

墳場及火葬場組

CEMETERIES & CREMATORIA SECTION

申請骨灰暫存服務

APPLICATION FOR TEMPORARY STORAGE SERVICE FOR CREMAINS

(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： _____		
Correspondence Address		香港/九龍/新界* HK/Kln/NT*

(乙部) 先人資料 (Section B) Particulars of the Deceased		
(第一部份) (Part 1)		
先人姓名 Name of the Deceased		
性別 Sex		
香港身分證號碼/護照號碼/其他證明先人是香港居民的文件/其他可證明先人身分的文件* HKID Card No./Passport No./Other documentary proof of the deceased's identity as a Hong Kong resident/Other documentary proof of the deceased's identity*		
去世時年齡 Age at Death		
死亡日期(日/月/年) Date of Death (dd/mm/yyyy)		
與申請人關係 Relationship with Applicant		
(第二部份) (Part 2)	<p>只適用於符合附件(骨灰暫存服務須知)中(a)、(b)或(c)項準則的先人骨灰 Only applicable to the cremains of the deceased meeting any of the criteria (a), (b) or (c) in the Annex (Notes for Using Temporary Storage Service for Cremains)</p>	<p>只適用於符合附件(骨灰暫存服務須知)中(d)項準則的先人骨灰 Only applicable to the cremains of the deceased meeting criteria (d) in the Annex (Notes for Using Temporary Storage Service for Cremains)</p>
火葬場名稱 Name of Crematorium	不適用 Not applicable	
火葬日期(日/月/年) Date of Cremation (dd/mm/yyyy)		
檢拾骨殖/火葬* 許可證/令/證明文件*編號 Exhumation/Cremation* Permit/Order/Certification* No.		
骨灰曾安放於 香港的私營骨灰安置所之名稱 Name of the private columbarium in Hong Kong in which the cremains were interred	不適用 Not applicable	
骨灰曾安放於 香港的私營骨灰安置所之地址 Address of the private columbarium in Hong Kong in which the cremains were interred		

請於背頁簽署。Please sign overleaf.

* 請刪去不適用者。Please delete where appropriate.

食物環境衛生署（食環署）可為先人在「無盡思念」網站免費開設個人紀念網頁（請參閱申請須知第3項）。如欲獲得有關服務，請提供電郵地址及表示同意如下：

Food and Environmental Hygiene Department (FEHD) may create a dedicated memorial webpage for the deceased at the Internet Memorial Service free of charge (please read item 3 in Notes for Application). If you wish to receive the service, please provide your email address and indicate your consent below:

- 本人同意食環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 FEHD for the above purpose. Email Address

(丙部) 申請骨灰暫存服務的擬存放期及擬存放地點 (Section C) Intended Storage Period and Intended Storage Place of Application for Temporary Storage Service for Cremains

擬存放期：
Intended storage period
請只填選一項。
Please tick one item only.

三個月
3 months

六個月
6 months

十二個月
12 months

擬存放骨灰的地點及方式：
Intended place and method for storage of cremains
請只填選一項。
Please tick one item only.

和合石靈灰安置所（只限存放骨灰甕）
Wo Hop Shek Columbarium
(only for storage of cinerary urn)

葵涌火葬場（只限存放骨灰袋）
Kwai Chung Crematorium
(only for storage of cremains bag)

(丁部) 申請骨灰轉送服務 (Section D) Application for Cremains Transfer Service

註：此部份只適用於政府火葬場火化完畢後，先人骨灰仍然存放在食環署場地內，及以骨灰袋存放骨灰於葵涌火葬場的申請人。

Note: This section is only applicable to applicants with cremains of the deceased still stored at FEHD's venue after completion of cremation in any government crematorium and the cremains kept in **cremains bag** at Kwai Chung Crematorium.

- 本人現申請及授權食環署於獲編配的存放骨灰日期，直接將存放在下述政府火葬場的先人骨灰轉送至食環署葵涌火葬場的骨灰暫存設施內存放。本人同意以骨灰袋存放骨灰於葵涌火葬場的骨灰暫存設施內。
- I hereby apply for and authorise FEHD to transfer the cremains of the deceased directly from government crematorium specified below to the temporary storage facility for cremains at Kwai Chung Crematorium of FEHD on the assigned deposition date of cremains. I agree that the cremains will be kept in **cremains bag** in the temporary storage facility for cremains at Kwai Chung Crematorium.

政府火葬場名稱：_____

Name of Government Crematorium

火葬檔案編號： _____

Cremation Transaction Reference 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。本人並願意遵守食環署所訂立的骨灰暫存服務須知（附件）。

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. I shall observe the notes stipulated by FEHD in respect of the temporary storage service for cremains (Annex).

日期（日／月／年）
Date (dd/mm/yyyy)

申請人簽署
Signature of Applicant

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

查核人員：
Verified by

申請類別：
Type of application

請只填選一項。
Please tick one item only.

先人骨灰已符合附件 (a)、(b) 或 (c) 項準則。
Cremains of the deceased fulfilled criteria (a), (b) or (c) in the Annex.

先人骨灰已符合附件 (d) 項準則。
Cremains of the deceased fulfilled criteria (d) in the Annex.

檔案編號：
Transaction Ref. No.

收據編號：
Receipt No.

日期 (日/月/年)
Date (dd/mm/yyyy)

查核人員簽署
Signature of FEHD Officer

查核人員姓名及職位
Name and Post Title

核准人員：
Approved by

日期 (日/月/年)
Date (dd/mm/yyyy)

核准人員簽署
Signature of Approving Officer

高級衛生督察姓名及職位
Name and Post Title of
Senior Health Inspector

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

申請須知 Notes for Application	
1.	<p>本表格不收費用。 No fee is charged for this form.</p>
2.	<p>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 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、丙及戊部。 Applicant must complete Sections A, B, C and E 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，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，並於暫存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。</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. 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 temporary storage of cremains. 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>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）或衛生督察（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 (Cemeteries and Crematoria) or Health Inspector (Cemeteries and Crematoria) to make his/her mark.</p>
5.	<p>申請人於遞交此申請表格時須提交的文件〔即第(i)至(ii)項，以及第(iii)或(iv)項〕： The applicant has to submit the following documents with this application form [i.e. items (i) to (ii), and item (iii) or (iv) below]:</p> <ul style="list-style-type: none"> (i) 申請人的香港身分證正本及副本；及 the original and a copy of the HKID Card of the applicant; and (ii) 先人的香港身分證正本及副本或其他證明先人是香港居民的文件正本及副本或其他證明先人身分的文件正本及副本；及 the original and a copy of the HKID Card of the deceased or other documentary proof of the deceased's identity as a Hong Kong resident or other documentary proof of the deceased's identity; and (iii) 先人之領取骨灰許可證或火葬證明書正本及副本；或〔此項不適用於已申請骨灰轉送服務的申請人或仍存放在政府火葬場內的骨灰。〕 the original and a copy of the Permit to Take Away Cremated Ashes or Certificate of Cremation of the deceased ; or [This is not applicable to applicants who have already applied for cremains transfer service or ashes still being kept in government crematoria.] (iv) 證明先人骨灰在遞交申請前曾存放於香港的私營骨灰安置所內之證明文件正本及副本（例如：由有關私營骨灰安置所發出的「展開骨灰處置通告」、與私營骨灰安置所簽訂的買賣合約等）。否則，申請人在食環署職員約見時須作出聲明確認先人骨灰在遞交申請前曾存放於香港的私營骨灰安置所內。 the original and a copy of document(s) proving the cremains of the deceased were interred in a private columbarium in Hong Kong prior to the submission of application (e.g. "commencement of ash disposal notice" issued by the private columbarium concerned, the sale and purchase agreement signed with the private columbarium, etc.). Otherwise, the applicant shall make a declaration in the course of interview with FEHD staff in confirming that the cremains of the deceased were interred in a private columbarium in Hong Kong prior to the submission of application. <p>申請人可將已填妥的申請表格，連同上述文件的正本及副本，親身遞交到第 6 項列明的其中一個墳場及火葬場辦事處。 Applicant can submit in person the completed application form, together with the <u>original and copies</u> of the above documents to one of the Cemeteries and Crematoria Offices stated in item 6.</p> <p>如以郵遞／傳真（傳真號碼：2765 6402）／電郵（電郵地址：cc@fehd.gov.hk）等方式遞交申請，只須提交上述文件的副本。食環署職員會在審查有關申請後，約見申請人核實有關文件的正本及辦理相關申請。 If submission is made by post/fax (Fax No.: 2765 6402) /email (Email Address: cc@fehd.gov.hk), only copies of the above documents are required. After vetting the application concerned, FEHD staff will make an appointment with the applicant for verifying the original copies of supporting documents and processing the application.</p> <p>骨灰暫存服務的開始存放日期由食環署編配。食環署在接獲申請後，一般會在十個工作天內完成批核。 The date of commencement of the temporary storage service for cremains will be assigned by FEHD. FEHD will normally grant approval within 10 working days after receiving the application.</p>

<p>6. <u>一般查詢</u> <u>General Enquiry</u></p> <p>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"> <tr> <td data-bbox="284 264 560 342"> <p>長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office</p> </td> <td data-bbox="624 264 1102 342"> <p>— 九龍長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon</p> </td> <td data-bbox="1222 264 1449 365"> <p>電話號碼：2150 7502 Tel. No. 傳真號碼：2765 6402 Fax No.</p> </td> </tr> <tr> <td data-bbox="284 432 560 510"> <p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p> </td> <td data-bbox="624 432 1102 510"> <p>— 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)</p> </td> <td data-bbox="1222 432 1449 533"> <p>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</p> </td> </tr> <tr> <td data-bbox="284 589 560 667"> <p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p> </td> <td data-bbox="624 589 1102 667"> <p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p> </td> <td data-bbox="1222 589 1449 689"> <p>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</p> </td> </tr> </table>	<p>長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office</p>	<p>— 九龍長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon</p>	<p>電話號碼：2150 7502 Tel. No. 傳真號碼：2765 6402 Fax No.</p>	<p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p>	<p>— 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)</p>	<p>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</p>	<p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p>	<p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p>	<p>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</p>
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<p>7. <u>收集個人資料聲明</u> <u>Personal Information Collection Statement</u></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，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 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, FEHD 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 7(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 7(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。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.</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 (Cemeteries and Crematoria) of FEHD at:</p> <table border="0"> <tr> <td data-bbox="284 1462 560 1541"> <p>長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office</p> </td> <td data-bbox="624 1462 1102 1541"> <p>— 九龍長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon</p> </td> <td data-bbox="1222 1462 1449 1563"> <p>電話號碼：2150 7502 Tel. No. 傳真號碼：2765 6402 Fax No.</p> </td> </tr> <tr> <td data-bbox="284 1619 560 1697"> <p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p> </td> <td data-bbox="624 1619 1102 1697"> <p>— 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)</p> </td> <td data-bbox="1222 1619 1449 1720"> <p>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</p> </td> </tr> <tr> <td data-bbox="284 1776 560 1854"> <p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p> </td> <td data-bbox="624 1776 1102 1854"> <p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p> </td> <td data-bbox="1222 1776 1449 1877"> <p>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</p> </td> </tr> </table>	<p>長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office</p>	<p>— 九龍長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon</p>	<p>電話號碼：2150 7502 Tel. No. 傳真號碼：2765 6402 Fax No.</p>	<p>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</p>	<p>— 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)</p>	<p>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</p>	<p>九龍墳場及火葬場辦事處 Kowloon Cemeteries and Crematoria Office</p>	<p>— 紅磡暢行道 6 號地下高層 Upper Ground Floor, 6 Cheong Hang Road, Hung Hom</p>	<p>電話號碼：2365 5321 Tel. No. 傳真號碼：2176 4963 Fax No.</p>
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食物環境衛生署的骨灰暫存服務須知
Notes for Using Temporary Storage Service for Cremains of Food and Environmental Hygiene Department

凡符合下列準則人士的骨灰，可以暫存在食物環境衛生署（食環署）轄下骨灰暫存設施內#：

The cremains of any person meeting the following criteria may be eligible for being kept in the temporary storage facilities for cremains of the Food and Environmental Hygiene Department (FEHD)#:

- (a) (i) 死亡時是香港居民，而其遺骸於死亡後三個月內在政府火葬場內火葬；或
who was a resident of Hong Kong at the time of his/her death and whose remains were cremated within three months after his/her death in a government crematorium; or
- (ii) 其遺骸在《公眾衛生及市政條例》（第 132 章）附表 5 第 6 部所指明的私營火葬場內火葬；或
whose remains were cremated in a private crematorium specified in Part 6 of Schedule 5 of the Public Health and Municipal Services Ordinance (Cap. 132); or
- (b) 在緊接其死亡前的二十年內，有最少十年是香港居民，而其遺骸經證實是在香港以外的合法火葬場內火葬，具備有關居港文件（正本）及有效之合法證明文件（正本）；或
who was a resident of Hong Kong for a period of at least ten years during the period of twenty years immediately preceding his/her death (with original copy of document of residence in Hong Kong) and whose remains were certified to be cremated in a lawful crematorium outside Hong Kong (with original copy of valid and lawful documentary proof); or
- (c) 其遺骸是在香港經合法檢拾後並在政府火葬場火葬；或
whose remains are lawfully exhumed and cremated at a government crematorium; or
- (d) 其骨灰在遞交申請前曾存放於香港的私營骨灰安置所內。
whose cremains were interred in a private columbarium in Hong Kong prior to the submission of the application.

食環署職員會在審查有關申請後，約見申請人核實有關文件的正本及辦理相關申請。

After vetting the application concerned, FEHD staff will make an appointment with the applicant for verifying the original copies of supporting documents and processing the application.

任何遺骸在政府火葬場火化完畢後，如申請人提出書面要求，該火葬場主管可行使酌情決定權，免費讓骨灰暫存在該火葬場內不超過兩個月。若期滿後仍需要繼續暫存服務，則申請人可申請骨灰轉送服務，將先人骨灰轉送至食環署骨灰暫存設施內存放。

Upon completion of the cremation of any human remains in any government crematorium, the cremains may, upon request in writing by the applicant and at the discretion of the officer in charge of the crematorium, be temporarily stored at such crematorium for any period not exceeding 2 months free of charge. If the temporary storage service is still needed upon expiry, the applicant may apply for cremains transfer service to transfer and keep the cremains of the deceased in the temporary storage facility of FEHD.

須遵守條件如下：

Conditions to be observed are as follows:

1. 骨灰暫存設施收費為每月港幣 80 元。有關費用會不時調整，以付款當日的規定收費為準。
The monthly charge for using the temporary storage facilities for cremains is \$80. The respective fee may be adjusted from time to time and the applicant will be charged according to the prevailing prescribed fee on the day of payment.
2. 骨灰暫存設施由食環署管理。位於葵涌火葬場範圍內的骨灰暫存設施只限存放骨灰袋，而位於和合石靈灰安置所範圍內的骨灰暫存設施則只限存放骨灰甕。
The temporary storage facilities are managed by FEHD. Temporary storage facility for cremains in the vicinity of Kwai Chung Crematorium is only for storage of cremains bags and temporary storage facility for cremains in the vicinity of Wo Hop Shek Columbarium is only for storage of cinerary urns.

3. 在申請獲批核後，申請人除可選擇親臨長沙灣火葬預訂辦事處（九龍長沙灣道 303 號長沙灣政府合署 1 樓）、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））或九龍墳場及火葬場辦事處（紅磡暢行道 6 號地下高層）繳交骨灰暫存服務的費用外，亦可選擇登入食環署網頁的「墳場及火葬場服務網上繳費系統」於網上以信用卡或「繳費靈」繳交有關費用。
Upon approval for the application, applicant may pay the fee for the intended storage period for cremains at Cheung Sha Wan Cremation Booking Office (1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon), Hong Kong Cemeteries and Crematoria Office (1J Wong Nai Chung Road, Happy Valley, which is next to Hong Kong Cemetery) or Kowloon Cemeteries and Crematoria Office (Upper Ground Floor, 6 Cheong Hang Road, Hung Hom), or opt to pay the fee online by credit card or Payment by Phone Service (PPS) through the “Online Payment System for Cemeteries and Crematoria Services” on FEHD website.
4. 申請人須於獲編配的存放骨灰日期前繳交有關骨灰暫存服務的費用。若申請人未能在該日前繳交骨灰暫存服務費用，有關申請將作廢而不作另行通知。
The applicant is required to pay the service fee for the temporary storage service for cremains before the assigned deposition date of cremains. If the applicant fails to pay the fee before that day, the application will be voided without further notice.
5. 繳交有關骨灰暫存服務費用後，請按獲編配存放骨灰的場地、日期及時間，帶同先人骨灰及所需文件親臨指定的骨灰暫存設施辦理有關手續。〔此項不適用於已申請骨灰轉送服務的申請人或仍存放在政府火葬場內的骨灰。〕
After payment of the fee for the temporary storage service of cremains, please attend in person with the cremains of the deceased and relevant documents to the designated temporary storage facility in accordance with the assigned deposition date and time. [This is not applicable to applicants who have already applied for cremains transfer service or ashes still being kept in government crematoria.]
6. 若申請人未能在獲編配的存放骨灰期內將有關骨灰存放於骨灰暫存設施內，有關批核將會被視作無效，食環署不會作另行通知。〔此項不適用於已申請骨灰轉送服務的申請人。〕
If the applicant fails to deposit the cremains at the temporary storage facility within the assigned storage period, the approval will be regarded as invalid without further notice. [This is not applicable to applicants who have already applied for cremains transfer service.]
7. 可容許暫存的骨灰甕之長度、闊度及高度分別不得多於 195 毫米、195 毫米及 200 毫米。若骨灰甕尺寸超過上述任何一項的規定，食環署將會取消相關骨灰暫存服務的批核。已繳付的骨灰暫存費用將獲全數退還。所有存放於骨灰暫存設施內的骨灰都會被編號，以資識別。
The length, width and height of the cinerary urns to be allowed for temporary storage shall not exceed 195 mm, 195 mm and 200 mm respectively. If the size of the cinerary urn exceeds any of the aforesaid requirements, FEHD will revoke the approval for temporary storage service for cremains and the paid fee for temporary storage of cremains will be refunded in full. Cremains kept in temporary storage facilities are numbered for identification purposes.
8. 若申請人未能在存放期屆滿前繳交骨灰暫存服務續期的費用，並且未從骨灰暫存設施取回骨灰，以及未有回應食環署於存放期屆滿後所發出的警告信，有關已暫存的骨灰會被視作無人領取，並將以食環署署長決定的合乎體統的方式處置。
If the applicant fails to pay the fee for the extension of temporary storage service for cremains as well as fails to retrieve the cremains from the temporary storage facility for cremains before expiry of the storage period, and fails to respond to FEHD’s subsequent warning letter(s) upon expiry of the storage period, concerned cremains being kept will be regarded as unclaimed and will be disposed of in a decent manner as determined by the Director of Food and Environmental Hygiene.
9. 申請人須於取回有關的骨灰前繳清所有逾期的骨灰暫存服務費用。
The applicant is required to fully pay the arrears of service fee before collection of the cremains.
10. 骨灰暫存在政府設施屬過渡安排。
Temporary storage of cremains in government facilities is a transitional arrangement.
11. 所填報的先人姓名必須與有關的「領取骨灰許可證」、「火葬證明書」、香港的私營骨灰安置所之證明文件或申請人所作出的聲明相符。
The name of the deceased on the application form should be identical to that stated in the relevant “Permit to Take Away Cremated Ashes”, “Certificate of Cremation”, document(s) from the private columbarium in Hong Kong or the declaration made by the applicant.

12. **骨灰暫存服務續期**
Extension of Temporary Storage Service for Cremains

於骨灰暫存服務存放期屆滿前一個月，食環署會向申請人發出續期或領回先人骨灰通知書。如欲為骨灰暫存服務續期，申請人可在網上辦理續期申請及繳付所需費用。申請人可登入食環署網頁及選擇「墳場及火葬場服務網上繳費系統」，然後輸入先人姓名及通知書上所列的「網上繳費認證號碼」，並選擇續期三、六或十二個月，最後以信用卡或「繳費靈」繳交有關費用。此收費會不時調整，所繳費用應以付款當日的規定為準。

One month prior to the expiry of storage period, a letter reminding extension of storage period or retrieval of cremains will be issued to the applicant. To extend the storage period for the cremains, applicant may make online application and payment. Applicant could access FEHD website and select "Online Payment System for Cemeteries and Crematoria Services", input name of the deceased and the "Online Payment Identification Number" printed on the renewal reminder letter, and choose the extended storage period for either 3, 6 or 12 months. Applicant may then settle the payment of the respective fee by credit card or PPS. This fee is subject to revision from time to time and that you will be required to pay the prevailing fee on the day of payment.

申請人亦可親自或委託他人携同下列任何一項續期所需文件，前往上述第 3 項所列的辦事處提出申請及即時繳付所需費用：

Applicant or the representative could also present either of the following documents at either of the Cemeteries and Crematoria Offices listed at item 3 above to apply for extension of storage period and pay the storage fee at the same time:

- (i) 續期或領回先人骨灰通知書；或
The letter reminding extension of storage period or retrieval of cremains; or
- (ii) 初次申請時的批核信；或
The approval letter of first application; or
- (iii) 最近期的付款收據。
The receipt of last payment.

13. **取回暫存的骨灰**
Retrieval of Temporary Stored Cremains

如欲取回暫存的骨灰，申請人必須於擬取回骨灰日期不少於三個工作天前致電與葵涌火葬場辦事處（電話號碼：2614 4390）或和合石靈灰安置所辦事處（電話號碼：2696 4031）的職員預約。而於取回骨灰當日，申請人**必須**帶備「申請人的身分證」、「領取骨灰許可證」及「准許使用骨灰暫存服務費用收據」正本，辦理有關手續。

Applicant intended to retrieve the stored cremains must make an appointment with the office of Kwai Chung Crematorium (Tel. No.: 2614 4390) and/or office of Wo Hop Shek Columbarium (Tel. No.: 2696 4031) not less than 3 working days before the intended date of retrieval. He/She **must** bring along the original copy of the HKID card of the applicant, the "Permit to Take Away Cremated Ashes" and the "Receipt of fee for permission to use the temporary storage service for cremains" for processing the retrieval of cremains.

如授權他人取回暫存的骨灰，獲授權人須於取回骨灰當天攜帶申請人的授權信、申請人及獲授權人的香港身分證副本。

If authorised other person for collection of the stored cremains, the authorised person shall submit the written authorisation signed by the applicant, copies of HKID Card of both applicant and authorised person on the date of collection of stored cremains.

14. **退回存放期內剩餘月數的費用**
Refund of Fees for the Remaining Number of Months in the Storage Period

骨灰暫存服務費用的計算方法，是以獲編配的存放骨灰日期起，至取回骨灰的日期為計算基準。若申請人於獲編配及已繳交費用的骨灰暫存服務存放期內申請取回骨灰，退款將以存放期內剩餘月數計算（日數不足一個月者不獲退款）。申請人須於取回骨灰當日，提交「准許使用骨灰暫存服務費用收據」正本，辦理有關手續。食環署在接獲申請後，一般會在兩個月內完成處理，並以劃線支票郵寄到申請人的聯絡地址。

The period of temporary storage service for cremains is counted from the assigned deposition date to the retrieval date. If the cremains are retrieved before the end of the assigned temporary storage period for which payment was made, fees will be refunded for the remaining number of months in the storage period (days that do not add up to one month will be disregarded). The applicant has to submit the original copy of the "Receipt of fee for permission to use the temporary storage service for cremains" on the date of collection of cremains for processing the refund. FEHD will normally complete the processing within 2 months from the date of receipt of the refund application. The fees will be refunded in the form of crossed cheque and delivered to the applicant's correspondence address by post.