

**Application for Alteration or Addition to the Premises of a Columbarium
under Section 53 of the Private Columbaria Ordinance (PCO) (Cap. 630)**

**Report on the Completion of Alteration or Addition Works
by the Holder of the Specified Instrument**

To: Private Columbaria Licensing Board

Part A: Particulars of the specified instrument

Specified instrument number:	
Name of the holder of the specified instrument:	
Name of the columbarium:	
Address of the columbarium:	

Part B: Information of the notice of approval-in-principle issued by the Private Columbaria Licensing Board in respect of the above application under section 53 of the PCO

Date of the notice of approval-in-principle:	___ / ___ / 20___ (dd/ mm/ yyyy)
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Part C: Report on the completion of alteration or addition works by the holder of the specified instrument

(1) **Date of the completion of alteration or addition works:** _____

(2) **Attachments to the report on the completion of alteration or addition works:**

- (i) a copy of **certification of proposed revised plans** completed by the holder of the specified instrument and a qualified professional (see the templates for “Certification of Proposed Plans in Respect of Pre-cut-off Columbarium under Application for Licence (To be completed by Applicant)” and “Certification of Proposed Plans in Respect of Pre-cut-off Columbarium under Application for Licence (To be completed by Qualified Professional)” at **Annex 13** of the Application Guide for Private Columbarium Licence and Other Specified Instruments) for certifying that the current site situation conforms to the proposed revised plans submitted by the above licence holder on ___ / ___ / 20_____

(dd /mm/ yyyy) ; and 11 copies of the proposed revised plans verified by the holder of the specified instrument and the qualified professional, including the proposed revised floor plans, the niche number diagrams of the proposed revised floor plans, plus an electronic copy of the above proposed revised plans;

- (ii) two copies of the original Excel table of the niche information verified by the holder of the specified instrument and the qualified professional, with a photocopy and an electronic copy;
- (iii) Documents of compliance with the requirements on electrical and mechanical safety of the Electrical and Mechanical Services Department (**if applicable**) (please refer to the Appendix for details).

Part D: Others (if applicable)

Part E: Signature of the holder of the specified instrument

I, as the holder of the above specified instrument/an authorized person*, hereby confirm that the information in this report (and its attachments and/or appendices) is true and complete.

Signature : _____
(Holder of the specified instrument/Authorized person*)

Name : _____

Position : _____

Contact telephone number : _____

Hong Kong Identity Card/
Travel document* number : _____

Date : _____

Company chop
(If the holder of the specified
instrument is a company) _____

* Please delete as appropriate.