

墳場及火葬場組

CEMETERIES & CREMATORIA SECTION

申請在香港海域內將先人骨灰撒海

APPLICATION FOR SCATTERING OF CREMATED ASHES IN HONG KONG WATERS

(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

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

[^]註：為支持環保，本人同意食物環境衛生署（食環署）會以 WhatsApp 或電話短訊形式通知申請人有關申請結果及日後通訊之用，而不再另行發出書面通知。**請注意，如你欲以郵寄方式接收申請結果／日後通訊，請在以下方格填上「✓」號。**

Note: In support of environmental protection, I agree Food and Environmental Hygiene Department (FEHD) to notify the application results and future communications by WhatsApp/phone short message without further written notification. **Please note that if you wish to receive the application results/future communications by post, please tick the box below.**

☐ 本人欲以郵寄方式接收食環署發出的通知／訊息。 I wish to receive notification/message from the FEHD by post.

(乙部) 先人資料 (Section B) Particulars of the Deceased

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

☐ 香港身分證號碼 / ☐ 護照號碼：_____ 與申請人關係：_____
HKID Card No. Passport No. Relationship with Applicant

火葬場：_____ 火葬日期：_____/_____/_____
Crematorium Date of Cremation 日 DD 月 MM 年 YYYY

☐ 領取骨灰許可證編號：_____ ☐ 先人骨灰仍存放在政府火葬場
Permit to Take Away Cremated Ashes No. (未領取「領取骨灰許可證」)
The cremated ashes of the deceased is being kept in the Government crematorium
(pending collection of the "Permit to Take Away Cremated Ashes")

食環署可為先人在「無盡思念」網站免費開設專屬紀念網頁（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：

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:

☐ 本人同意貴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 the Department Email Address
for the above purpose.

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

(丙部) 申請先人骨灰撒海詳情 (Section C) Details of the Application for Scattering Cremated Ashes at Sea

- ☐ 申請乘搭食環署提供的**免費渡輪**在指定海域（東龍洲以東或西博寮海峽以南）將先人骨灰撒海。

Apply for taking **free ferry** provided by FEHD for scattering of cremated ashes at designated area (East of Tung Lung Chau or South of West Lamma Channel).

擬乘搭免費渡輪日期： _____
Intended Date of Taking Free Ferry

- ☐ 申請**自行及自費安排船隻**在下列指定海域將先人骨灰撒海（請參閱附件一）：

Apply for **self-arranged and self-funded vessel** for scattering of cremated ashes in either one of the following designated areas (please read Annex I):
(請只填選一項。 Please tick one item only.)

- ☐ 塔門以東 East of Tap Mun
☐ 東龍洲以東 East of Tung Lung Chau
☐ 西博寮海峽以南 South of West Lamma Channel

撒放骨灰日期： _____ 時間： _____
Date of Scattering Cremated Ashes Time

(丁部) 授權他人撒放先人骨灰(如適用) (Section D) Authorisation for Scattering of Cremated Ashes (if Applicable)

- ☐ 本人授權下列人士全權代為執行撒放先人骨灰及儀式。

I would like to authorise the following person to act on my behalf to scatter the cremated ashes and the ceremony.

獲授權人士姓名：(中文) _____ (英文) _____ ☐先生 / ☐女士
Name of Authorised Person (Chinese) (English) Mr. Ms.

☐ 香港身分證號碼 / ☐ 護照號碼： _____ 電話號碼： _____
HKID Card No. Passport No. Tel. No.

(戊部) 申請人聲明 (Section E) Declaration by Applicant

謹此聲明，就本人所知所信，在本申請表格所填報的資料，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 permission will be given or such permission 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.

本人及本授權人（如適用）已閱讀此申請表及其**附件**，並願意遵守食環署所訂立的所有條款及細則。

I and the authorised person (if applicable) have read this application form and its Annexes, and am/are willing to comply with all the terms and conditions set by the FEHD.

日期： _____
Date 日 DD 月 MM 年 YYYY

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

Signature of FEHD Officer

Name and Post Title

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

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 FEHD, should not offer any advantage to FEHD officers.
3.	申請人須為「領取骨灰許可證」的持證人或獲該「領取骨灰許可證」持證人書面授權的人士。 Applicant must be the holder of the “Permit to Take Away Cremated Ashes” or the person authorised in writing by the holder of the “Permit to Take Away Cremated Ashes”.
4.	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. 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，食環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，並於先人骨灰撒海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. FEHD 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 scattering of the cremated ashes at sea. 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.
5.	戊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 E 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.
6.	申請人必須攜帶已填妥的申請表格、「領取骨灰許可證」正本〔此項不適用於仍存放在政府火葬場內的骨灰。〕及先人香港身分證證明文件副本，在擬將先人骨灰撒海日期前最少十日親自到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 should submit in person the completed application form, the original copy of the “Permit to Take Away Cremated Ashes” [This is not applicable to those ashes still being kept in Government crematoria.] and a copy of the Hong Kong Identity Card of the deceased at least 10 days prior to the proposed date for scattering the cremated ashes at sea 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. 如以傳真／郵寄方式遞交申請表格，食環署接獲表格後將聯絡申請人，安排免費渡輪服務（如適用）及遞交「領取骨灰許可證」正本。 For submission of application form by fax/post, FEHD will contact the applicant to arrange for the free ferry service (if applicable) and the return of the original copy of the “Permit to Take Away Cremated Ashes” upon receipt of the form.
7.	申請人須向上文第6項所述的相同食環署辦事處交回「領取骨灰許可證」正本〔此項不適用於仍存放在政府火葬場內的骨灰。〕及作出聲明，表示願意承擔因撒放骨灰所引起的一切法律責任或相關事宜，始能獲正式批核。 The applicant shall return the original copy of the “Permit to Take Away Cremated Ashes” to FEHD [This is not applicable to those ashes still being kept in Government crematoria.] and make a declaration that he/she will be responsible for any liabilities or related matters arising from scattering cremated ashes, at the same offices as specified in item 6 above before formal approval is granted.
8.	食環署一般可於收到已填妥申請表格及申請人已辦妥上文第7項所述的手續日期起計五個工作天內批核。 Approval will be granted by FEHD normally within 5 working days from the date of receipt of a duly completed application form and completion of the procedures as specified in item 7 above.
9.	在申請獲得批核後，若遇上突發情況而須更改將先人骨灰撒海的日期及／或時間，申請人應根據下文聯絡資料，即時以電話、傳真或電郵通知食環署，以便重新處理批核事宜。 If after approval of the application, the applicant needs to change the date and/or time of the scattering of cremated ashes at sea due to special circumstances, he/she should inform FEHD at once by phone, fax or email according to the contact information below for re-processing the granting of approval.

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

—

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.

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，但在資料不足夠的情況下，食環署有可能沒法處理有關申請。
The personal data provided on this form will be used by FEHD for purposes relating to the application for cemeteries and crematoria services. Personal data are provided voluntarily by the applicant. However, if insufficient information is provided, 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 11(i) 段所載的目的。
The personal data provided on this form may be disclosed to other government departments and agencies in pursuance of the purpose mentioned in paragraph 11(i) above.

(iii)

本表格內所提供的個人資料，會被轉交本署所委託的合約服務承辦商，以便安排免費渡輪服務。**(只適用於使用免費渡輪服務將先人骨灰撒海的申請)**
The personal data provided on this form will be disclosed to the service contractor appointed by the Department for the purpose relating to the arrangement of free ferry service. **(Only applicable to Application for Free Ferry Service for Scattering Cremated Ashes at Sea)**

(iv)

根據《個人資料(私隱)條例》第 18 及 22 條，以及附表 1 的第 6 原則的規定，申請人有權查閱及更正他／她所提供的個人資料。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 the right to access and correct such personal data as provided 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 on this form. A fee may be imposed for complying with a data access request.

(v)

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 corrections of data, should be addressed to the Senior Health Inspector (C&C) 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.

將先人骨灰撒海的指定地點（適用於自行及自費安排船隻）
Designated Areas for the Scattering of Cremated Ashes at Sea (Self-arranged and Self-funded Vessel)



指定地點 1 塔門以東 Designated Area No. 1 East of Tap Mun		指定地點 2 東龍洲以東 Designated Area No. 2 East of Tung Lung Chau		指定地點 3 西博寮海峽以南 Designated Area No. 3 South of West Lamma Channel	
(1)	北緯 22-30.83 度 東經 114-24.1 度 22-30.83N 114-24.1E	北緯 22-15.38 度 東經 114-18.7 度 22-15.38N 114-18.7E		北緯 22-10.50 度 東經 114-01.0 度 22-10.50N 114-01.0E	
(2)	北緯 22-30.83 度 東經 114-27.0 度 22-30.83N 114-27.0E	北緯 22-15.38 度 東經 114-20.1 度 22-15.38N 114-20.1E		北緯 22-10.50 度 東經 114-06.0 度 22-10.50N 114-06.0E	
(3)	北緯 22-29.36 度 東經 114-27.0 度 22-29.36N 114-27.0E	北緯 22-14.18 度 東經 114-20.1 度 22-14.18N 114-20.1E		北緯 22-09.00 度 東經 114-06.0 度 22-09.00N 114-06.0E	
(4)	北緯 22-29.36 度 東經 114-24.1 度 22-29.36N 114-24.1E	北緯 22-14.18 度 東經 114-18.7 度 22-14.18N 114-18.7E		北緯 22-09.00 度 東經 114-01.0 度 22-09.00N 114-01.0E	

使用免費渡輪服務將先人骨灰撒海的條款及細則 Terms and Conditions for Free Ferry Service for Scattering of Cremated Ashes at Sea	
1.	申請人所提供的個人資料，會被轉交該署所委託的合約服務承辦商，以便安排免費渡輪服務。 The personal data provided by the applicant will be disclosed to the service contractor appointed by the Department for the purpose relating to the arrangement of free ferry service.
2.	登船及回程地點為北角東渡輪碼頭。如有需要，請在上船前服用暈浪藥物。 The place of boarding and alighting is at North Point (East) Passenger Ferry Pier. If necessary, please take medication against sea sickness before boarding the vessel.
3.	每位成功申請人可攜同十人出海（即總共十一人）。如需攜同更多人士出海，可聯絡食環署按情況作適當安排。 Each successful applicant may bring along ten persons on board (i.e. a total of eleven persons including the applicant). Should more persons be brought on board, applicant may contact FEHD for appropriate arrangement whenever situation permits.
4.	出海人士請自行保管隨身財物。為尊重其他服務使用者，不可在船上製造滋擾或進行妨礙他人的行為或活動。 Applicants are advised to keep safe custody of their belongings. To respect others, no act or behaviour causing nuisance to others is allowed on board.
5.	除先人骨灰外，出席人士可將少量 [#] 鮮花瓣撒海。每名人士可燃點三支幼香，但不可燃燒蠟燭或冥鎚。 Participants may scatter a small amount [#] of natural flower petals when scattering cremated human remains. Each person may light three thin joss sticks, but should not burn candles or joss paper on board.
6.	請遵守食環署人員及其服務承辦商所作出的安排及指示。 Please follow the guidance and instructions provided by FEHD staff and service contractor.
7.	為善用有限名額，敬請依時上船。在一般情況下，食環署不會為遲到或失約人士另作安排。 Please be punctual when boarding the vessel to enable full utilisation of the limited capacity. Under normal circumstances, FEHD will not make alternative arrangement for those who arrive late or fail to turn up.
8.	食環署對所有有關渡輪服務的安排，保留最終決定。 FEHD reserves the final decision on all arrangements related to this free ferry service.
9.	如出發前兩小時天氣變壞，例如香港天文台發出任何熱帶氣旋警告信號或紅色／黑色暴雨警告信號，當日的行程會取消。申請人也可致電 2172 6370 查詢。 If the weather turns bad within two hours before the outbound journey, e.g. when the Hong Kong Observatory issues any Tropical Cyclone Warning Signal or the Red/Black Rainstorm Warning Signal, the day's journey will be cancelled. Applicant can call 2172 6370 for enquiry.

自行及自費安排船隻將先人骨灰撒海的條款及細則 Terms and Conditions for Self-arranged and Self-funded Vessel for Scattering of Cremated Ashes at Sea	
1.	除非獲得食物環境衛生署署長另行書面批准，否則必須按已批核的申請在指定時間、日期和地點將先人骨灰撒海。 Unless otherwise approved by the Director of Food and Environmental Hygiene in writing, the cremated ashes must be scattered at sea in accordance with the approved date, time and area.
2.	除已獲批准撒放的先人骨灰及少量 [#] 鮮花瓣外，不得將食物、祭品或任何其他物品拋進海中。 Apart from the cremated ashes of the deceased and a small amount [#] of fresh flower petals, no food, ritual offerings or any other objects are allowed to be thrown into the sea.
3.	獲批准人士或獲其授權人士將先人骨灰撒海時，須遵守所有相關的香港法例或規例。 The approved person or his/her authorised person should observe all relevant ordinances or regulations of Hong Kong when scattering cremated ashes at sea.
4.	將先人骨灰撒海儀式須由獲批准人士或獲其授權人士在船上進行。 The ceremony for the scattering of cremated ashes at sea should be conducted only by the approved person or his/her authorised person on board a vessel.
5.	如獲批准的地點有漁船等其他船隻，須在遠離這些船隻的位置將先人骨灰撒海。 In case other vessels, for example fishing vessels, are present within the approved designated area, the scattering of cremated ashes should be conducted away from the vessels.
6.	如獲批准的地點有海豚，須待所有海豚離開後才將先人骨灰撒海。 In case dolphins are present within the approved designated area, the scattering of cremated ashes should be conducted after all dolphins have left.

[#] 不多於一個容量為 250 毫升的器皿（即約一個家用飯碗容量）可盛載的花瓣份量。
Not more than the amount of flower petals that can be held in a 250ml container (i.e. about the volume of a household rice bowl).