

墳場及火葬場組
CEMETERIES & CREMATORIA SECTION

申請遷移或檢拾骨殖許可證
APPLICATION FOR PERMIT TO REMOVE/EXHUME REMAINS

請注意： 在本申請表格所填報的資料，均須真確無訛。申請人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。申請人亦可能須為虛假資料或聲明負上相關的法律責任。

Please Note: The applicant must ensure all the information contained in this application form is true and correct. If false information is given or false declaration is made by the applicant, no permission will be given or such permission if given will be revoked. Also, the applicant may be liable to legal responsibility arising from the false information given or false declaration made.

(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 item 3 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.

(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： _____ 死亡日期： _____ / _____ / _____
Relationship with Applicant 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)

墳場名稱： _____ 段號： _____ 墓穴編號： _____
Name of Cemetery Section No. Grave No.

證明文件 Documentary Proof

死亡登記證明書(表格10) 死亡證
Certificate of Registration of Death (Form 10) Death Certificate

批准屍體埋葬證明書(表格11) 其他： _____
Certificate of Order Authorising Burial of Body Others (請註明 Please specify)
(Form 11)

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

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es). 請於背頁簽署。 Please sign overleaf.
* 請刪去不適用者。 Please delete where appropriate.

擬採用處理遺體方法 Intended Way to Dispose of Remains

- 土葬
Burial 墳場： _____
Cemetery
- 段號： _____ 墓穴編號： _____
Section No. Grave No.
- 火葬
Cremation 火葬場： _____ 骨灰存放地點： _____
Crematorium Ashes Placed in/at
- 存放
Storage 地點： _____
Location
- 運送出國
Exportation 目的地： _____
Destination
- 請發出搬移棺柩／骨灰授權書（如適用）
Please issue Authorisation to Remove Coffin/Cremated Ashes (if applicable)

(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.

日期： _____ / _____ / _____
Date 日 DD 月 MM 年 YYYY

申請人簽署
Signature of Applicant

撿拾骨殖條件**Conditions for the Exhumation of Remains**

- 申請人必須先得到墳場主管人員准許，在其監督下及於當日負責清理由撿拾上述先人骨殖所引起的一切剩餘物件或泥土及填平有關的墓穴。違者除會被檢控外，並要承擔可能導致的法律後果。
The applicant has to obtain prior permission of the officer-in-charge of the cemetery, and under the officer's supervision, to clear the debris and soil left after exhumation and fill the grave opening with soil on that day. Any person who fails to comply with the above will be subject to prosecution and has to bear the possible legal consequence.
- 如撿拾先人骨殖未在墳場職員監督下進行，食物環境衛生署（食環署）有權拒絕為所撿拾的骨殖簽發回骨殖授權書，或提供火化服務、金塔土葬服務或其他相關服務。已繳費用，恕不退還。
If the exhumation is not carried out under the supervision of the cemetery staff, the Food and Environmental Hygiene Department (FEHD) may refuse to issue an Authorisation to Exhume Remains, or provide skeletal cremation service, urn grave burial service or other related services for the removed remains. The fees and charges paid are not refundable.

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

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

注意事項 Notes									
1.	本表格不收費用。 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。 Applicant, while having dealings of any kind with 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，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，並於遷移或撿拾骨殖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 removal/exhumation of remains. 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.	申請人須填妥本表格並親自前往食環署墳場及火葬場辦事處辦理申請（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）。請帶備有關文件（例如：死亡登記證明書正本、死亡證正本、批准屍體埋葬證明書正本或副本、與先人關係的證明文件）。 Applicant has to apply in person at 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. Please bring along documents pertaining to the deceased (e.g. original Certificate of Registration of Death, original Death Certificate, original or copy of Certificate of Order Authorising Burial of Body, documentary proof of relationship with the deceased). 如申請在 公眾墳場 遷移／撿拾骨殖，申請人須出示證明文件，證明是骨殖將被撿拾者的合法遺產代理人或最近親，或獲該合法遺產代理人或最近親妥為授權的代理人。如未能出示上述證明文件，可提供其他可以直接或間接證明申請人與先人的關係的證明文件（例如：與先人的相片、出世紙、居住記錄、族譜或先人生前的其他資料）。如未能提供與先人關係的證明文件，則須在上述辦事處作法定聲明，確認與先人的關係，及解釋無法出示關係證明文件的原因。 Regarding the application for removal/exhumation in public cemeteries , the applicant should produce documentary proof to show that he/she is the legal personal representative or next of kin of the deceased whose remains are to be exhumed, or the duly authorised agent of such legal personal representative or next of kin. If the documentary proof is not available, other supporting document(s) (e.g. photos taken with the deceased, birth certificate, residential record, family pedigree or any other document(s) relating to the deceased) to prove the relationship of the applicant with the deceased person directly or indirectly may be provided. If applicant could not provide the documentary proof of relationship with the deceased, he/she shall make a declaration in the above office to confirm the relationship with the deceased and explain why the document could not be presented. 如申請在 私營墳場 遷移／撿拾骨殖，申請人須出示文件，證明已取得由有關墳場發出的遷移／撿拾骨殖許可。 In case of removal/exhumation of human remains in private cemeteries , the applicant has to produce documents to prove that such permission has been obtained from the management of the cemetery concerned.								
6.	遷移或撿拾骨殖許可證的收費為港幣 120 元。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 fee for the Permit to Remove/Exhume Remains is \$120. 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.								
7.	<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: 35%;">港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</td> <td style="width: 10%; text-align: center;">—</td> <td style="width: 35%;">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 style="width: 20%;">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 style="text-align: center;">—</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> </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.
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8. 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 the 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 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 (C&C) of FEHD at:

港島墳場及火葬場辦事處	—	跑馬地黃泥涌道 1 號 J (香港墳場側)	電話號碼：2578 9406
Hong Kong Cemeteries and Crematoria Office		1J Wong Nai Chung Road, Happy Valley (Next to Hong Kong Cemetery)	Tel. No.
			傳真號碼：2591 1879
			Fax No.
九龍墳場及火葬場辦事處	—	紅磡暢行道 6 號地下高層	電話號碼：2364 5405
Kowloon Cemeteries and Crematoria Office		Upper Ground Floor, 6 Cheong Hang Road, Hung Hom	Tel. No.
			傳真號碼：2765 6402
			Fax No.