Personal Information Collection Statement</u></p> <p>(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，則恐怕不能處理有關的申請。 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, we may not be able to process the application.</p> <p>(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 9(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 9(i) above.</p> <p>(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.</p> <p>(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 the making of access and corrections, should be addressed to the Senior Health Inspector (Cemeteries and Crematoria) of FEHD at:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> <p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p> </td> <td style="width: 40%; vertical-align: top;"> <p>— 跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)</p> </td> <td style="width: 30%; vertical-align: top;"> <p>電話號碼：2578 9406 Tel. No.</p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p> </td> <td style="vertical-align: top;"> <p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p> </td> <td style="vertical-align: top;"> <p>電話號碼：2364 5405 Tel. No.</p> </td> </tr> </table>	<p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p>	<p>— 跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)</p>	<p>電話號碼：2578 9406 Tel. No.</p>	<p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p>	<p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p>	<p>電話號碼：2364 5405 Tel. No.</p>
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