

墳場及火葬場組
CEMETERIES & CREMATORIA SECTION

申請安葬於公眾墳場
APPLICATION FOR BURIAL AT PUBLIC CEMETERY

(甲部) 申請資料 (Section A) Particulars of Application

墳場地點： 和合石 Wo Hop Shek 長洲 Cheung Chau 大澳 Tai O 禮智園 Lai Chi Yuen
Cemetery

棺木物料： 木 Wood
Material of Coffin 紙 Paper
請只填選一項。 混合 Mixed
Please tick one item only.

殮葬商名稱： _____
Name of Undertaker 殮葬商蓋章 Chop of Undertaker

(乙部) 申請人資料 (Section B) 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.

與先人關係： _____
Relationship with the Deceased

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)。如欲獲得以上服務,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 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

(丙部) 先人資料 (Section C) Particulars of the Deceased

先人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of the Deceased (Chinese) (English) (Mr./Ms.*)

死亡日期： _____ / _____ / _____ 去世時年齡： _____
Date of Death 日 DD 月 MM 年 YYYY Age at Death

去世地點： _____ 籍貫： _____
Place of Death Place of Origin

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.

請於背頁簽署。 Please sign overleaf.

先人生前職業： _____ 香港身分證／護照*號碼（如有）： _____
Job of the Deceased HKID Card/Passport* No. (if any)

先人生前永久地址： _____
Permanent Address of the Deceased

證明文件： 死亡登記證明書（表格 10）
Documentary Proof Certificate of Registration of Death (Form 10)
請只填選一項。
Please tick one item only. 授權埋葬屍體命令證明書（表格 11）
Certificate of Order Authorizing Burial of Body (Form 11)
 其他（請註明） _____
Others (please specify)

證明文件編號： _____ 簽發日期： _____ / _____ / _____
Document No. Date of Issue 日 DD 月 MM 年 YYYY

埋葬日期： _____ / _____ / _____
Date of Burial 日 DD 月 MM 年 YYYY

(丁部) 申請人聲明 (Section D) 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

此欄只供辦事處填寫 FOR OFFICE USE ONLY

查核人員： _____ (簽署、姓名及職位)
Checked by (Signature, Name and Post Title)

覆核人員： _____ (簽署、姓名及職位)
Counter-checked by (Signature, Name and Post Title)

核准人員： _____ (簽署、姓名及職位)
Approved by (Signature, Name and Post Title)

核准日期： _____ / _____ / _____
Date of Approval 日 DD 月 MM 年 YYYY

獲分配段號： _____ 墓穴編號： _____
Allotted Section No. Grave No.

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.

注意事項 Notes									
1.	<p>本表格不收費用。 No fee is charged for this form.</p>								
2.	<p>申請人及其代理人、持牌殮葬商及其職員及代理人，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 and their agents, and licensed undertakers and their staff and agents, while having dealings of any kind with the Food and Environmental Hygiene Department (FEHD), should not offer any advantage to FEHD officers.</p>								
3.	<p>申請人必須填寫本表格的甲、乙及丙部。 Applicant should complete Sections A, B, and C of this form.</p> <p>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，並於其先人安葬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。</p> <p>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 the burial 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.</p>								
4.	<p>丁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 D 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.</p>								
5.	<p>申請墳場墓地，可交由持牌殮葬商代辦。殮葬商代表須前往有關的墳場辦事處辦理手續。申請時，須繳交訂明費用及呈交死亡登記證明書或土葬令。如申請離島區的墳場墓地，則另須帶備離島鄉事委員會的證明信及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，以證明該先人合乎資格。</p> <p>A grave space can be obtained on application and payment of the prescribed fee through a licensed undertaker at the respective Cemetery Office. A Certificate of Registration of Death or Burial Order must be produced for inspection. In addition, the applicant is also required to produce the original and a copy of the letter from the relevant Islands Rural Committee and a statutory declaration made by the legal representative or next of kin of the deceased person for applications for coffin burial in cemeteries on outlying islands to certify the eligibility of the deceased.</p>								
6.	<p>如申請下葬於離島的公眾墳場，則另須帶備離島鄉事委員會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。</p> <p>For application for coffin burial in public cemeteries on outlying islands, the original and a copy of a 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.</p>								
7.	<p>土葬收費如下： The fees for burial are:</p> <table border="0"> <tbody> <tr> <td>成人</td> <td>3,190 元</td> <td>Adult</td> <td>\$3,190</td> </tr> <tr> <td>小童</td> <td>2,605 元</td> <td>Child</td> <td>\$2,605</td> </tr> </tbody> </table> <p>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 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 not refundable.</p>	成人	3,190 元	Adult	\$3,190	小童	2,605 元	Child	\$2,605
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8.	<p><u>一般查詢</u> 如有任何查詢，可致電或傳真至：</p> <table border="0"> <tr> <td>港島辦事處</td> <td>—</td> <td>跑馬地黃泥涌道 1 號 J (香港墳場側)</td> <td>電話號碼：2570 4318 傳真號碼：2591 1879</td> </tr> <tr> <td>九龍及新界辦事處</td> <td>—</td> <td>紅磡暢行道 6 號地下高層</td> <td>電話號碼：2365 5321 傳真號碼：2176 4963</td> </tr> </table> <p><u>General Enquiry</u> For enquiries concerning the application, please call or fax to :</p> <table border="0"> <tr> <td>Hong Kong Office</td> <td>—</td> <td>1J Wong Nai Chung Road, Happy Valley. (Next to Hong Kong Cemetery)</td> <td>Tel.No. : 2570 4318 Fax No. : 2591 1879</td> </tr> <tr> <td>Kowloon & NT Office</td> <td>—</td> <td>Upper Ground Floor, 6 Cheong Hang Road, Hung Hom.</td> <td>Tel.No. : 2365 5321 Fax No. : 2176 4963</td> </tr> </table>	港島辦事處	—	跑馬地黃泥涌道 1 號 J (香港墳場側)	電話號碼：2570 4318 傳真號碼：2591 1879	九龍及新界辦事處	—	紅磡暢行道 6 號地下高層	電話號碼：2365 5321 傳真號碼：2176 4963	Hong Kong Office	—	1J Wong Nai Chung Road, Happy Valley. (Next to Hong Kong Cemetery)	Tel.No. : 2570 4318 Fax No. : 2591 1879	Kowloon & NT Office	—	Upper Ground Floor, 6 Cheong Hang Road, Hung Hom.	Tel.No. : 2365 5321 Fax No. : 2176 4963
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9.	<p><u>收集個人資料聲明</u> Personal Information Collection Statement</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 8 (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 8(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。 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 I 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.</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，可向本署高級衛生督察（墳場及火葬場）提出，地址為：</p> <table border="0"> <tr> <td>港島辦事處</td> <td>—</td> <td>跑馬地黃泥涌道 1 號 J (香港墳場側)</td> <td>電話號碼：2578 9406</td> </tr> <tr> <td>九龍及新界辦事處</td> <td>—</td> <td>紅磡暢行道 6 號地下高層</td> <td>電話號碼：2364 5405</td> </tr> </table> <p>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) at:</p> <table border="0"> <tr> <td>Hong Kong Office</td> <td>—</td> <td>1J Wong Nai Chung Road, Happy Valley. (Next to Hong Kong Cemetery)</td> <td>Tel.No.: 2578 9406</td> </tr> <tr> <td>Kowloon & NT Office</td> <td>—</td> <td>Upper Ground Floor, 6 Cheong Hang Road, Hung Hom.</td> <td>Tel.No.: 2364 5405</td> </tr> </table>	港島辦事處	—	跑馬地黃泥涌道 1 號 J (香港墳場側)	電話號碼：2578 9406	九龍及新界辦事處	—	紅磡暢行道 6 號地下高層	電話號碼：2364 5405	Hong Kong Office	—	1J Wong Nai Chung Road, Happy Valley. (Next to Hong Kong Cemetery)	Tel.No.: 2578 9406	Kowloon & NT Office	—	Upper Ground Floor, 6 Cheong Hang Road, Hung Hom.	Tel.No.: 2364 5405
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