

墳場及火葬場組  
CEMETERIES & CREMATORIA SECTION

申請安排金塔土葬或加葬骨殖／骨灰  
APPLICATION FOR URN GRAVE BURIAL OR PLACING ADDITIONAL SKELETAL REMAINS/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／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.

與先人關係： \_\_\_\_\_  
Relationship with the Deceased

與金塔墓穴內首位先人的關係(加葬骨殖／骨灰適用)： \_\_\_\_\_  
Relationship with the First Deceased (Applicable to Additional Skeletal Remains/Ashes)

聯絡地址： \_\_\_\_\_  
Correspondence Address

香港／九龍／新界\*  
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 Note 3). If you wish to receive the service, please provide your email address and indicate your 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) 擬金塔土葬或加葬的先人資料 (Section B) Particulars of the Deceased Whose Skeletal Remains/Ashes Will be Buried/Deposited**

先人姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生／女士\*)  
Name of the Deceased (Chinese) (English) (Mr/Ms\*)

死亡日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date of Death 日 DD 月 MM 年 YYYY

火葬／埋葬\*日期： \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date of Cremation/Burial\* 日 DD 月 MM 年 YYYY

火葬場名稱／墳場／骨庫名稱、段數及葬穴編號\*： \_\_\_\_\_  
Name of Crematorium/Name of Cemetery/Ossuary, Section No. and Grave No.\*

撿拾骨殖許可證／授權書號碼： \_\_\_\_\_  
Exhumation Permit/Authorisation No.

上述先人與金塔墓穴內首位先人的關係(加葬骨殖／骨灰適用)： \_\_\_\_\_  
Relationship with the First Deceased (Applicable to Additional Skeletal Remains/Ashes)

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.

**(丙部) 申請詳情 (Section C) Particulars of Application**

骨殖／骨灰\* 將葬／加葬\*於 和合石／長洲／禮智園／大澳／沙嶺金塔\*墳場 \_\_\_\_\_段，第 \_\_\_\_\_號金塔墓穴。

The first/subsequent\* exhumed remains/cremated ashes\* will be buried in the Urn Grave No. \_\_\_\_\_ of Section No. \_\_\_\_\_ of Wo Hop Shek/Cheung Chau/Lai Chi Yuen/Tai O/Sandy Ridge Urn\* Cemetery.

**(丁部) 申請人聲明 (Section D) 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**

致 高級管工（墳場及火葬場）

To: SF(C&C)

金塔土葬費用港幣 6305.00 元已於 \_\_\_\_\_ 繳交， 參見 FEH(L) 91A（序號： \_\_\_\_\_）。

Urn Burial fee \$6305.00 paid on \_\_\_\_\_ (日期 Date)            vide FEH(L) 91A No. \_\_\_\_\_

\_\_\_\_\_  
Shroff(C&C)K

\_\_\_\_\_  
(日期 Date)

致 高級衛生督察（墳場及火葬場）

To: SHI(C&C)

埋葬已於 \_\_\_\_\_ 在 \_\_\_\_\_ 墳場 \_\_\_\_\_ 段，第 \_\_\_\_\_ 號金塔墓穴完成。

Burial completed on \_\_\_\_\_ (日期 Date)            at \_\_\_\_\_

Urn Grave No. \_\_\_\_\_ of \_\_\_\_\_ Cemetery.

\_\_\_\_\_  
高級管工（墳場及火葬場）

SF(C&C)

\_\_\_\_\_  
(日期 Date)

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

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、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，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，並於安葬或加葬骨殖／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 the burial or placing additional skeletal remains/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.
4.	丁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 D 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.	金塔土葬的首位先人必須以骨殖形式安葬，加葬的先人可以骨殖或骨灰形式安葬。 Only skeletal remains of the deceased are allowed for the first burial in an urn grave. Both skeletal remains and ashes are allowed for the additional burial(s).
6.	申請人須帶備的文件： The applicant has to produce the following documents:  (i) 申請人的香港身分證正本及副本一份； the original and a copy of his or her own HKID Card;  (ii) 先人的香港身分證或用作證明先人為香港居民之文件正本及副本一份； the original and a copy of the deceased person's HKID Card or other documentary proof of the deceased's Hong Kong resident identity;  (iii) 先人之領取骨灰許可證正本及副本一份（如適用）〔此項不適用於骨灰仍存放在政府火葬場內。〕； the original and a copy of the Permit to Take Away Cremated Ashes of the deceased (if applicable) [This is not applicable to those ashes still being kept in Government crematoria.];  (iv) 如申請加葬骨殖／骨灰者，須帶備有關先人與首位先人的關係證明。如無法提供有效文件，則可在本署位於紅磡的墳場及火葬場辦事處宣誓辦理； for application to subsequent deposit of skeletal remains/ashes, the documentary proof of the relationship of the deceased and the first deceased is required. If such proof is not available, the applicant shall take an oath at the Cemeteries and Crematoria Office of FEHD in Hung Hom;  (v) 申請和合石或沙嶺金塔墳場的私人地段必須提交有關商會或團體的證明文件； for application of new urn grave in the private lots of Wo Hop Shek and Sandy Ridge Cemeteries, certification documents from the relevant trade associations or groups is required;  (vi) 如申請下葬於離島的公眾墳場，則另須帶備離島鄉事委員會的證明信正本及副本一份，以證明該先人合乎資格（不適用於申請加葬骨殖／骨灰者）。 for application for urn burial in public cemeteries on outlying islands, the original and a copy of a letter from the relevant islands rural committee is required to certify the eligibility of the deceased (not applicable to application to subsequent deposit of skeletal remains/ashes).  申請人填妥申請表格後，須親自帶同上述文件的正副本到食環署九龍墳場及火葬場辦事處辦理（地址：九龍紅磡暢行街 6 號地下高層）。 Applicant shall submit in person the completed application form, together with the originals and copies of the above documents, to Kowloon Cemeteries and Crematoria Office of FEHD at Upper Ground Floor, 6 Cheong Hang Road, Hung Hom, Kowloon.
7.	金塔（骨殖土葬）或加葬骨殖／骨灰的收費為每位先人港幣 6,305 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 urn grave (burial of skeletal remains) or placing additional skeletal remains/ashes for each deceased is \$6,305. The respective fee 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.

8.	<p>因曾受山泥傾瀉影響，食環署不接受 U1964 年、U1965 年、U1966 年、U1967 年、U1968 年、U1973 年、U1974 年及 U1983 年金塔段的金塔葬位配售申請。</p> <p>Due to previous landslides, FEHD would not accept urn grave applications in urn sections U1964, U1965, U1966, U1967, U1968, U1973, U1974 and U1983.</p>												
9.	<p><u>一般查詢</u> <b>General Enquiry</b></p> <p>如有任何查詢，可致電或傳真至：</p> <p>For enquiries concerning the application, please call or fax to:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">九龍墳場及火葬場辦事處</td> <td style="width: 33%;">— 紅磡暢行道 6 號地下高層</td> <td style="width: 33%;">電話號碼：2365 5321</td> </tr> <tr> <td>Kowloon Cemeteries and</td> <td>Upper Ground Floor,</td> <td>Tel. No.</td> </tr> <tr> <td>Crematoria Office</td> <td>6 Cheong Hang Road, Hung Hom</td> <td>傳真號碼：2176 4963</td> </tr> <tr> <td></td> <td></td> <td>Fax No.</td> </tr> </table>	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：2365 5321	Kowloon Cemeteries and	Upper Ground Floor,	Tel. No.	Crematoria Office	6 Cheong Hang Road, Hung Hom	傳真號碼：2176 4963			Fax No.
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10.	<p><u>收集個人資料聲明</u> <b>Personal Information Collection Statement</b></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，則恐怕不能處理有關的申請。</p> <p>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.</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 10 (i) 段所載的目的。</p> <p>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 10 (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。</p> <p>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：</p> <p>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:</p> <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 33%;">九龍墳場及火葬場辦事處</td> <td style="width: 33%;">— 紅磡暢行道 6 號地下高層</td> <td style="width: 33%;">電話號碼：2364 5405</td> </tr> <tr> <td>Kowloon Cemeteries and</td> <td>Upper Ground Floor,</td> <td>Tel. No.</td> </tr> <tr> <td>Crematoria Office</td> <td>6 Cheong Hang Road, Hung Hom</td> <td></td> </tr> </table>	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	Upper Ground Floor,	Tel. No.	Crematoria Office	6 Cheong Hang Road, Hung Hom				
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