

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

請在 甲(一)、甲(二)及甲(三)部分中各只選擇一項。
Please select **only one item** in Section A1, A2 and A3 **respectively**.

甲(一) (Section A1) 骨灰安置所 Columbarium	<input type="checkbox"/> 哥連臣角 Cape Collinson <input type="checkbox"/> 和合石 Wo Hop Shek <input type="checkbox"/> 曾咀 Tsang Tsui <input type="checkbox"/> 鑽石山 Diamond Hill <input type="checkbox"/> 長洲 Cheung Chau <input type="checkbox"/> 黃泥涌道 Wong Nai Chung Road <input type="checkbox"/> 富山 Fu Shan <input type="checkbox"/> 南丫島 Lamma Island <input type="checkbox"/> 禮智園 Lai Chi Yuen <input type="checkbox"/> 葵涌 Kwai Chung <input type="checkbox"/> 坪洲 Peng Chau <input type="checkbox"/> 哥連臣角新廈 Cape Collinson San Ha
甲(二) (Section A2) 骨灰龕位 Niche	<input type="checkbox"/> 標準 (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) Standard (Can hold the ashes of more than two deceased persons; the size of niche will differ depending on individual venue) <input type="checkbox"/> 大型 (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) Large (Can hold the ashes of more than four deceased persons; the size of niche will differ depending on individual venue)
甲(三) (Section A3) 獲編配骨灰龕位的日期 Date of Niche Allocation	<input type="checkbox"/> 2019年4月25日或之前 (永久骨灰龕位) On or before 25 April 2019 (Permanent Niche) <input type="checkbox"/> 2019年4月26日或之後 (可續期骨灰龕位) On or after 26 April 2019 (Extendable Niche)

骨灰安置所期號：
Columbarium Phase No.

骨灰龕位編號：
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 deposited 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)		
4	(中文) (Chinese)		
	(英文) (English)		

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

請於第三頁簽署。Please sign on page 3.

(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： _____ 香港身分證號碼 / 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.

聯絡地址： _____
 Correspondence Address

香港 HK / 九龍 Kln / 新界 NT

本人以 中文 / 英文為日後的通訊語言。 I would use Chinese / English for future correspondence.

^註： 為支持環保，食物環境衛生署（食環署）會以電話短訊形式通知申請人有關結果，而不再另行發出通知。

請注意，如你欲以郵寄方式接收申請結果，請在以下方格填上「✓」號。

Note: In support of environmental protection, the Food and Environmental Hygiene Department (FEHD) will notify the applicant of the results by phone short message without further notice. **Please note that if you wish to receive the application results by post, please tick the box below.**

本人欲以郵寄方式接收署方發出的通知。 I wish to receive notification from the Department by post.

食物環境衛生署（食環署）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4項）。如欲獲得有關服務，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 for the deceased at the Internet Memorial Service free of charge (please read item 4 of the Notes). If you wish to receive the service, please provide your email address and indicate your 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

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

		[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 (甲部) 先人 1 關係 Relationship with Deceased 1 in Section A					

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

請於第三頁簽署。 Please sign on page 3.

加放骨灰後骨灰龕位的續期安排（只適用於 2019 年 4 月 26 日或之後獲編配的可續期骨灰龕位之申請）
Arrangement of the Extendable Niche after Co-location of Cremated Ashes
(Only applicable to the extendable niches that were allocated on or after 26 April 2019)

請在此部分的兩個選項中只選擇一項。Please select either ONE of the following options.

本人選擇在骨灰龕位加放骨灰後，
I opt to, after co-location of ashes into the existing niche,

- 將此骨灰龕位的安放期由繳付加放骨灰費用日期起計往後 20 年（新安放期），並同意繳付相關續期費用（請參考**注意事項第 9 項**的收費計算方法）。本人明白新安放期將取代上次所訂的安放期。
count for a fresh interment period of 20 years from the payment date for co-location fee, and agree to pay the relevant fee. I understand the new interment schedule will replace the original one. (Please refer to **item 9 of the Notes** for calculation of fees)
- 選擇沿用原有的安放期維持不變。
maintain the original interment period under the status quo.

(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. （只適用於 2019 年 4 月 26 日或之後獲編配骨灰龕位之申請人）
(Only applicable to applicants who had been allotted with an extendable niche on or after 26 April 2019)

- (i) 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.

- (ii) 本人清楚明白，在加放先人骨灰的申請獲批准後，我可選擇由繳付加放骨灰費用日期起計往後 20 年的新安放期，或選擇沿用原有的安放期維持不變。若選擇前者，新安放期會取代上次所訂的安放期。

I fully understand that, upon approval of the application for co-location of ashes, I can opt for a fresh interment period of 20 years counting from the payment date for co-location fee or opt to maintain the original interment period under the status quo. If the former option is chosen, the new interment schedule will replace the original one.

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.

請於本頁簽署。Please sign on this page.

5. 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 (Cemeteries and Crematoria), Health Inspector (Cemeteries and Crematoria) or Senior Foreman (Cemeteries and Crematoria) to make his/her mark.
6. 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 *close relative* of or in *close relationship* with the deceased first deposited in that niche. *Close relative* means the spouse, parent, 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.
7. 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：
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:
- (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;
 - (ii) 加放骨灰的先人的香港身分證或用作證明先人為香港居民的文件的本正及副本一份；
the original and copy of the Hong Kong Identity Card or other documentary proof of Hong Kong resident's status of the deceased whose ashes will be deposited;
 - (iii) 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。）〔此項不適用於仍存放在政府火葬場內的骨灰。〕；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
 - (iv) 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.
8. 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:
- (i) 每次加放骨灰前，必須獲得食物環境衛生署署長的批准。
Prior approval from the Director of Food and Environmental Hygiene should be obtained for placing additional sets of ashes each time.
 - (ii) 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。
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.
 - (iii) 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.
 - (iv) 改裝紀念碑或更改碑上資料前，必須取得食環署署長的批准。
Any alteration to the memorial plaque or its content requires prior permission from the Director of Food and Environmental Hygiene.

- (v) 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:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

9. 骨灰安放期、續期及加放骨灰安排（只適用於 2019 年 4 月 26 日或之後獲編配骨灰龕位）

Ashes interment period, extension of interment period and deposit of additional sets of ashes

(Only applicable to the niches that were allocated on or after 26 April 2019)

- (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.
- (iii) 如日後在骨灰龕位加放骨灰，相關人士可選擇由繳付加放骨灰費用日期起計往後 20 年的新安放期，或選擇沿用原有的安放期維持不變。若選擇前者，新安放期會取代上次所訂的安放期，請參考下表列出的例子，以了解在不同情況下的安放期：
If a new set of ashes is added during the interment period, the related person(s) can opt for a fresh interment period of 20 years counting from the payment date for co-location fee or opt to maintain the original interment period under the status quo. If the former option is chosen, the new interment schedule will replace the original one. A comparison table illustrating the interment periods in different scenarios is as follows:

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（由繳付加放骨灰費用日期起計）+ 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 (initial interment period) + 20 years (counting from the payment date for co-location fee) + 10 years upon each subsequent extension (the related person(s) can also opt to maintain the original interment period under the status quo)

10. 加放每份先人骨灰的行政費為港幣 140 元。有關費用會不時調整，以付款當日的訂明的收費為準。已繳費用，恕不退還。

The administration fee for placing an additional set of ashes is \$140. The respective fees may be adjusted from time to time and charged according to the prevailing prescribed fee on the day of payment. Fees paid are non-refundable.

11. 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	— 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)	電話號碼：2578 9406 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	— 紅磡暢行道6號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2364 5405 Tel. No. 傳真號碼：2176 4963 Fax No.

12. 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 12(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 12(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	— 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)	電話號碼：2578 9406 Tel. No.
九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office	— 紅磡暢行道6號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2364 5405 Tel. No.