

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

**申請移除先人骨灰**  
**APPLICATION FOR RECOVERY OF CREMATED ASHES**

**(甲部) 申請人資料 (Section A) 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 No. 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.

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 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

**(乙部) 申請資料 (Section B) Particulars of Application**

本人現欲申請移除下列先人的骨灰：

I would like to apply for recovery of the cremated ashes of the following deceased person(s):

骨灰安置所： \_\_\_\_\_ 期號： \_\_\_\_\_ 骨灰龕位編號： \_\_\_\_\_  
Columbarium Phase No. Niche No.

先人姓名 Name of the Deceased	香港身分證／護照號碼（如有） HKID Card/Passport No. (if any)	與申請人關係 Relationship with Applicant	擬採用處理骨灰方法 Intended Way to Dispose of Cremated Ashes
1			
2			
3			
4			

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

**(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

**此欄只供辦事處填寫 FOR OFFICE USE ONLY**

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

\_\_\_\_\_  
食環署職員簽署  
Signature of FEHD Officer

\_\_\_\_\_  
職員姓名及職位  
Name and Post Title

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.</p>						
3	<p>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.</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，並於移除先人的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 recovery of cremated ashes. 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>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&amp;C), Health Inspector (C&amp;C) or Senior Foreman (C&amp;C) to make his/her mark.</p>						
5	<p>申請人必須為該骨灰龕位的持證人。填妥的表格須連同有關文件一併交回或寄回食環署墳場及火葬場辦事處辦理（地址：香港跑馬地黃泥涌道 1 號 J / 九龍紅磡暢行道 6 號地下高層）。 The applicant must be the original permittee of the niche. The completed form and relevant documents shall be submitted in person or by post to the Cemeteries and Crematoria Offices of FEHD at 1J Wong Nai Chung Road, Happy Valley, Hong Kong or Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon.</p>						
6	<p>倘若申請移除的先人骨灰為首位安放的先人骨灰，則其他先人骨灰須一併移除，有關骨灰龕位必須騰出並交還予食環署。 If the application for recovery of cremated ashes belongs to the name of the deceased who was first placed in the niche, all cremated ashes that belong to other deceased in the same niche must also be removed. The niche shall be vacated and returned to FEHD.</p>						
7	<p><u>一般查詢 General Enquiry</u> 如有任何查詢，可致電或傳真至： For enquiries concerning the application, please call or fax to:</p> <table border="0"> <tbody> <tr> <td>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</td> <td>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)</td> <td>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</td> </tr> <tr> <td>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</td> <td>紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</td> <td>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</td> </tr> </tbody> </table>	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：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	紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.
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：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	紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.					

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，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.

- (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.

- (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 the making of access and corrections, 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.