

墳場及火葬場組  
CEMETERIES & CREMATORIA SECTION

取消火葬場爐期申請書  
APPLICATION FOR CANCELLATION OF CREMATION BOOKING

本人 \_\_\_\_\_ 獲申請人\* \_\_\_\_\_ 授權\*  
(獲授權人姓名) (申請人姓名)

為先人 \_\_\_\_\_ 訂下 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日 上午/下午\*  
(先人姓名)

\_\_\_\_\_ 時 \_\_\_\_\_ 分的爐期在 \_\_\_\_\_ 火葬場火化。

現因 \_\_\_\_\_ 決定取消上述爐期。

I, \_\_\_\_\_ being authorised by the applicant\* \_\_\_\_\_  
(Name of Authorised Person) (Name of Applicant)

have booked a cremation session which will be held on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.\* at  
(DD/MM/YYYY)

\_\_\_\_\_ Crematorium for cremation of the deceased \_\_\_\_\_  
(Name of the Deceased)

However, I hereby determine to cancel the aforementioned booking session because \_\_\_\_\_

本人明白已繳付之火葬費用不獲退還。

I understand that the fees paid will not be refunded.

申請人/獲授權人\*簽署 : \_\_\_\_\_  
Signature of Applicant/Authorised Person\*

香港身份證/護照\*號碼 : \_\_\_\_\_  
HKID Card/Passport\* No.

電話號碼 : \_\_\_\_\_  
Tel. No.

持牌殮葬商職員簽署及持牌殮葬商蓋章 : \_\_\_\_\_  
Signature of Staff of and Chop of Licensed Undertaker

日期 : \_\_\_\_\_  
Date

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

<b>注意事項 Notes</b>							
1.	本表格不收費。 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.	本申請表格須由申請人或獲授權人士親自簽署，以及須由有關持牌殮葬商蓋章及其職員簽署，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。 This application form must be signed by the applicant or authorised person personally, and shall be stamped with the chop of the licensed undertaker and the signature of its staff, 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.						
4.	申請人可親自或聯同持牌殮葬商的職員前往食環署位於長沙灣政府合署 1 樓或灣仔胡忠大廈 18 樓的火葬預訂辦事處辦理。 Applicant can apply in person, or together with staff of the licensed undertaker, at the Cremation Booking Office of FEHD on 1/F, Cheung Sha Wan Government Offices or 18/F, Wu Chung House, Wanchai.						
5.	<p><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>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</td> <td>— 香港跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley, Hong Kong (Next to Hong Kong Cemetery)</td> <td>電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.</td> </tr> <tr> <td>長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office</td> <td>— 九龍深水埗長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon</td> <td>電話號碼：2150 7502 Tel. No. 傳真號碼：2765 6402 Fax No.</td> </tr> </table>	港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office	— 香港跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley, Hong Kong (Next to Hong Kong Cemetery)	電話號碼：2570 4318 Tel. No. 傳真號碼：2591 1879 Fax No.	長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office	— 九龍深水埗長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon	電話號碼：2150 7502 Tel. No. 傳真號碼：2765 6402 Fax No.
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6.	<p><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, 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，以達致上文第 6 (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 6(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 (C&amp;C) of FEHD at:</p> <table border="0"> <tr> <td>港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office</td> <td>— 香港跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley, Hong Kong (Next to Hong Kong Cemetery)</td> <td>電話號碼：2578 9406 Tel. No. 傳真號碼：2591 1879 Fax No.</td> </tr> <tr> <td>長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office</td> <td>— 九龍深水埗長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon</td> <td>電話號碼：2150 7500 Tel. No. 傳真號碼：2765 6402 Fax No.</td> </tr> </table>	港島墳場及火葬場辦事處 Hong Kong Cemeteries and Crematoria Office	— 香港跑馬地黃泥涌道 1 號 J（香港墳場側） 1J Wong Nai Chung Road, Happy Valley, Hong Kong (Next to Hong Kong Cemetery)	電話號碼：2578 9406 Tel. No. 傳真號碼：2591 1879 Fax No.	長沙灣火葬預訂辦事處 Cheung Sha Wan Cremation Booking Office	— 九龍深水埗長沙灣道 303 號長沙灣政府合署 1 樓 1/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon	電話號碼：2150 7500 Tel. No. 傳真號碼：2765 6402 Fax No.
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