

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及免費渡輪服務前往指定海域（東龍洲以東或西博寮海峽以南）

APPLICATION FOR SCATTERING OF CREMATED HUMAN ASHES IN HONG KONG WATERS AND FREE FERRY SERVICE TO DESIGNATED AREA (EAST OF TUNG LUNG CHAU OR SOUTH OF WEST LAMMA CHANNEL)

注意：申請人或獲其授權人士須前往墳場及火葬場組的指定辦事處（列於注意事項 5）辦理免費渡輪服務的安排事宜。一般而言，申請人或獲其授權人士可選擇由遞交申請表當日起計 10 個星期內的任何一次指定渡輪服務船期。

Note : The applicant or the person authorised by the applicant should apply at the designated office of the Cemeteries & Crematoria Section (as specified in item 5 under Notes) for arrangement of the free ferry service.

Under normal circumstances, the applicant or the person authorised by the applicant can select any designated date of ferry service within 10 weeks from the date of submitting the application form.

(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/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：_____ 香港/九龍/新界*
Correspondence Address 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

擬授權他人[#] 全權代為執行將先人骨灰撒海的儀式
Intended to authorise a person[#] to act on my behalf to conduct the ceremony of scattering the cremated human ashes at sea

[#] 請提供獲授權人士的資料。 Please provide Particulars of the Authorised Person below.

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/護照*號碼：_____ 電話號碼：_____
HKID Card/Passport* No. Tel. No.

(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.*)

與申請人關係：_____ 火葬日期：_____/_____/_____
Relationship with Applicant Date of Cremation 日 DD 月 MM 年 YYYY

香港身分證/護照*號碼(如有)：_____
HKID Card/Passport* No. (if any)

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.

火葬場： _____ 領取骨灰許可證編號： _____
Crematorium Permit to Take Away Cremated Ashes No.

申請將先人骨灰撒海日期： _____ / _____ / _____
Date of Scattering Cremated Human Ashes at Sea 日 DD 月 MM 年 YYYY

(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.

本人及本授權人(如適用)願意遵守食物環境衛生署就將先人骨灰撒海及提供免費渡輪服務訂立的服務須知(見附件)。同時，本人清楚明白所提供的個人資料，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。

I and my authorised person (if applicable) shall observe the notes stipulated by the Food and Environmental Hygiene Department (the Department) in respect of scattering of cremated human ashes at sea and the provision of free ferry service (see **Annex**). Besides, I understand that the personal data provided will be disclosed to the service contractor appointed by the Department for the purpose relating to the arrangement of free ferry service.

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

食物環境衛生署職員簽署
Signature of FEHD Officer

職員姓名及職位
Name and Post Title

注意事項 Notes													
1.	本表格不收費用。 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，以便申請人隨時啓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 the scattering of the cremated human 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.												
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.	申請人必須攜帶已填妥的申請表格、「領取骨灰許可證」正本及先人香港身分證文件副本，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安排免費渡輪服務（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” 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 human 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, for arrangement of the free ferry service. 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 and the return of the original copy of the “Permit to Take Away Cremated Ashes” upon receipt of the form.												
6.	在指定地區將先人骨灰撒海及免費渡輪服務的申請，食環署一般可於收到已填妥申請表格日期起計五個工作天內批核。 For an application to scatter cremated human ashes at the designated area and free ferry service, approval will be granted by FEHD normally within 5 working days from the date of receipt of a duly completed application.												
7.	申請人須向上文第 5 項所述的相同食環署辦事處交回「領取骨灰許可證」正本及作出聲明，表示願意承擔因撒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 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 Note 5 above before formal approval is granted.												
8.	<u>一般查詢</u> <u>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: <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">港島辦事處</td> <td style="width: 30%;">— 跑馬地黃泥涌道 1 號 J（香港墳場側）</td> <td style="width: 40%;">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>— 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> <tr> <td>Hong Kong Office</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>— 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. 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，則恐怕不能處理有關申請。
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 9 (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 9(i) above.
- (iii) 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。
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.
- (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：
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:

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

將先人骨灰撒海及使用渡輪服務須知 Notes for Scattering of Cremated Human Ashes at Sea and the Provision of Free Ferry Service	
1.	登船及回程地點為北角東渡輪碼頭。 The place of boarding and alighting is at North Point (East) Passenger Ferry Pier.
2.	每位成功申請人可攜同十人出海（即總共十一人）。如有需要攜同更多人士出海，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 which would make appropriate arrangement whenever situation permits.
3.	如有需要，請在上船前服用暈浪藥物。 If necessary, please take medication against sea sickness before boarding the vessel.
4.	出海人士請自行保管隨身財物。 Applicants are advised to keep safe custody of their belongings.
5.	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。 To respect others, no act or behaviour causing nuisance to others is allowed on board.
6.	除先人骨灰外，出席人士可將小量## 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鏹。 Participants may scatter a handful## 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.
7.	敬請保持船上清潔。 Please keep clean on board.
8.	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.
9.	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 fail to turn up.
10.	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.
11.	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 2578 9406 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 2578 9406 for enquiry.

約為 250 毫升容量的器皿（即約一家用飯碗容量）可盛載的花瓣份量。
Refers to an amount of flower petals that can be held in a 250ml container (i.e. about the volume of a household rice bowl).