

綠色殯葬心願登記表格
REGISTRATION OF A WISH FOR GREEN BURIAL

墳場及火葬場組

CEMETERIES & CREMATORIA SECTION

(甲部) 登記人資料 (Section A) Particulars of Registrant

姓名：(中文) _____ (英文) _____ (先生/女士*)
Name (Chinese) (English) (Mr./Ms.*)

香港身分證/護照*號碼：_____ 香港日間聯絡電話號碼：_____
HKID Card/Passport* No. Hong Kong Daytime Contact Tel. No.

年齡 (選擇性)：< 30 / 30 - 45 / 46 - 60 / 61 - 75 / > 75*
Age (Optional)

電郵地址/香港通訊地址 (請填寫以下兩項或至少一項)：
Email Address/Correspondence Address in Hong Kong (please provide both, or at least one)

電郵地址：_____
Email Address

香港通訊地址：_____
Correspondence Address in Hong Kong

本人欲登記在離世後以下列方式撒放骨灰的心願 (請只填選一項)：
I would like to register my wish to scatter my cremains, upon my death, in the following way (Please tick one item only)

- 紀念花園 in a Garden of Remembrance 海上 at Sea

(乙部) 聯絡人資料 (Section B) Particulars of Contact Person(s)

為方便食物環境衛生署 (食環署) 日後跟進你的登記，請於背頁填寫聯絡人資料。如暫未能提供有關資料，可於日後交回綠色殯葬中央登記名冊管理主任。請填寫未能提供原因如下 (可選多項)：

To facilitate The Food and Environmental Hygiene Department (FEHD) to follow up your registration in the future, please provide the information of the Contact Person(s). If you have difficulty to provide the Contact Person(s), may be returned to Green Burial Central Register Administrator later. Please click the appropriate box and select the reason for service improvement.

- 我想親自把心願告知家人。 I prefer to tell my family my wish personally.
 我暫未有合適的可聯絡人士。 I don't have any suitable people at this moment.
 其他 (請說明) Others (please specify): _____

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

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

食環署可聯絡下列知悉本人選擇綠色殯葬心願的人士，他／她（們）可於有需要時提供協助：
FEHD may contact the following person(s) who has/have been made aware of my wish for green burial and may render assistance as necessary

姓名：(中文) _____ (英文) _____ (先生／女士*) 電話號碼： _____
Name (Chinese) (English) (Mr./Ms.*) Tel. No.

電郵／通訊地址： _____
Email/Correspondence Address

與登記人關係： _____
Relationship with the Registrant

姓名：(中文) _____ (英文) _____ (先生／女士*) 電話號碼： _____
Name (Chinese) (English) (Mr./Ms.*) Tel. No.

電郵／通訊地址： _____
Email/Correspondence Address

與登記人關係： _____
Relationship with the Registrant

食環署會以電話、短訊、電郵或即時通訊應用程式聯絡登記人，以便通知最新的綠色殯葬活動／服務的資訊及跟進其他與食環署有關的服務之用。

FEHD will contact the registrant by telephone, SMS, email or via instant messaging applications, in order to inform the latest information on green burial activities/services, and follow up other issues related to the services of FEHD.

本人不同意食環署職員以電話、短訊、電郵或即時通訊應用程式聯絡本人作上述用途。
I disagree that FEHD may contact me by telephone, SMS, email or via instant messaging applications for the above purposes.

登記人簽署： _____ 日期： _____
Signature of Registrant Date

此欄只供辦事處填寫 FOR OFFICE USE ONLY

這項登記已於 _____ 批准 _____
(日期) (簽署) (姓名及職位)
Registration approved on (Date) (Signature) (Name and Post Title)

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

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

注意事項 Notes

1. 綠色殯葬中央登記名冊供市民登記他們選擇綠色殯葬的心願。當親友為離世的登記人申請火化時，食環署會適當跟進。這項登記不收費用。
The Green Burial Central Register (GBCR) is set up to enable people of all ages to register their wish for Green Burial. FEHD will follow up with the family members if the deceased has been identified on the register upon cremation booking. No fee is charged for this registration.
2. 收到你的登記後，食環署職員會將你的心願記錄在綠色殯葬中央登記名冊內，並會按你於登記表格上填寫的電郵地址或通訊地址向你寄出確認書。為令自己放心及至親安心，請預早告知親友身後的心願。
Upon receiving your registration, FEHD will record your wish for green burial in the GBCR, and an acknowledgement to this effect will be sent to your email address or correspondence address provided in the registration form. For giving yourself peace of mind and making life easier for your loved ones, please let them know ahead your own wish for Green Burial.
3. 食環署職員會以電話或實時通訊應用程式，例如 WhatsApp 等，或會按你提供的電郵地址或通訊地址寄出通知書以跟進登記事宜。
FEHD may contact you by telephone or via instant messaging applications, such as WhatsApp, or issue a notification letter to you by the email address or correspondence address you provided to follow up the registration.
4. 你在填妥並簽署本登記表格後，可在網上或以郵寄、傳真或電郵方式將登記表格交回綠色殯葬中央登記名冊管理主任。如申請人在遞交本登記表格時沒有填寫聯絡人士資料，煩請盡快將有關資料補交回以便職員日後跟進你的登記。如有任何查詢，請致電 2562 7130 聯絡綠色殯葬中央登記名冊管理主任，或郵寄／電郵／傳真至下列方式聯絡：

This registration form, duly completed and signed, may be returned to the GBCR Administrator online or by post, fax or email as specified below. To facilitate FEHD staff to follow up your registration in the future, please provide the information of the Contact Person at the earliest if the information is not filled on the application form when submission. If you have enquiry, please contact the GBCR Administrator at 2562 7130 or by post / email / fax as specified below:

地址：新界葵芳興芳路 223 號新都會廣場第一座
35 樓 3501 至 3511 及 3520 至 3525 室

電郵：greenburial@fehd.gov.hk

傳真：2890 5110

Address: Units 3501-3511 and 3520-3525, 35/F, Metroplaza, Tower 1,
223 Hing Fong Road, Kwai Fong, N.T.

Email: greenburial@fehd.gov.hk

Fax No.: 2890 5110

5. 收集個人資料聲明

Personal Information Collection Statement

- (a) 你是自願於綠色殯葬中央登記名冊登記的，而提供個人資料純屬自願性質。如你未能提供上述資料，食環署可能無法為你完成登記。所有收錄於綠色殯葬中央登記名冊的資料會被視作個人資料，並絕對保密。所收集到的個人資料，可能會供(b)項所述機構取用／轉交(b)項所述機構作以下用途：

Your registration with the GBCR is a voluntary act and the provision of personal data is on a voluntary basis. If you do not provide the requested data, FEHD may not be able to complete the registration for you. All collected data in the GBCR will be classified as “personal” and

treated with strict confidentiality. They may be accessed by/transferred to the parties as stated in (b) below for the following purposes:

- (i) 就安排綠色殯葬提供協助；以及
providing assistance in arranging the relevant green burial service; and
 - (ii) 整理相關資料。
performing relevant data management.
- (b) 綠色殯葬中央登記名冊內的個人資料，主要供食環署內部使用，但亦可能因上文(a)項所述目的，向相關政府決策局／部門或機構披露。
Collected data in the GBCR are mainly for use within FEHD but such data may also be disclosed to the relevant government bureaux/departments or parties for the purposes stated in (a) above.
- (c) 一般而言，綠色殯葬中央登記名冊內的個人資料會予保存，直至食環署得悉登記的人士已去世，或有關登記被撤回為止。
Under normal circumstances, collected information in the GBCR will be retained until FEHD has been informed of the death of the person to whom the data refers or when the registration is withdrawn.
- (d) 如食環署在收到登記表格後，未能成功與你聯絡以核實個人資料，或當你的個人資料已輸入綠色殯葬中央登記名冊後，相關的登記表格將會銷毀。
The registration form submitted will be destroyed if FEHD fails to establish contact with you for verification of information, or after your personal data have been inputted into the GBCR.
- (e) 根據《個人資料（私隱）條例》第 18 條和 22 條和附表 1 第 6 原則所述，你有權查閱和修正個人資料，包括有權取得你在本登記表格所提供的個人資料的副本。食環署應查閱要求而提供資料時，可能會徵收費用。
You have the right of access and correction with respect to your personal data as provided in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you in this registration form. A fee may be charged by FEHD for complying with a data access request.
- (f) 有關所提供個人資料的查詢（包括查閱和修正資料），應按上述注意事項第 3 項所列方式向綠色殯葬中央登記名冊管理主任提出。
Enquiries concerning the personal data provided, including requests for access and correction, should be addressed to the GBCR Administrator at item 3 of the Notes above.

備註 Remark

綠色殯葬中央登記名冊供市民預早表達身後選擇綠色殯葬的心願，方便後人圓願。當然，先人生前未有登記，後人也可採用綠色殯葬。

Green Burial Central Register enables the public to express early their wish for green burial and facilitates descendant's fulfilment of the wish. However, prior registration is not a prerequisite to descendants taking on green burial for the deceased.