

墳場及火葬場組
CEMETERIES & CREMATORIA SECTION
申請編配骨灰龕位

(和合石靈灰安置所第六期／哥連臣角新廈靈灰安置所／石門靈灰安置所*)

APPLICATION FOR ALLOCATION OF A NICHE
(WO HOP SHEK COLUMBARIUM PHASE VI/CAPE COLLINSON-SAN HA COLUMBARIUM/SHEK MUN COLUMBARIUM*)
網上申請：快捷簡便

如申請人 (i) 曾於 2019 年或以後遞交申請並獲接納；或 (ii) 亦是為該先人申請火葬服務的申請人，他／她可掃描此二維碼經網上填寫申請表格，毋須夾附所需文件副本，更加便捷。中籤申請人可經「一碼通網上服務及繳費」於網上繳付訂明費用及完成龕位編配手續，免卻親身前往公眾骨灰龕位編配辦事處繳費及核對所需文件。（詳情請參閱申請及編配安排）

Online application: fast and easy

If the applicant (i) had submitted an application which was accepted in or after 2019; or (ii) was also the applicant for the cremation service for the same Deceased, it will be more convenient for him/her to complete the application form online by scanning this QR code, without the need to attach the copies of the required documents. Successful applicants will be able to pay the prescribed fees online through the "Single Portal with Token for Online Services and Payment" and complete the required niche allocation formalities online, without the need to visit the Public Niche Allocation Office in person to settle the payment and verify the required documents. (Please refer to the Application and Allocation Arrangements for details.)


 網上申請
Online application

* **石門靈灰安置所為全面禁香的骨灰安置所，完全不設任何燃燒香燭祭品的設施**
Shek Mun Columbarium is a totally smoke-free columbarium and totally devoid of facilities for burning offerings or joss sticks.

（甲部）申請編配骨灰龕位的詳情 (Section A) Details of the Application for the Allocation of A Niche

請在標準骨灰龕位（甲（一）部分）或大型骨灰龕位（甲（二）部分）中只選擇其中一項。

 Please select **either** Standard Niche (in Section A1) **or** Large Niche (in Section A2).

請注意每一項的龕位數量均有差別，並會直接影響獲成功編配龕位的機會。該項標示的龕位數量越多獲成功編配的機會相對越大。有關是次編配龕位的數量，請參考公告／瀏覽食物環境衛生署（食環署）網站（www.fehd.gov.hk）／掃描二維碼前往申請專頁查閱。

Please note that the quantity of niches differs in each item and this has direct influence on the chance of successful allocation. The larger the quantity of niches, the chance of successful allocation will be relatively higher. As regards the number of available niches for allocation, please refer to our announcement/browse the Food and Environmental Hygiene Department (FEHD) website (www.fehd.gov.hk)/access the dedicated application webpage by scanning the QR code.



編配龕位的數量



No. of niches for allocation

甲（一）部分 Section A1

<input type="checkbox"/> 標準骨灰龕位 （申請標準骨灰龕位須有不少於一位先人骨灰；龕位可安放多於兩位先人骨灰） Standard Niche (An application for a standard niche requires the cremated ashes of at least one deceased person; the niche can hold the cremated ashes of more than two deceased persons)			
選擇禁香標準龕位 Opt for smoke-free standard niche	1	<input type="checkbox"/>	和合石靈灰安置所第六期禁香標準龕位 Wo Hop Shek Columbarium Phase VI smoke-free standard niche
	2	<input type="checkbox"/>	哥連臣角新廈靈灰安置所禁香標準龕位 Cape Collinson-San Ha Columbarium smoke-free standard niche
	3	<input type="checkbox"/>	石門靈灰安置所禁香標準龕位 Shek Mun Columbarium smoke-free standard niche
選擇非禁香標準龕位 Opt for non-smoke-free standard niche	4	<input type="checkbox"/>	和合石靈灰安置所第六期非禁香標準龕位 Wo Hop Shek Columbarium Phase VI non-smoke-free standard niche
	5	<input type="checkbox"/>	哥連臣角新廈靈灰安置所非禁香標準龕位 Cape Collinson-San Ha Columbarium non-smoke-free standard niche
選擇任何和合石靈灰安置所第六期標準龕位 Opt for any standard niche in Wo Hop Shek Columbarium Phase VI	6	<input type="checkbox"/>	和合石靈灰安置所第六期禁香或非禁香標準龕位 Wo Hop Shek Columbarium Phase VI smoke-free or non-smoke-free standard niche
選擇任何哥連臣角新廈靈灰安置所標準龕位 Opt for any standard niche in Cape Collinson-San Ha Columbarium	7	<input type="checkbox"/>	哥連臣角新廈靈灰安置所禁香或非禁香標準龕位 Cape Collinson-San Ha Columbarium smoke-free or non-smoke-free standard niche

請注意此場地嚴禁燃點香燭及燃燒祭品。
Please note that burning incense and offerings in this venue is prohibited.

或 Or

甲（二）部分 Section A2

<input type="checkbox"/> 大型骨灰龕位 （申請大型骨灰龕位須有不少於三位先人骨灰；龕位可安放多於四位先人骨灰） Large Niche (An application for a large niche requires the cremated ashes of at least three deceased persons; the niche can hold the cremated ashes of more than four deceased persons)			
選擇禁香大型龕位 Opt for smoke-free large niche	1	<input type="checkbox"/>	和合石靈灰安置所第六期禁香大型龕位 Wo Hop Shek Columbarium Phase VI smoke-free large niche
	2	<input type="checkbox"/>	哥連臣角新廈靈灰安置所禁香大型龕位 Cape Collinson-San Ha Columbarium smoke-free large niche
	3	<input type="checkbox"/>	石門靈灰安置所禁香大型龕位 Shek Mun Columbarium smoke-free large niche
選擇非禁香大型龕位 Opt for non-smoke-free large niche	4	<input type="checkbox"/>	和合石靈灰安置所第六期非禁香大型龕位 Wo Hop Shek Columbarium Phase VI non-smoke-free large niche
	5	<input type="checkbox"/>	哥連臣角新廈靈灰安置所非禁香大型龕位 Cape Collinson-San Ha Columbarium non-smoke-free large niche
選擇任何和合石靈灰安置所第六期大型龕位 Opt for any large niche in Wo Hop Shek Columbarium Phase VI	6	<input type="checkbox"/>	和合石靈灰安置所第六期禁香或非禁香大型龕位 Wo Hop Shek Columbarium Phase VI smoke-free or non-smoke-free large niche
選擇任何哥連臣角新廈靈灰安置所大型龕位 Opt for any large niche in Cape Collinson-San Ha Columbarium	7	<input type="checkbox"/>	哥連臣角新廈靈灰安置所禁香或非禁香大型龕位 Cape Collinson-San Ha Columbarium smoke-free or non-smoke-free large niche

請注意此場地嚴禁燃點香燭及燃燒祭品。
Please note that burning incense and offerings in this venue is prohibited.

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

(乙部) 申請人、先人及提名代表的資料
(Section B) Particulars of the Applicant, the Deceased and the Nominated Representative(s)

本人 (申請人) I (the Applicant)

- ☐ 曾於 2019 年或以後遞交申請並獲接納 (申請編號: _____) 且確認申請人的姓名及香港身份證/護照號碼及其先人全部資料均沒有改變 (請填寫乙 (一) 部分)。
 had submitted an application which was accepted in or after 2019 (Application No.: _____) and confirm that there are **no changes** in the name and HKID Card/Passport No. of the applicant and all the particulars of the Deceased (Please complete Section B1).
- ☐ 不曾於 2019 年或以後遞交申請 (請填寫乙 (二) 及 (三) 部分)。
 have never submitted an application in or after 2019 (Please complete Sections B2 and B3).

(乙 (一) 部分) 申請人及先人的資料 (只適用於曾於 2019 年或以後遞交並獲接納的申請)
(Section B1) Particulars of the Applicant and the Deceased (Only applicable to successful applications in or after 2019)

若申請人的姓名及香港身份證/護照號碼及其先人全部資料均沒有改變, 只需填寫以下資料, 毋須夾附所需文件副本。
 The applicant only needs to fill in the information below, **without the need to attach copies of the required documents**, if there are no changes in his/her name, HKID Card/Passport No. and all the particulars of the Deceased.

申請人資料 Particulars of the Applicant						
姓名 Name	中文 Chinese					
	英文 English					
		姓 Surname	名 Other Names			
香港身份證/護照號碼 HKID Card/Passport* No.						
擬安放骨灰的先人資料 Particulars of the Deceased Whose Cremated Ashes are to be Deposited						
		[1] 首位先人 (見備註) The First Deceased (see Remark)	[2] 次位先人 The Second Deceased	[3] 第三位先人 The Third Deceased	[4] 第四位先人 The Fourth Deceased	其他先人 Other Deceased
姓名 Name	中文 Chinese					
	英文 English					
香港身份證號碼/護照號碼/ 火葬許可證編號/火葬令編號* HKID Card No./Passport No./Cremation Permit No./ Cremation Order No.*						

如其他資料有任何變更, 申請人需要於乙 (二) 及/或乙 (三) 部分填報有關資料以通知食環署, 包括但不限於:
 The applicant is required to notify the FEHD of the changes in other particulars by providing the updated information in Sections B2 and/or B3, including but not limited to:

- (a) 更改申請人聯絡資料 (請於乙 (二) 部分填報);
 change in the contact details of the Applicant (Please complete Section B2);
- (b) 更改安放期屆滿後不再申請續期的處理骨灰選項 (請於乙 (二) 部分填報); 及
 change in the option for handling the cremated ashes upon the expiry of the interment period without any application for extension (Please complete the update in Section B2); and
- (c) 更改提名代表資料 (請於乙 (三) 部分填報)。
 change in the particulars of the nominated representative(s) (Please complete Section B3).

備註 Remark

申請骨灰龕位的人士如欲在同一龕位加放其他先人的骨灰, 申請表內的其他先人必須是首位先人的近親或與其有密切關係。如首位先人的骨灰已移走, 龕位必須騰空並交還予食環署。(有關「近親」的定義, 請參閱食物環境衛生署骨灰安置所存放骨灰的服務須知 (附件一) 第 7 項。)

If the cremated ashes of other deceased person(s) are to be additionally placed in the same niche, such deceased person(s) must be the close relative(s) of or in close relationship with the First Deceased deposited in that niche. The niche should be vacated and returned to the FEHD if the cremated ashes of the First Deceased deposited in that niche have been removed. (Please refer to item 7 of the Notes for the Deposit of Cremated Ashes in the Columbaria of the Food and Environmental Hygiene Department (Annex 1) for the definition of "close relative".)

☐ 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.

請於第七頁簽署。 Please sign on page 7.

(乙(二)部分) 申請人及先人的資料 (只適用於新申請)
(Section B2) Particulars of the Applicant and the Deceased (Only applicable to new applications)

申請人資料 Particulars of the Applicant

申請人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of the Applicant (Chinese) (English) 姓 Surname 名 Other Names (Mr./Ms.*)

香港身份證/護照*號碼：_____ 電話號碼：_____ 流動電話號碼：_____
HKID Card/Passport* No. Tel. No. Mobile Phone No.

聯絡地址：_____
Correspondence Address 香港/九龍/新界*
HK/Kln/NT*

電郵地址(如有)：_____ 傳真號碼(如有)：_____
Email Address (if any) Fax No. (if any)

食環署可為先人在「無盡思念」網站 (memorial.gov.hk) 開設一個載有其先人姓名及去世日期的專屬紀念網頁。「無盡思念」網站的先人紀念網頁的首頁會展示骨灰安放期的屆滿日期，並於安放期屆滿前兩年開始自動跳出有關訊息。此外，網頁也會加設專用連結，以便相關人士(即獲編配龕位人士或其提名代表)可更新聯絡名單及/或聯絡資料(其他相關詳情，請參閱申請須知第5項)。如欲獲得有關服務，請提供電郵地址及表示同意如下：

The FEHD can create a dedicated memorial webpage showing the name and date of death of the Deceased through the Internet Memorial Service (memorial.gov.hk) free of charge. The memorial webpage of the Deceased will display the expiry date of the interment period on the front page and the related message will pop-up starting two years before the expiry of the interment period. A dedicated link will also be provided on the webpage to facilitate the related persons (i.e. the niche allocatee or his/her nominated representative(s)) to update the contact list and/or their contact information (For other details, please read item 5 of the Notes for Application). If you wish to use 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。
I agree to the use of my email address by the FEHD for the above purpose.

電郵地址
(如與上述電郵地址不同)：_____
Email Address (if differs from the one above)

當骨灰安放期屆滿後，若於寬限期內申請人選擇不再申請續期，食環署將於寬限期完結後以合乎體統的綠色殯葬方式處置先人骨灰(詳情請參閱(丙部)申請人聲明第6項)。

Once the interment period is expired, the FEHD will dispose of the cremated ashes in a decent form of green burial upon the expiry of the grace period when the applicant opts not to submit any application for extension (Please see item 6 of (Section C) Declaration by the Applicant for details).

本人欲選擇以下合乎體統的綠色殯葬方式#處置先人骨灰：(請只選其中一項)

I wish to opt for the following decent form of green burial# for the disposal of the cremated ashes: (Please tick the appropriate box)

☐ 本人欲把骨灰撒放於食環署轄下的紀念花園。
I wish to scatter the cremated ashes in the FEHD's Garden of Remembrance.

☐ 本人欲把骨灰撒放於指定的香港海域。
I wish to scatter the cremated ashes in designated Hong Kong Waters.

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

如選擇多於一項或不選擇任何一項綠色殯葬方式處置先人骨灰，將由食環署決定以哪種合乎體統的綠色殯葬方式處置先人骨灰。

If both or no options are selected for disposal of the cremated ashes, FEHD will determine the decent form of green burial for disposal of the cremated ashes.

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

擬安放骨灰的先人資料 Particulars of the Deceased Whose Cremated Ashes are to be Deposited						
先人資料 Particulars of the Deceased		[1] 首位先人 (見備註) The First Deceased (see Remark)	[2] 次位先人 The Second Deceased	[3] 第三位先人 The Third Deceased	[4] 第四位先人 The Fourth Deceased	其他 (請註明) Other Deceased (Please specify)
姓名 Name	中文 Chinese					
	英文 English					
性別 Sex						
去世時年齡 Age at Death						
死亡日期 Date of Death (日 DD/月 MM/年 YYYY)						
香港身份證/護照*號碼 [^] HKID Card/Passport* No. [^]						
火葬場名稱 (如並非在本港政府火葬場火葬， 請註明該境外火葬場的 國家或地域) Name of Crematorium (if not cremated in a Hong Kong government crematorium, please specify the country or jurisdiction of that crematorium which is outside Hong Kong)						
火葬日期 Date of Cremation (日 DD/月 MM/年 YYYY)						
火葬許可證/令*編號 (如不適用，請填寫「遷移或撿拾骨殖許可證」編號) Cremation Permit/Order* No. (if not applicable, please provide the "Permit to Remove/Exhume Remains" No.)						
與申請人關係 Relationship with the Applicant						
與首位先人的關係 Relationship with the First Deceased						

備註 Remark

申請骨灰龕位的人士如欲在同一龕位加放其他先人的骨灰，申請表內的其他先人必須是首位先人的近親或與其有密切關係。如首位先人的骨灰已移走，龕位必須騰空並交還予食環署。（有關「近親」的定義，請參閱食物環境衛生署骨灰安置所存放骨灰的服務須知（附件一）第7項。）

If the cremated ashes of other deceased person(s) are to be additionally placed in the same niche, such deceased person(s) must be the close relative(s) of or in close relationship with the First Deceased deposited in that niche. The niche should be vacated and returned to the FEHD if the cremated ashes of the First Deceased deposited in that niche have been removed. (Please refer to item 7 of the Notes for the Deposit of Cremated Ashes in the Columbaria of the Food and Environmental Hygiene Department (Annex 1) for the definition of "close relative".)

[^] 只適用於如擬安放骨灰的先人有身份證明文件包括香港身份證或護照。

Only applicable if the Deceased to be deposited had identity document(s) such as HKID Card or Passport.

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

(乙(三) 部分) 提名代表資料 (Section B3) Particulars of the Nominated Representative(s)

本人(申請人)已獲得下列提名代表的同意向食環署提供其個人資料,以作為安放期屆滿後處理骨灰/龕位續期相關事宜聯絡之用。若食環署未能聯絡上本人時,可依以下優先次序聯絡提名代表。

I (the applicant) have obtained the consent of the following nominated representative(s) to provide their personal particulars to the FEHD for contact on matters relating to the handling of the cremated ashes/extension of the niche concerned after expiry of the interment period. If I cannot be reached, the FEHD can contact the following nominated representative(s) in the order of priority as shown below.

所選用的通訊語言:

Language of correspondence:

☐ 中文
Chinese

☐ 英文
English

優先 次序 Priority Order	提名代表姓名 (不包括申請人) Name of Nominated Representative(s) (exclude the applicant)		香港身份證/ 護照*號碼 HKID Card/ Passport* No.	與申請人關係 Relationship with the Applicant	與先人關係 Relationship with the Deceased		聯絡方法 Means of Contact	
	中文 Chinese	英文 English			先人姓名 Name of the Deceased	關係 Relationship		
1					(1)		流動電話號碼 [^] Mobile Phone No. [^]	
							電話號碼 [^] Tel. No. [^]	
							傳真號碼 Fax No.	
							電郵 Email	
							聯絡地址 Correspondence Address	
2					(1)		流動電話號碼 [^] Mobile Phone No. [^]	
							電話號碼 [^] Tel. No. [^]	
							傳真號碼 Fax No.	
							電郵 Email	
							聯絡地址 Correspondence Address	

[^] 可提供多個電話號碼(流動及固網),請以「/」符號分隔。

Multiple telephone numbers (mobile and fixed line) are acceptable. Please use “/” to separate them.

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

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

請於第七頁簽署。Please sign on page 7.

(丙部) 申請人聲明 (Section C) Declaration by the Applicant	
1.	<p>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有失實之處，本申請將不獲批准，如已獲批准也將會被撤銷。本人亦可能需為虛假資料或聲明負上相關的法律責任。</p> <p>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 approval will be given for the application or such approval if given will be revoked if I have made a false declaration. Also, I may be liable to legal responsibilities arising from the false information given or false declaration made.</p>
2.	<p>本人明白申請及編配安排及申請須知的內容，並願意遵守食物環境衛生署骨灰安置所存放骨灰的服務須知內的要求及條件（附件一），知悉在遞交申請表時須夾附所需文件副本（如適用）。</p> <p>I understand the <u>Application and Allocation Arrangements</u> as well as the <u>Notes for Application</u>, and shall observe the requirements and conditions set out in the <u>Notes for the Deposit of Cremated Ashes in the Columbaria of the Food and Environmental Hygiene Department</u> (Annex 1). I acknowledge the need to attach a copy of the supporting documents when submitting the application form (if applicable).</p>
3.	<p>本人明白，當獲編配龕位及已安放先人骨灰後，食環署會將列載於申請表中的先人名字從「重用骨灰龕位輪候冊」內刪除（如適用）。如先人已安放在食環署的龕位，則必須向本署申請遷出獲批准後，才可重新安放骨灰到新編配的可續期龕位；及／或如本申請表中的任何先人已獲編配公眾龕位及為該龕位的首位先人，原有的龕位也須交還食環署（如適用）。</p> <p>I understand that once a niche is allocated to me and the Deceased's cremated ashes have been deposited therein, the FEHD will delete the name(s) of the Deceased person(s) listed in this application form from the "Reused Niche Waiting List" (if applicable), or if the Deceased has been placed in a niche of the FEHD, approval to remove the cremated ashes must be obtained before the cremated ashes can be placed in a newly allocated extendable niche; and/or if any Deceased in this application form has been allocated a public niche and who is also the first registered Deceased of the niche, the original niche must also be returned to the FEHD (if applicable).</p>
4.	<p>本人明白及同意，食環署為處理本人有關龕位申請的目的，有權在認為適當的情況下，向第三者披露本人及提名代表的姓名或本人及提名代表與先人的關係。</p> <p>I understand and agree that the FEHD shall have the right to disclose my name and the name(s) of the nominated representative(s) and our relationship with the Deceased person(s) to a third party whenever the FEHD considers appropriate for the purpose of processing of my application for allocation of a niche.</p>
5.	<p>本人清楚明白是次編配的所有龕位為可續期骨灰龕位。在首 20 年安放期（或其後每個 10 年續期）屆滿時，相關人士須為龕位申請續期及繳交當時的訂明費用，或自行移走骨灰並將龕位交還食環署重新編配，並須適時通知食環署最新的聯絡資料。</p> <p>I fully understand that all the niches available for application in this allocation exercise are extendable niches. Upon expiry of the 20-year initial interment period or each subsequent 10-year extension period, the onus is on the related persons to either apply for extension and pay the prevailing prescribed fee or remove the cremated ashes from the niche and return the niche to the FEHD for re-allocation. The related persons should update the FEHD of their contact information from time to time.</p>
6.	<p>本人清楚明白由安放期屆滿當日開始，食環署會給予相關人士兩年的寬限期，並同意若相關人士在這段期間（跨越春秋二祭兩次）沒有聯絡食環署為龕位續期，食環署會展開適當程序，把龕位內的骨灰（連同其容器）及相關物品（如有）移走，然後以食物環境衛生署署長認為合適的方式處置，以便騰空龕位重新編配。食環署會把骨灰的最終處理方式和地點妥為記錄。假若日後有後人查詢骨灰情況時，可向其提供相關資料。</p> <p>I fully understand that a grace period of two years from the expiry date (straddling two cycles of Ching Ming and Chung Yeung Festivals) will be allowed for the related persons to contact the FEHD to apply for extension, and agree that thereafter proper procedures will be initiated to remove the cremated ashes (together with its container) and the related items, if any, in the niche physically from the niche and dispose of them in a manner that the Director of Food and Environmental Hygiene considers fit. The resumed niche will then be vacated for re-allocation. The FEHD will properly document the manner and location of the final disposal of the removed cremated ashes for the reference of any descendants enquiring about the cremated ashes in the future.</p>

日 DD

月 MM

年 YYYY

申請人簽署
Signature of Applicant

請於本頁簽署。Please sign on this page.

遞交申請表前檢查清單

Checklist before Submission of the Application Form

1.	<input type="checkbox"/>	已在甲部只選擇申請標準龕位或大型龕位其中一項。若申請標準龕位，已在七個選項中只選擇其中一項。若申請大型龕位，已在七個選項中只選擇其中一項。 Selected either the Standard Niche or the Large Niche in Section A . If opted for the Standard Niche, only one of the seven choices has been selected. If opted for the Large Niche, only one of the seven choices has been selected.
2.	<input type="checkbox"/>	已在乙部填寫申請人、先人及申請人的提名代表資料。 Filled in the particulars of the applicant, the Deceased and the applicant's nominated representative(s) in Section B .
3.	<input type="checkbox"/>	已詳閱丙部並簽署。 Carefully read Section C and signed .
4.	<input type="checkbox"/>	已夾附詳列在申請及編配安排第 2(iv)項的所需文件副本。 Attached a copy of the required documents as stated in item 2(iv) of the <u>Application and Allocation Arrangements</u> .

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

申請及編配安排 Application and Allocation Arrangements

是次編配的所有公眾骨灰龕位均為可續期骨灰龕位，要點如下：

All public niches allocated in this niche allocation exercise are extendable niches. The main points are as follows:

1. 骨灰龕位地點、種類及數量 Location, Type and Quantity of Niches

骨灰安置所 Columbarium	標準骨灰龕位數目 No. of Standard Niches	大型骨灰龕位數目 No. of Large Niches
和合石第六期 Wo Hop Shek Phase VI	禁香龕位或非禁香龕位® smoke-free niche or non-smoke-free niche®	禁香龕位或非禁香龕位® smoke-free niche or non-smoke-free niche®
哥連臣角新廈 Cape Collinson-San Ha	禁香龕位或非禁香龕位® smoke-free niche or non-smoke-free niche®	禁香龕位或非禁香龕位® smoke-free niche or non-smoke-free niche®
石門 Shek Mun (此場地嚴禁燃點香燭及燃燒祭品。 Burning incense and offerings in this venue is prohibited.)	禁香龕位® smoke-free niche®	禁香龕位® smoke-free niche®

@ 有關是次編配龕位的數量，請參考公告／瀏覽食環署網站（www.fehd.gov.hk）／掃描申請表格甲部的二維碼前往申請專頁查閱。

As regards the number of available niches for allocation, please refer to our announcement/browse the FEHD website (www.fehd.gov.hk)/access the dedicated application webpage by scanning the QR code in Section A of this application form.

備註 Remark

在是次編配中，推出的龕位數目可能因應申請情況調整，惟各類型龕位（標準／大型；禁香／非禁香）的數量均有差別，獲成功編配機會也會有差異。因此，未能確保全部合資格申請均獲成功編配的機會。在決定選擇申請編配某一類型龕位時，請先參考公告或瀏覽申請專頁的可供申請的骨灰龕位詳情，以衡量該申請獲成功編配的機會。

In this niches allocation exercise, the quantity of available niches may be adjusted according to the application situation. As the quantity of each type of niches (standard/large; smoke-free/non-smoke-free) available for allocation is different, the chance of successful allocation will also vary. There is no guarantee that all eligible applications will be allocated with a niche successfully. When deciding the type of niche to be selected for application, you may make reference to the announcement or the dedicated application webpage to assess the chance of a successful allocation.

2. 申請辦法及填寫申請表格須知

Means of Application and Notes for Completing the Application Form

- (i) 標準龕位申請人必須在表格內填寫**至少一位先人的資料**。申請表內其他先人必須是首位先人的近親或與其有密切關係。如首位先人的骨灰已移走，龕位必須交還予食環署。〔有關「近親」的定義，請參閱食物環境衛生署骨灰安置所存放骨灰的服務須知（附件一）第7項。〕

For the application for a standard niche, the applicant has to fill in **at least one deceased person's particulars** in the application form. Other deceased persons listed in the application form should be the close relatives of or in close relationship with the First Deceased deposited. The niche should be returned to the FEHD if the cremated ashes of the First Deceased deposited in that niche have been removed. [Please refer to item 7 of the Notes for the Deposit of Cremated Ashes in the Columbaria of the Food and Environmental Hygiene Department (Annex 1) for the definition of "close relative".]

- (ii) 大型龕位申請人必須在表格內填寫**至少三位先人的資料**。申請表內其他先人必須是首位先人的近親或與其有密切關係。如首位先人的骨灰已移走，龕位必須交還予食環署。

For the application for a large niche, the applicant has to fill in **at least three deceased persons' particulars** in the application form. Other deceased persons listed in the application form should be the close relatives of or in close relationship with the First Deceased deposited. The niche should be returned to the FEHD if the cremated ashes of the First Deceased deposited in that niche have been removed.

- (iii) 標準龕位和大型龕位的申請會被分開處理。申請人只可為同一位先人填寫一份申請表格。換言之，在同一申請期內，食環署只會為每一位先人處理一份申請。在申請表格的甲部，申請人只可選擇標準龕位或大型龕位其中一項。

Applications for standard and large niches will be handled separately. **The applicant should only file one application form for the same deceased person. In other words, the FEHD will only process one application for each Deceased in any application period.** The applicant should select either a standard or a large niche in Section A of the application form only.

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2. (iv) 若申請人符合以下(a)或(b)(i)類別，經網上填寫申請表格([https://app.fehd.gov.hk/newniche/N2025A/Online Application Form](https://app.fehd.gov.hk/newniche/N2025A/OnlineApplicationForm))會更加便捷，並於中籤後可使用「一碼通網上服務及繳費」於網上繳付訂明費用以自行完成龕位編配手續，免卻親身前往公眾骨灰龕位編配辦事處繳費及核對文件。

If an applicant falls under category (a) or (b) below, it is more convenient for him/her to complete the application form online without the need to attach copies of the required documents, and the “Single Portal with Token for Online Services and Payment” can be used to pay the prescribed fee online and complete the niche allocation formalities in a self-service manner after successful balloting, without the need to visit the Public Niche Allocation Office in person to settle the payment and verify the documents.

- (a) 只適用於曾於 2019 年或以後遞交申請並獲接納的申請人。

Only applicable to applicants who had submitted an application which was accepted in or after 2019.

- 若申請人的姓名及香港身份證／護照號碼及其先人全部資料均沒有改變：

If there are no changes in the name and HKID Card/Passport No. of the applicant and all the particulars of the Deceased:

- (1) 只須填妥本申請表格的甲部及乙（一）部分；

（若其他資料有任何變更，申請人需於乙（二）及／或乙（三）部分填報有關資料）

Only need to fill in Sections A and B1;

(If there are any changes in other information, the applicant needs to provide the relevant details in Section B2 and/or B3)

- (2) 詳閱丙部及親自簽署；及

Carefully read Section C and sign; and

- (3) 毋須夾附所需文件副本遞交（但若早前的申請文件中，未有顯示先人的死亡日期，申請人須提交顯示先人死亡日期的證明文件副本一份）。

No need to attach copies of the required documents for submission. (However, a copy of the documentary proof showing the date of death of the Deceased is required if such information was not available in earlier submission.)

- 若申請人的姓名及香港身份證／護照號碼及其先人任何資料有任何變更：

If there are changes in the name and HKID Card/Passport No. of the applicant and any particulars of the Deceased:

- (1) 只須填妥本申請表格的甲部及乙（一）部分；

（若其他資料有任何變更，申請人需要於乙（二）及／或乙（三）部分填報有關資料）

Only need to fill in Sections A and B1;

(If there are any changes to other information, the applicant needs to provide the relevant details in Section B2 and/or B3)

- (2) 詳閱丙部及親自簽署；及

Carefully read Section C and sign; and

- (3) 夾附和資料變更相關的文件副本遞交。

Attach copies of the documents related to the information changes for submission.

- (b) 只適用於申請人同時是先人火葬服務的申請人，並已確認先人可安放於食環署骨灰龕位的資格

Only applicable to applicants who also applied for the cremation service of the Deceased and the eligibility of the same Deceased for deposit of his/her cremated ashes in the columbarium of the FEHD has been confirmed.

若申請人同時是為該先人申請火葬服務的同一人士，經「智方便」於網上填寫及遞交申請表格會更便捷。

If the applicant is also the applicant of the cremation service for the same Deceased, it will be more convenient for him/her to complete and submit an online application through “iAM Smart”.

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➤ (b)(i)若申請人同時是為該先人申請火葬服務及只申請安放一位先人:

If the applicant has also applied for the cremation service of the same Deceased and this application is for one Deceased only:

- (1) 只須填妥本申請表格的甲部、乙（二）及乙（三）部分；

Only need to fill in Sections A, B2 and B3;

- (2) 詳閱丙部及親自簽署；及

Carefully read Section C and sign; and

- (3) 毋須夾附所需文件副本遞交（但若早前的申請文件中，未有顯示先人的死亡日期，申請人須提交顯示先人死亡日期的證明文件副本一份）。

No need to attach copies of the required documents for submission. (However, a copy of the documentary proof showing the date of death of the Deceased is required if such information was not available in earlier submission.)

➤ (b)(ii)若申請人同時是為該先人申請火葬服務，但申請安放多於一位先人：

If the applicant has also applied for the cremation service of the same Deceased but this application is for more than one Deceased:

- (1) 只須填妥本申請表格的甲部、乙（二）及乙（三）部分；

Only need to fill in Sections A, B2 and B3;

- (2) 詳閱丙部及親自簽署；

Carefully read Section C and sign;

- (3) 毋須夾附所需文件副本遞交（但若早前的申請文件中，未有顯示先人的死亡日期，申請人須提交顯示先人死亡日期的證明文件副本一份）；及

No need to attach copies of the required documents for submission. (However, a copy of the documentary proof showing the date of death of the Deceased is required if such information was not available in earlier submission.); and

- (4) 夾附每位先人與首位先人的近親關係或密切關係證明文件副本遞交。

Attach copies of the documentary proof for each of these other Deceased to show each of their close relation or close relationship with the First Deceased deposited.

(c) 其他新申請人：

Other new applicants:

- (1) 只須填妥本申請表格的甲部、乙（二）及乙（三）部分；

Only need to fill in Sections A, B2 and B3;

- (2) 詳閱丙部及親自簽署；

Carefully read Section C and sign; and

- (3) 夾附下列所需文件副本遞交（（3.1）－（3.5））；及

Attach copies of the required documents listed below((3.1) – (3.5)) for submission ; and

- (3.1) 申請人的身份證明文件副本一份；

a copy of the applicant's identity document;

- (3.2) 每位先人的香港身份證／香港居民身份證明文件副本一份；

a copy of each Deceased's Hong Kong Identity Card/documentary proof of the Hong Kong resident status;

- (3.3) 每位先人的「領取骨灰許可證」¹／「火葬證明書」／「遷移或撿拾骨殖許可證」²副本一份；

a copy of each Deceased's "Permit To Take Away Cremated Ashes"¹ / "Certificate of Cremation" / "Permit to Remove/Exhume Remains"²;

¹ 若已成功於截止申請日期前預訂火化時段（即預訂了截止申請日期後 15 天內的火化時段），申請人亦可先以「遺體火葬費用收據」連同本申請表格遞交申請，待取得「領取骨灰許可證」後盡快補交。

If a cremation session has been successfully booked before the deadline of this application (i.e. the cremation session booked is within 15 days after the deadline of this application), the applicant can submit the application form with the "Receipt of Fee for Cremation" attached, and then submit the "Permit To Take Away Cremated Ashes" the soonest possible after receiving it.

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² 若申請人選擇以「遷移或撿拾骨殖許可證」副本遞交申請，他／她在辦理編配手續時則必須出示「領取骨灰許可證」的正本（如申請人同時是為該先人申請火葬服務的申請人，可免補交「領取骨灰許可證」的正本）。如申請人在辦理編配手續時未能出示有關文件的正本，他／她便需簽署承諾書以同意在六個月內完成火化及補交文件，否則該申請將不獲處理。

If an application is submitted with a copy of the “Permit to Remove/Exhume Remains”, the applicant must produce the original copy of the “Permit To Take Away Cremated Ashes” at the time of allocation of the niche (A copy of the “Permit To Take Away Cremated Ashes” is not required if the applicant is also the applicant of the cremation service for the same Deceased). If the applicant cannot produce the originals of the prescribed documents at the time of allocation of the niche, he/she is required to sign an undertaking to complete the cremation for the Deceased and submit the required document within six months, otherwise the application will not be processed further.

- (3.4) 每位先人的死亡日期證明文件副本一份；及
（只適用於未有顯示先人死亡日期的「領取骨灰許可證」或「火葬證明書」）
a copy of the documentary proof for each Deceased showing the date of death; and
(Only applicable if the date of death is not available in the “Permit To Take Away Cremated Ashes” or the “Certificate of Cremation”)
- (3.5) 每位加放先人與首位先人的近親關係或密切關係證明文件副本一份。
a copy of the documentary proof for each of all other Deceased showing his/her close relation or close relationship with the First Deceased.
- (4) 將已填妥的申請表格，連同所需文件的副本以傳真、郵寄、電郵或專人送遞方式送交下列其中一個食環署墳場及火葬場辦事處（（4.1）－（4.3））。
Submit the completed application form together with copies of the required documents to one of the following offices of the Cemeteries and Crematoria Section of the FEHD by fax, post, email, or by hand ((4.1) – (4.3)).
- (4.1) 以郵寄或親身遞交申請：
Submission of Application by Post or in Person
- | | |
|---|---|
| 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 the Hong Kong Cemetery) |
| 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 |
- (4.2) 以傳真遞交申請：
Submission of Application by fax
- 傳真號碼：2333 1716
Fax No.
- (4.3) 以電郵遞交申請：
Submission of Application by email
- 電郵地址：apply_newniche@fehd.gov.hk
Email Address

為加快編配程序，申請人必須留意，文件不齊、資料不全、逾期或重複遞交的申請將一概不予受理。就郵遞方式，送達日期以郵局的郵戳日期為準。

In order to expedite the allocation process, applicants must note that applications lacking the necessary documents or information, as well as late or duplicated submissions will not be accepted. For postal delivery, the date of receipt of the submission is the postmark date of the Post Office.

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食環署收到已填妥的申請表格後，通常會在十個曆日內以郵寄／傳真／電郵方式（視乎遞交申請表格方式）向申請人發出確認回條，並給予一個申請編號。食環署建議申請人填寫網上申請表格遞交申請，既可避免郵遞延誤／無法派遞情況，亦能在遞交申請後隨即收到附有申請編號的確認回條電郵，方便日後跟進相關申請事宜。

The FEHD will issue an acknowledgement receipt with an application number to the applicant by post/fax/email (depending on the means of submission of the application form) normally within ten calendar days from the date of receipt of a duly completed application form. **The FEHD recommends applicants to use online application, which can avoid postal delay/non-delivery and the applicant can also receive an acknowledgement receipt together with an application number through email immediately after the submission, thus facilitating follow-up of the application in the future.**

- (v) 當安放先人骨灰時，申請人必須親身前往所編配的骨灰安置所出示有關以下文件的正本。
The applicant must produce the original copies of the following required documents in person at the allocated columbarium for depositing the cremated ashes.
- (1) 申請人的身份證明文件；及
the original copy of the applicant's identity document; and
 - (2) 每位先人的香港身份證／香港居民身份證明文件。
the original copy of each Deceased's Hong Kong Identity Card/documentary proof of the Hong Kong resident status.
- (vi) 申請人須提供相關人士的個人資料，以方便日後食環署就骨灰安放期屆滿後續期／處理骨灰事宜與相關人士聯絡。若提名的代表或聯絡資料有改變，相關人士有責任適時向食環署更新資料。獲編配龕位人士有責任在首 20 年安放期（或其後每個 10 年續期）屆滿時處理先人的骨灰（即主動提交續期申請或遷移骨灰），以及適時通知食環署最新的聯絡資料。
The applicant must provide the personal particulars of the related persons to the FEHD for contact on matters relating to the extension/handling of the cremated ashes after expiry of the interment period. If there are any changes to the nominated representatives or contact information, the related persons are responsible for updating the FEHD in a timely manner. The onus is on the allocatee to handle the cremated ashes of the Deceased (i.e. either apply for extension or remove the cremated ashes from the niche) after the expiry of the 20-year initial interment period (or 10-year extension period thereafter) and to update the FEHD with the latest contact information from time to time.
- (vii) 申請經食環署批核後，申請人不能更改先人資料。
Changes to the Deceased's particulars are not allowed once the application has been approved by the FEHD.

3. 編配方式

Mode of Allocation

- (i) 所有新骨灰龕位，不論其在同一龕牆的位置高低或座向，均由攪珠及電腦隨機編配予中籤申請人，而非由中籤申請人自行揀選骨灰龕位。
All new niches, irrespective of their level and orientation on the niche wall, will be allocated to successful applicants by drawing lots and computer random balloting, **rather than self-chosen by successful applicants.**

申請及編配安排 Application and Allocation Arrangements

3. (ii) 為照顧在上一次年度公眾龕位編配時未能中籤的申請人及鼓勵加放骨灰，兩類組別的申請人（即選擇加放先人骨灰或在上一次年度公眾龕位編配中未能中籤的申請人），當符合各自組別準則均可在該申請組別下獲額外一張「抽籤紙」以增加中籤機會（見備註）。下列以標準龕位為例說明不同申請組別及其可獲的額外「抽籤紙」數目及所得的「抽籤紙」總數，以供參考：

To increase the chance of successful balloting for two categories of applicants (i.e. those opting for co-location of the cremated ashes or those who failed in the previous annual niche allocation exercise), those satisfying the criteria for the respective category will be given an additional “ballot paper” under that grouping of applications (*see Remark*). The table below sets out the ballot weighting of different grouping of applications for standard niches for reference:

抽籤比重 Ballot weighting 申請組別 Grouping of applications		正常 Normal	額外 Additional	總數 Total
		「抽籤紙」的數目 Number of “ballot papers”		
一位先人骨灰，沒有未能中籤記錄 ¹ one set of cremated ashes, with no previous failure record ¹	1		0	1
一位先人骨灰，有一次未能中籤記錄 ² one set of cremated ashes, with a previous failure record ²	1		1	2
兩位先人骨灰，沒有未能中籤記錄 ³ co-location of two sets of cremated ashes, with no previous failure record ³	2		1	3
兩位先人骨灰，有一次未能中籤記錄 ⁴ co-location of two sets of cremated ashes, with a previous failure record ⁴	2		2 (一張來自共用龕位，另一張來自 自有未能中籤記錄) (one from co-location and another one from the previous failure record)	4

備註 Remark

計算可獲得「抽籤紙」數目的原則：就每一宗申請（不論是申請標準龕位或大型龕位），每一位先人基本可獲發一張「抽籤紙」。如該宗申請涉及兩類情況，即（i）存放多於一位先人骨灰；或（ii）其中任何一位先人在上一次年度龕位編配中有未能中籤記錄，兩類情況各可獲發一張額外「抽籤紙」。惟上述兩類情況，每類情況最多只可獲發一張額外「抽籤紙」。

The rules for calculating the number of eligible “ballot papers”: For each application (whether it is for a standard niche or large niche), each deceased person can basically receive one “ballot paper”. If the application falls within one of the two categories, i.e. (i) deposition of the cremated ashes of more than one deceased persons; or (ii) any of the deceased persons has an unsuccessful record in the previous annual niche allocation exercise, the application may receive one additional “ballot paper”. However, only one additional “ballot paper” at most will be issued to each of the above two categories of applications.

- ¹ 「未能中籤」的記錄僅適用於上一次年度公眾骨灰龕位編配中就同一先人提出的申請，惟不包括在上一次年度公眾骨灰龕位編配中曾獲編配龕位，但最終自行放棄獲編配龕位者及在曾咀靈灰安置所的每月編配龕位中獲編配龕位。

Previous failure record refers to that of the same deceased person in the previous annual niche allocation exercise only, and **does not include the case where an applicant was allotted a niche but eventually gave up on his/her own accord in the previous annual niche allocation exercise and was allotted a niche in the monthly allocation of niches in the Tsang Tsui Columbarium.**

- ² 若上一次年度編配中有未能中籤記錄，可獲得一張額外「抽籤紙」；但在特殊情況下，若在食環署最近兩次年度編配中都未能中籤，則可獲兩張「抽籤紙」，如此類推。

One additional “ballot paper” will be given if there is a failure record in the previous annual niche allocation exercise. In exceptional cases, if there are failure records in the two latest FEHD annual niche allocation exercises, two ballot papers will be allotted and so on.

- ³ 如共存放三位先人骨灰，沒有未能中籤記錄，所得的「抽籤紙」總數將為四。

For co-location of three sets of cremated ashes with no previous failure record, the total number of “ballot paper” will be four.

- ⁴ 如共存放三位先人骨灰，有上一次年度編配中未能中籤記錄，所得的「抽籤紙」總數將為五。

For co-location of three sets of cremated ashes, with one unsuccessful record in the previous annual niche allocation exercise, the total number of “ballot paper” will be five.

申請及編配安排 Application and Allocation Arrangements

3. (iii) 食環署會為每一宗申請編配一個申請編號，並在核實申請人所提供的資料後決定該申請屬於哪個申請組別及可獲得的「抽籤紙」數目。所有可供申請龕位，不論其在同一龕牆的位置高低或座向，均由攪珠及電腦隨機編配予申請人，每個中籤者均會獲編配一個特定龕位。非透過網上申請並符合審批資格的中籤申請人，食環署會按中籤申請人的優先次序，以 WhatsApp／流動電話短訊／電郵／郵寄方式通知各中籤者辦理編配手續的時間及繳費安排。

The FEHD will allocate an application number to each application. After verifying the information provided by the applicant, the FEHD will determine the grouping of applications and the number of “ballot paper” to be awarded to each application. All niches under application, irrespective of their level and orientation on a niche wall, will be allocated to applicants by drawing of lots and computer random balloting and each successful application will be allotted a designated niche. Successful applicants who did not apply online and fulfilled the criteria, the FEHD will inform the successful applicants of the date and time of completing the allocation formalities and paying the relevant fees by WhatsApp/SMS/email/post, according to their priorities.

- (iv) 食環署將會以 WhatsApp／流動電話短訊／電郵／郵寄方式通知中籤申請人其申請編號及由攪珠及電腦隨機抽籤編配的特定龕位編號。申請人也可在攪珠及電腦隨機抽籤後即時在食環署網站或翌日在港島或九龍墳場及火葬場辦事處、公眾骨灰龕位編配辦事處或經查詢熱線 2841 9111 以互動語音應答系統查核其申請結果。

The FEHD will notify the successful applicants by WhatsApp/SMS/email/post of their application number and the serial number of the designated niche allocated by drawing of lots and computer random balloting. Applicants can also check the results of their applications immediately after the drawing of lots and computer random balloting on the FEHD website or on the following day at the Hong Kong or Kowloon Cemeteries and Crematoria Office, Public Niche Allocation Office or enquiry hotline 2841 9111 through Interactive Voice Response System.

- (v) 在攪珠及電腦隨機抽籤後，食環署會按序邀請中籤申請人辦理編配手續。這項安排不會影響中籤申請人獲編配的特定龕位。

After the drawing of lots and computer random balloting, the FEHD will invite the successful applicants for niches in order to complete the niche allocation formalities. This arrangement will not affect the designated niche assigned to each successful applicant.

- (vi) 透過網上申請而符合「申請及編配安排」第 2(iv)(a)及(b)(i)項的中籤申請人可使用「一碼通網上服務及繳費」於網上繳付訂明費用以自行完成龕位編配手續。食環署會在攪珠及電腦隨機編配後通知合資格的中籤申請人有關網上繳費的安排。

Successful applicants who submitted the online application form and fulfilled the criteria in item 2(iv)(a)&(b) of the “Application and Allocation Arrangements” above can use the “Single Portal with Token for Online Services and Payment” to pay the prescribed fee online for completing the niche allocation formalities in a self-service manner. The FEHD will notify the eligible successful applicants about the online payment arrangement after the drawing of lots and computer random balloting.

- (vii) 除符合網上繳費資格的申請外，其他中籤申請人須在指定日期和時間前往公眾骨灰龕位編配辦事處（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）辦理手續及繳費。申請人可以「易辦事」、「轉數快」、支票或銀行本票於編配櫃檯即時繳交費用。如以支票或銀行本票繳費，應以「香港特別行政區政府」為抬頭人，票面款項為港幣二千四百九十元正（標準龕位）或港幣三千零九十元正（大型龕位）；而支票須加劃線。

Except for applications that are eligible for online payment, the successful applicant must complete the niche allocation formalities and pay the prescribed fees at the Public Niche Allocation Office (address: Units 3501-3511 & 3520-3525, 35/F, Tower 1, Metroplaza, 223 Hing Fong Road, Kwai Fong, N.T.) on the scheduled date and time. The applicant can settle payment by “EPS”, “FPS”, cheque or cashier order and complete the transaction over the allocation counter. For cheque and cashier order payment, they must be made payable to “**The Government of the Hong Kong Special Administrative Region**” in the amount of HK\$2,490 for standard niche or HK\$3,090 for large niche; and the cheque must be crossed.

申請及編配安排 Application and Allocation Arrangements

3. (viii) 中籤申請人須決定是否接受該獲編配的龕位。申請人可使用食環署網站的骨灰龕位位置查詢系統，查詢相關龕位的位置。如決定接受，則須在指定日期和時間辦理編配手續及繳交費用。如申請人決定不接受該龕位、沒有依期辦理編配手續，或沒有繳交費用，則會視作申請人放棄該龕位，而其申請也會視作已處理完畢。

The successful applicant has to decide whether to take up the allocated niche, and if so, he/she has to complete the niche allocation formalities at the Public Niche Allocation Office and settle the payment according to the scheduled date and time. The applicant can make use of the niche location enquiry system on the FEHD website to enquire the location of the niche concerned. If the applicant decides not to take up the niche, does not complete the allocation formalities or settle the payment as scheduled, the application will be considered as processed and the niche is given up.

4. 骨灰安放期、續期及加放骨灰安排

Interment Period, Extension of Interment Period and Deposit of Additional Sets of Cremated Ashes

- (i) 申請人獲編配龕位後，最初的骨灰安放期為 20 年，期滿後可每 10 年續期一次，每次續期須繳付當時的訂明費用。安放期會由完成辦理編配骨灰龕位及繳交所需費用當日起計。有關安放期的開始及屆滿日期（由繳付相關費用日期起計），會在付款當日的收據上顯示。

After the allocation of a niche, the initial interment period is 20 years and can be extended at 10-year intervals thereafter upon payment of the prevailing prescribed fee. The interment period will be counted from the date when the applicant has completed the allocation formalities and paid the prescribed fees. The commencement and expiry dates of the interment period (counting from the payment date for the co-location fee) will be shown on the receipt made on the date of payment.

- (ii) 在 20 年／10 年的安放年期屆滿時，只要相關人士確認會為龕位續期及繳付當時的訂明費用並完成有關手續，便可繼續使用獲編配的龕位。

Upon expiry of the 20-year/10-year interment period, as long as the related person(s) confirm(s) extension of the interment period and pay(s) the prevailing prescribed fee and complete(s) the procedural formalities, the use of the allocated niche can be continued.

- (iii) 如日後在龕位加放骨灰，相關人士可選擇由繳付相關加放骨灰費用日期起計往後 20 年的新安放期，或選擇沿用原有的安放期維持不變。若選擇前者，新安放時間表會取代上次所訂的安放時間表，請參考下表列出的例子，以了解在不同情況下的安放期：

If a new set of cremated ashes is added during the interment period, the related person(s) can opt for a fresh interment period of 20 years counting from the co-location date (counting from the payment date for the co-location fee) or opt to maintain the original interment period under the status quo. If the former option is chosen, the new interment schedule will replace the original one. A comparison table illustrating the interment periods in different scenarios is as follows:

情況 Scenario	安放期的計算 Counting of the Applicable Interment Period
沒有加放骨灰 No co-location of cremated ashes	20 年（最初安放期）+ 其後每 10 年續期一次 20 years (initial interment period) + 10 years upon each subsequent extension
在安放首位先人骨灰後的第 18 年加放第二位先人骨灰 Co-locating the cremated ashes of the second deceased person in the 18 th year of the initial interment period of the First Deceased deposited	18 年（最初安放期）+ 20 年（由繳付相關加放骨灰費用日期起計）+ 其後每 10 年續期一次（相關人士亦可選擇沿用原有的安放期維持不變） 18 years (for the initial interment period) + 20 years (starting from the payment date for co-location fee) + 10 years upon each subsequent extension thereafter (the related person(s) can also opt to maintain the original interment period under the status quo)

5. 給申請人的溫馨提示

Warm Reminder to the Applicant

- (i) 食環署提醒市民在為離世親屬申請編配公眾骨灰龕位時，務必親自辦理申請事宜。如無暇親身處理，亦應以申請人的名義填寫申請表，然後才授權他人代為跟進，以確保食環署能就龕位續期事宜直接與申請人（即獲編配龕位人士）保持聯絡，使獲編配龕位人士能適切維護逝者權益。

The FEHD reminds the public that when applying for a public niche for a deceased relative, the applicant should handle the matter in person. If the applicant has no time to deal with the application in person, he/she should still fill in the application form in his/her name as applicant and authorise others to follow up. This is to ensure that the FEHD can keep in touch with the applicant (i.e. the niche allocatee) direct on matters relating to extension of the interment period so that the niche allocatee can take good care of the interests of the deceased person(s).

- (ii) 如聯絡人名單上有任何更改，相關人士有責任通知食環署。

It is incumbent upon the related persons to inform the FEHD of any changes to the contact list.

申請須知 Notes for Application

1. 本表格不收費。申請人在遞交申請表格時，也無須繳交任何費用。
No fee is charged for this form. Submission of an application is free of charge.
2. 申請人與食環署進行任何事務往來時，均不得向食環署職員提供任何利益。
Applicants should not offer any advantage to the FEHD staff while having dealings of any kind with the FEHD.
3. 申請人必須填寫本表格的甲、乙及丙部。丙部須由申請人親自簽署，否則申請將被視作無效。申請人如不懂簽名，則須在食環署職員面前畫上記號。
The applicant should complete Sections A, B and C of this form. 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 make his/her mark in front of the staff of the FEHD.
4. 如申請人有意為先人在「無盡思念」網站（memorial.gov.hk）開設專屬紀念網頁。申請人須於乙部填寫其電郵地址及表示同意使用該服務。食環署會開設一個載有其先人姓名及去世日期的專屬紀念網頁。「無盡思念」網站的先人紀念網頁的首頁會展示骨灰安放期屆滿的日期，並會於安放期屆滿前兩年開始自動跳出有關訊息，提醒相關人士骨灰安放期將在何時屆滿。相關人士亦可使用網頁的專用連結在網上更新聯絡人名單或聯絡資料。申請人將於安放骨灰於有關龕位後的兩個工作天內收到通知電郵以啟動其帳戶。啟動帳戶後，申請人可隨時登入紀念網頁以編輯紀念網頁的內容。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，食環署則不會重複開設網頁。
If the applicant is interested in creating a dedicated memorial webpage through the Internet Memorial Service (memorial.gov.hk) for the Deceased, he/she should provide his/her email address and indicate his/her consent for the purpose in Section B of this form. The FEHD will create a dedicated memorial webpage to display the name and date of death of the Deceased. The memorial webpage of the Deceased will display the expiry date of the interment period on the front page, and the related message will pop up starting two years before expiry of the interment period to remind the related persons of the expiry date of the current interment period. In addition, the related persons can use a dedicated link on the webpage to update the contact list or their contact information. The applicant will receive a notification email within two working days after the deposit of the cremated ashes in the niche concerned. When the account is activated, the applicant can log in to edit the contents of the webpage any time. The Internet Memorial Service is free of charge. If a memorial webpage has already been created using the Internet Memorial Service for the same Deceased by the applicant using the same email address, no additional webpage will be created by the FEHD.
5. 骨灰龕位及設置紀念牌匾的收費，請參閱附件二。
For the fees of the niche and placing a memorial plaque, please see Annex 2.
6. 如有查詢，可聯絡食環署墳場及火葬場公眾骨灰龕位編配辦事處：
For enquiries, please contact Cemeteries and Crematoria Public Niche Allocation Office of the FEHD:

查詢熱線：2841 9111 Enquiry Hotline	電郵地址：enquiry_newniche@fehd.gov.hk Email Address
傳真號碼：2333 1716 Fax No.	網址： http://www.fehd.gov.hk/newniche/contactus.html Website

申請須知 Notes for Application

7. 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 the 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 insufficient information is provided, 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 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.

- (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 the 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.

- (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 the FEHD at:

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 the Hong Kong Cemetery)

電話號碼：2570 4318
Tel. No.

九龍墳場及火葬場辦事處
Kowloon Cemeteries and
Crematoria Office

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食物環境衛生署骨灰安置所存放骨灰的服務須知
Notes for the Deposit of Cremated Ashes in the Columbaria of the Food and Environmental Hygiene Department

下列人士的骨灰可存放在食物環境衛生署（食環署）轄下的骨灰安置所內。

The cremated ashes of the following persons may be deposited in the columbaria of the Food and Environmental Hygiene Department (FEHD).

- (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
a person who was a Hong Kong resident at the time of his/her death and whose remains were cremated in a government crematorium within three months after his/her death; or
- (ii) 在死亡前的二十年內，有最少十年是香港居民，而其遺骸是在香港以外的地方火葬；或
a person who was a Hong Kong resident for a period of at least ten years during the period of twenty years immediately preceding his/her death and whose remains were cremated in a crematorium outside Hong Kong; or
- (iii) 其遺骸是在香港經合法檢拾後在政府火葬場火葬的。
a person whose remains were lawfully exhumed and cremated in a government crematorium.

相關人士（即獲編配龕位人士或其提名代表）須遵守以下條件：

The related persons (i.e. the niche allocatee or his/her nominated representative(s)) should abide by the following conditions:

1. 骨灰安置所內每個龕位均須收費，而設置紀念牌匾或加放先人骨灰均須收取行政費用。
A fee is payable for each niche in the columbarium. In addition, an administration fee is payable for the placing of a memorial plaque or an additional set of cremated ashes.
2. 在可行的情況下，一個標準龕位可以放置多於兩位先人骨灰，而一個大型龕位可以放置多於四位先人骨灰。惟每次加放骨灰前，必須獲得食物環境衛生署署長的批准。
If the situation warrants, a standard niche can hold the cremated ashes of more than two deceased persons and a large niche can hold the cremated ashes of more than four deceased persons. Prior approval from the Director of Food and Environmental Hygiene should be obtained for placing additional sets of cremated ashes each time.
3. 所有龕位都有編號，以資識別。
Niches are numbered for identification purposes.
4. 必須在載有所獲編配龕位編號的收據發出日期或相關骨灰安置所公布的可供使用日期起計六個月內（以較後者為準），把骨灰安放在該龕位內。
The cremated ashes must be deposited in the allocated niche within six months from the date of issue of a receipt stating the number of the niche allotted or from the date when the niche is available for use as announced by the columbarium concerned, whichever is the later.
5. 骨灰龕位屬食環署所有，經編配予申請人後，不得轉讓或出售。如欲遷移安放於龕位內的骨灰，必須事先獲得食環署批准。另外，如移走首位先人的骨灰，龕位必須交還予食環署。已繳費用，恕不退還。
The niche, being the property of the FEHD, is not transferable and not allowed to be sold upon allocation. Prior permission must be obtained from the FEHD for removing the cremated ashes deposited in the niche. In addition, the niche must be returned to the FEHD if the cremated ashes of the First Deceased deposited in that niche are removed. Fees paid are not refundable.
6. 將骨灰存放入龕位後，必須立即以紀念牌匾把龕位封閉。紀念牌匾必須由已向食環署登記的承辦商及在食環署人員監督下安裝，並須符合下列條件：
 - (i) 紀念牌匾必須選用一種名為「他拉維天奴」的意大利雲石（俗稱〔有窿石〕）或相同色調的雲石製造；
The memorial plaque shall be made of "Travertino" marble or a marble of the same colour tone;
 - (ii) 紀念牌匾上每位先人的相片連同背景不能大於 8 厘米闊及 10 厘米高。若多於一張先人相片，所有相片佔用的總面積不可超過紀念牌匾的四成面積；
The photo of **each Deceased** together with its background must not be larger than 8 cm (in width) and 10 cm (in height). If there is more than one photo, the total area of all photos should not exceed 40% of the area of the plaque;

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6. (iii) 除獲得食物環境衛生署署長的批准外，紀念牌匾上嵌鑲相片區域及銘文以外的區域須保持「他拉維天奴」雲石原色，匾面的任何部分均不可嵌鑲外物；及
Except with the permission from the Director of Food and Environmental Hygiene, the memorial plaque shall maintain the original colour tone of “Travertino” marble, except the areas for photo(s) and inscription. No part of the memorial plaque shall be inlaid with foreign objects; and
- (iv) 改裝紀念牌匾或更改牌匾上資料前，必須取得食物環境衛生署署長的批准。
Prior to any alteration to the memorial plaque or its content, permission from the Director of Food and Environmental Hygiene shall be obtained.
7. 如在龕位內加放骨灰，該先人必須是最早安放在龕位內的先人的近親或與其有密切關係。近親指配偶、父母、祖父母、外祖父母、兄弟、姊妹、配偶的父親、配偶的母親、媳婦、女婿，及父系和母系的直系後裔。
Any subsequent set of cremated ashes deposited in a niche shall be that of a close relative of or a person in close relationship with the First Deceased deposited in that niche. Close relatives mean the spouse, parents, grandparents, grandparents-in-law, brothers, sisters, father-in-law, mother-in-law, daughters-in-law, sons-in-law and the direct descendants of either the male or female line.
8. 安放骨灰並以紀念牌匾密封龕位前，申請人須先出示其身份證明文件的**正本**及先人的身份證明文件的**正本**。如有紀錄不符或爭議，本署職員會要求申請人出示編配骨灰龕位收據及「領取骨灰許可證」或「火葬證明書」，供骨灰安置所主管人員查核。
Prior to the deposit of the cremated ashes in the niche and the sealing of the niche with a memorial plaque, the applicant must produce the **original copy** of his/her identity document and the identity document(s) of the Deceased deposited for inspection. If there is any discrepancy or dispute in the records, the FEHD staff will ask the applicant to produce the niche allocation receipt and the “Permit To Take Away Cremated Ashes” or the “Certificate of Cremation” for inspection by the officer-in-charge of the columbarium.
9. 紀念牌匾上所載的先人姓名必須與有關身份證明文件／「領取骨灰許可證」／「火葬證明書」上的先人姓名相符。一般而言，除籍貫、相片、生死日期或經食環署批准的資料外，其餘一律不准刻列在紀念牌匾上。
The names of the Deceased inscribed on the memorial plaque should be exactly the same as the name of the Deceased on the relevant identity document(s)/“Permit To Take Away Cremated Ashes”/“Certificate of Cremation”. In general, only the place of origin, photo, birth and death dates of the Deceased or other information approved by the FEHD are allowed to be shown on the memorial plaque.

1. 骨灰龕位及設置紀念牌匾的收費如下：

The fees for the niche and for the placing of a memorial plaque are:

骨灰龕位 Niche	20 年安放期 20-year Interment Period	10 年安放期（續期） 10-year Interment Period (extension)
標準骨灰龕位 Standard niche	港幣 2,400 元 HK\$2,400	港幣 1,200 元 HK\$1,200
大型骨灰龕位 Large niche	港幣 3,000 元 HK\$3,000	港幣 1,500 元 HK\$1,500
設置紀念牌匾准許 Permission for placing a memorial plaque	港幣 90 元 HK\$90	

2. 如加放新骨灰並選擇由繳付相關加放骨灰費用日期起重新計算 20 年安放期，收費將按已繳付的費用並未涵蓋的延續期（「未繳費的延續期」）（即 20 年減去原先安放骨灰的最初安放期的未滿部分）計算。如該未繳費的延續期時間不足 20 年，收費會根據當時每年安放期所訂的費用乘延續期計算。例如，後人在原先安放骨灰的最初安放期開始後第 15 年在標準龕位加放骨灰，最初安放期尚餘年期為五年。假設當時就首 20 年安放期所訂的費用是港幣 2,400 元（即每年安放期收費港幣 120 元 × 20 年），加放骨灰時應付金額以延續安放期 15 年的費用為港幣 1,800 元（即港幣 120 元 × 15 年）。由於收費是以一整年為計算基礎，因此後人實際上享有優惠。舉例來說，假設最初安放期尚餘年期為 4.5 年，即延續期為 15.5 年，但收費仍以延續期 15 整年計算，即港幣 1,800 元。

In the case of the co-location of a new set of cremated ashes and a fresh count of 20 years of interment period from the time of co-location is opted for, the fees payable will be only for the extended term which was not yet paid (“the unpaid extended term”) (i.e. 20 years minus the unexpired term of the original interment period of the cremated ashes deposited). If the unpaid extended term for depositing the cremated ashes is less than 20 years, the fees will be charged by multiplying the prevailing fees for one year interment period with the extended term. For example, if the co-location of a new set of cremated ashes in a standard public niche takes place after 15 years from the initial interment of the cremated ashes deposited, the unexpired term of the original interment period is 5 years. Assuming the prevailing fee for the initial 20-year interment period is \$2,400 (i.e. the interment fee of \$120 per year × 20 years), the fee payable at the time of co-location will be for an extended term of 15 years, i.e. \$120 × 15 years = \$1,800. As fees will be calculated on a whole year basis, there will indeed be a concession generally. As an illustration, if the unexpired term of the original interment period is 4.5 years and the extended term is 15.5 years, the fee to be charged is still \$1,800, based on the extended use of the niche by 15 whole years.

3. 加放每份先人骨灰的行政費為港幣 140 元。

The administration fee for placing each additional set of cremated ashes is \$140.

4. 有關費用會不時調整，以付款當日的訂明費用為準。有關費用詳情，請向食環署職員查詢。已繳費用，恕不退還。
The respective fees may be adjusted from time to time and charged according to the prevailing prescribed fee on the date of payment. Please contact the FEHD staff for the details of the fees. Fees paid are non-refundable.

