

In accordance with the Private Columbaria Ordinance (PCO), the Private Columbaria Licensing Board (PCLB) imposes the following conditions in respect of an exemption issued to the private columbarium named as **Pun Chun Yuen** situated at **G/F of 思親堂, The Lotus Association of Hong Kong Pun Chun Yuen, 17 Shek Lin Road, Kum Shan, Tai Po, New Territories (Lot 1119 S.A (Portion) and Lot 1260 S.A (Portion) in D.D.6):**

(1) Restriction on subletting or assignment of the columbarium premises

The holder of an exemption must ensure that the columbarium premises, or any part of them, will not be sublet or assigned in a manner that is inconsistent with the operation of a columbarium.

(2) Prohibition of use of the premises for purposes inconsistent with the operation of a columbarium

The holder of an exemption must ensure that the columbarium premises, or any part of them, will not be used for purposes inconsistent with the operation of a columbarium.

(3) Requirements relating to the approved plans

- (a) The holder of an exemption must ensure that the current site situation of the columbarium premises in all respects conforms to, or is not contradictory to, the particulars shown in the approved plans.
- (b) Except with the written permission of the PCLB, the holder of an exemption must not cause or permit any alteration or addition to the columbarium premises that would result in material deviation from the approved plans of the columbarium.

(4) Requirements on exhibiting the exemption

The holder of an exemption must exhibit the exemption at a conspicuous place in the columbarium.

The holder of an exemption must ensure that no person shall:

- (a) alter, deface or make any erasure on the exemption; and
- (b) use, or have in his possession with a view to using, an exemption on which an erasure has been made or which has been wilfully altered or defaced in any way.

(5) Nomination of a person / persons to be in charge of the daily operation of the columbarium

The holder of an exemption must, within fourteen (14) days of notification of approval of the exemption, provide the name, office address, telephone number and mobile phone number of at least one person nominated by the columbarium to be in charge of the daily operation of the columbarium to the Director of Food and Environmental Hygiene for registration. The holder of an exemption should ensure that the person(s) in charge of the daily operation has/have been duly authorized to carry out the duties stated below effectively.

The registered person(s) in charge of the daily operation should personally oversee the daily operation and service delivery of the columbarium. The registered person(s) should also be responsible for assisting the holder of the exemption to comply with the requirements of the PCO as well as the particulars and conditions of the exemption. If a person in charge of the daily operation no longer performs the duties at any time during the validity period of the exemption, the holder of the exemption should appoint another person to take over the former person-in-charge's duties. If the holder of an exemption is a natural person and is also the person in charge of the daily operation, at least one more person must be nominated to register as a person in charge of the daily operation.

(6) Records on interment and disinterment of ashes

The holder of an exemption must keep records of the following matters in respect of the columbarium (please refer to **Appendix**

1 for the “Template of Record of Interment and Disinterment of Ashes in and from the Private Columbarium”):

- (a) Details of “interment of ashes”: including the name of the dedicated person, the serial number of the niche, the location of the niche/the location of the area otherwise than a niche in which the ashes are interred and the date of the interment. (“Interment of ashes” includes each occasion on which ashes are interred in this columbarium (irrespective of whether the ashes are interred in a niche or an area otherwise than a niche), as well as the relocation of ashes in the columbarium from an area otherwise than a niche to a niche, or vice versa);
- (b) Details of “disinterment of ashes”: including the name of the dedicated person, the serial number of the niche, the location of the niche/the location of the area otherwise than a niche in which the ashes were interred before the disinterment and the date of and the reason(s) for the disinterment. (“Disinterment of ashes” refers to each occasion on which ashes are removed from the columbarium); and
- (c) The holder of an exemption must update the relevant records not later than ten (10) working days after each “interment of ashes” or “disinterment of ashes”. The holder of an exemption must make the above-mentioned records available for inspection, on request, by the Director of Food and Environmental Hygiene or an authorized officer.

(7) Record of the particulars of the contact persons in respect of the ashes interred

The holder of an exemption must keep records of the contact information (including name, telephone number and address) of the authorized representatives, purchasers of interment rights and other contact persons (such as the family members of the dedicated persons, if such information is available) in respect of the ashes interred in the columbarium. Such records should be made within ten (10) working days after the relevant ashes have been interred. The holder of an exemption must make the above-mentioned records available for inspection, on request, by the Director of

Food and Environmental Hygiene or an authorized officer.

(8) Notification of changes

- (a) If a change (including (but not limited to) a change of any director, manager, company secretary, other similar officer or significant controller¹ of the holder of an exemption) occurs that materially affects the accuracy of the information that the holder of an exemption has provided in connection with the application for the exemption, the holder of an exemption must notify the PCLB of the change, in writing, and submit the “Statement of Particulars of Applicant and Related Persons” duly completed and signed by the new director, manager, company secretary, other similar officer or significant controller concerned (in the format specified at the appendix to the application form for the exemption) within fourteen (14) days after the date on which the change occurs.
- (b) If the holder of an exemption decides to cease operating the columbarium, the holder must notify the PCLB of the decision, in writing, within fourteen (14) days after the date of the decision.
- (c) If it is known to the holder of an exemption that bankruptcy, winding-up or similar legal proceedings have been instituted against the holder (whether a natural person, a partner in a partnership or a body corporate) or any other partner in the partnership (if applicable), or the holder is undergoing or is

¹ Significant controllers include persons who satisfy one or more than one of the following conditions:

- (a) the person holds, directly or indirectly, more than 25% of the issued shares in the company (or if the company does not have a share capital, the person holds, directly or indirectly, a right or rights to share in more than 25% of the capital or profits of the company);
- (b) the person holds, directly or indirectly, more than 25% of the voting rights of the company;
- (c) the person holds, directly or indirectly, the right to appoint or remove a majority of the board of directors of the company (or if the company does not have a board of directors, the person holds the right to appoint or remove members of an equivalent management governing body holding a majority of the voting rights at meetings of the body on all or substantially all matters); or
- (d) the person has the right to exercise, or actually exercises, significant influence or control over the company.

prepared to undergo bankruptcy, winding-up or similar legal proceedings, the holder of an exemption must notify the PCLB of that fact, in writing, within fourteen (14) days after the date of knowing that fact.

If the holder of an exemption is a company, the facts mentioned above include but are not limited to the following:

- (i) a resolution for voluntary winding up (as defined by section 228(2) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32)) is passed by the company;
- (ii) a winding-up statement in respect of the company is delivered to the Registrar of Companies under section 228A of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32);
- (iii) procedures for making arrangements or compromises are being or have been carried out under Part 13 of the Companies Ordinance (Cap. 622); or
- (iv) arrangements for a receiver or manager are being or have been made in respect of any property of the company under Part VI of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32).

If the holder of an exemption is a natural person, the facts mentioned above include but are not limited to the following: the holder of an exemption has entered into a composition or arrangement with his or her creditors without paying the creditors in full.

- (d) If the holder of an exemption (whether a natural person, a partner in a partnership or a body corporate) (including any partner in the partnership if the holder is a partnership) has gone bankrupt, or has been wound up or dissolved, the holder of an exemption and the directors, managers, senior management officers or staff members responsible for the daily operation of the columbarium (including the person in charge of the daily

operation who has been registered with the Director of Food and Environmental Hygiene) or any other partner in the partnership must notify the PCLB of that fact, in writing, within fourteen (14) days after the date of occurrence of that fact. If the holder of an exemption is a company, the facts mentioned above include but are not limited to the following:

- (i) a winding-up order under the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) is made against the company;
 - (ii) the company is dissolved under the Companies Ordinance (Cap. 622); or
 - (iii) where the company is a registered non-Hong Kong company (as defined by section 2(1) of the Companies Ordinance (Cap. 622)) - the company's name has been struck off the Companies Register under section 798 of that Ordinance.
- (e) If the holder of an exemption, or a partner in a partnership (who is the holder of the exemption) or any other partner in the partnership is a natural person and –
- (i) dies;
 - (ii) is, in accordance with the Mental Health Ordinance (Cap. 136), found by the court to be of unsound mind and incapable of managing himself or herself and his or her affairs; or
 - (iii) is serving a sentence of imprisonment, whether in Hong Kong or elsewhere, at any time during the validity period of the exemption;

for item (i) above, the staff members responsible for the daily operation (including the person in charge of the daily operation who has been registered with the Director of Food and Environmental Hygiene), managers, senior management officers or any other partner in the partnership must notify the PCLB of that fact, in writing, within fourteen (14) days after the

date of occurrence of that fact. For items (ii) and (iii), the holder of an exemption must notify the PCLB, in writing, within fourteen (14) days after the date of occurrence of such facts.

- (f) If there is any change in the particulars contained in the Appendix “Statement of Particulars of Applicant and Related Persons” to the application form submitted in connection with the application for the exemption, the holder of the exemption must notify the PCLB of the change, in writing, within fourteen (14) days after the date on which the change occurs.

In this condition, “the holder of an exemption” includes:

- if the holder of an exemption is a partner in a partnership -- any other partner in the partnership; or
- if the holder of an exemption is a body corporate --directors, other officers concerned in the management of the body corporate (including manager, company secretary or other similar officer) and the significant controllers.

(9) Maintenance of the columbarium

All the buildings and structures in the columbarium and the related facilities must be inspected and repaired regularly, maintained properly and kept in good condition.

(10) Cleansing of the columbarium

Walls, floors, ceilings and false ceilings (if installed) of the buildings and structures in the columbarium must be kept clean at all times. The premises should not have visible obnoxious matters, objectionable odour, accumulation of refuse, food waste and foul water, and other substances that may adversely affect the hygiene of the premises, such as mould, cobwebs and persistent stains. Pest breeding and harbourage must, so far as is reasonably practicable, be prevented to avoid causing environmental nuisance. The holder of an exemption must arrange regular cleansing of the

columbarium premises.

(11) Refuse collection and storage

The holder of an exemption must provide at suitable locations in the columbarium refuse bins with close-fitting lids and of sufficient quantity and capacity for the storage of all refuse and other waste generated or pending disposal in daily operation and during the peak grave sweeping periods. Refuse bins on the premises must be kept clean. Refuse collected must be disposed of at least once daily and the frequency of disposal may be increased if necessary in the light of the refuse volume.

(12) Pest control measures

The holder of an exemption should carry out regular inspections and take effective pest control measures as necessary to ensure that the columbarium is free of rodent, mosquito and other pest infestation.

(13) Portable toilets

If the columbarium provides portable toilets for visitors during the Ching Ming Festival, Chung Yeung Festival, the periods of these festivals and /or other days, the holder of an exemption must regularly conduct cleansing, water filling and desludging for the portable toilets, or arrange the deployment of toilet attendants, to ensure the cleanliness of the portable toilets.

(14) Number of sets of ashes restricted

The holder of an exemption must ensure that the number of sets of ashes kept in the columbarium is limited to the following number of sets of ashes:

- (a) the number of sets of ashes interred as at the cut-off time, as shown in the approved plans;

- (b) the number of sets of ashes that were not interred as at the cut-off time but were interred before the enactment date as shown in the approved plans, and the holder of the exemption has confirmed in a written declaration submitted to the PCLB that the following conditions in relation to the number of sets of ashes concerned are met:
 - (i) the interment rights in respect of the niches in which the sets of ashes concerned were interred were sold before the cut-off time; or
 - (ii) the ashes were interred in a religious ash pagoda (as defined by section 57(14) of the PCO), where no fees or other sums were paid, or are payable, for the interment of the sets of ashes concerned; and
- (c) pursuant to section 55 of the PCO, the ashes of a dedicated person may be interred in a niche in a pre-cut-off columbarium in respect of which an exemption is in force if the interment right in respect of the niche was sold before the cut-off time, but has not been exercised or (if more than one set of ashes may be interred in that niche) has only been exercised partially; and the name of the dedicated person has been entered into the endorsed registers under section 26(3)(b) of the PCO.

(15) Non-compliant structures

The holder of an exemption must ensure that the non-compliant structures necessary for, or ancillary to, the operation of the columbarium must be limited to the structures certifiable for a pre-cut-off columbarium shown in the approved plans.

(16) Notice to be exhibited

The holder of an exemption must exhibit at a conspicuous place in the columbarium the notice at **Appendix 2** to the effect that any sale of an interment right in respect of the columbarium is an offence under section 11 of the PCO. The holder of an exemption must ensure that the notice is kept in a complete and good condition.

(17) Measures and guidelines on the management of the columbarium

The holder of an exemption must formulate guidelines concerning the management of the columbarium, covering admission control, traffic arrangement or management, crowd management, security management, manpower deployment on peak grave sweeping days or periods and other days or periods as well as contingency plan in the event of fire or other emergency situations during the operation of the columbarium, to ensure and maintain good order and public safety at the columbarium. The holder of an exemption must exhibit at a conspicuous place in the columbarium the guidelines concerned.

(18) Restriction on the imposition of any additional fees of interment rights of niches

In respect of an interment right, the holder of an exemption must not impose any additional fees, charges or other sums as described below:

- (a) any additional fees, charges or other sums beyond the amounts specified or otherwise contained in any agreement for the sale of the interment right entered into before the cut-off time (i.e. 8 a.m. of 18 June 2014); or
- (b) if any mechanism for the future revision of any fees, charges or other sums is specified or otherwise contained in the agreement for the sale of the interment right, any additional fees, charges or other sums not in accordance with such specified mechanism.

Starting from the date on which the exemption has come into effect, within the month after every 12 months have passed, the holder of an exemption must submit a duly completed and signed confirmation letter using the template at **Appendix 3**, confirming that he/she has been complying with the above-mentioned conditions since the exemption has come into effect. When required by the Director of Food and Environmental Hygiene or an authorized officer, the holder of an exemption must provide all relevant

information and documents, including but not limited to the registers related to the conditions, all relevant agreements for the sale of interment rights, receipts of payments, accounting entry records, etc.

(19) Unused or partially used niches

- (a) For niches in the columbarium in respect of which interment rights were sold before the cut-off time (i.e. 8 a.m. on 18 June 2014) and have not been exercised or have only been partially exercised, the holder of an exemption must keep the relevant registers endorsed by the PCLB. The holder of an exemption in respect of a pre-cut-off columbarium must not replace the name of a dedicated person contained in an endorsed register, or cause such a name to be replaced, by the name of another person unless—
 - (i) the purchaser so requests;
 - (ii) that other person is a relative (as defined by section 6(2) of Schedule 5 to the PCO) of the dedicated person, whether or not living, and the purchaser has made a statutory declaration to confirm that fact; and
 - (iii) the arrangements for effecting changes of the dedicated person set out in the agreement for the sale of the interment right (if applicable) have been followed.
- (b) For the endorsed registers on unused or partially used niches, the holder of an exemption must update the endorsed registers as soon as practicable after effecting the changes of a dedicated person (the relative (as defined by section 6(2) of Schedule 5 to the PCO) of the original dedicated person) and notify the Director of Food and Environmental Hygiene of the change, in writing, within ten (10) working days after the date on which the change has been effected. The holder of an exemption must make the updated registers available for inspection, on request, by the Director of Food and Environmental Hygiene or an authorized officer.

(20) No re-interment of ashes after the removal of ashes

The holder of an exemption must ensure that niches with ashes already interred, if those ashes are subsequently removed, are not re-interred with ashes.

(21) Handling of “niches not sold nor let before the cut-off time”

The holder of an exemption must firmly seal the “niches not sold nor let before the cut-off time” in the columbarium (e.g. seal with stone plaques) and indicate that these niches “are not for sale nor letting and not for keeping ashes”.

(22) The holder of an exemption must appoint an Authorized Person (if necessary, a Registered Structural Engineer) to carry out inspection and assessment in accordance with the relevant requirements of Annex 5 of the “Application Guide for Private Columbarium Licence and Other Specified Instruments” published by the PCLB on or before 24 July 2025 and every 5 years thereafter. The certification of the structural safety (i.e. Form PCLU-1) should be submitted after the inspection.

(Condition recommended to be imposed by the Buildings Department)

(23) The holder of an exemption must ensure the columbarium’s continuing compliance with the “Fire Safety Requirements and those updated from time to time for Private Columbaria” imposed by the Fire Services Department. (Please refer to Appendix 1 of Annex 9 to the Application Guide for Private Columbarium Licence and Other Specified Instruments published by the PCLB.)

(Condition recommended to be imposed by the Fire Services Department)

(24) The holder of an exemption must ascertain that visitors are permitted to burn ritual offerings in joss paper furnace equipped with air pollution control equipment during worship and notice shall be displayed at conspicuous locations for attention of the visitors. Before burning joss papers, the holder of an exemption must make

sure that the eco-joss paper furnaces have been turned on and running normally. It should also ensure that only offerings made with paper materials are burnt in the furnaces. Other wrapping materials, in particular plastic materials, should be removed beforehand. In addition, trained operator(s) should be employed to control the rate of feeding joss papers into the furnaces so as to avoid overloading the furnaces and emitting visible flue gas. All eco-joss paper furnaces should be maintained regularly by competent personnel to achieve optimal performance. All components should also be inspected, cleaned and serviced regularly.

(Condition recommended to be imposed by the Environmental Protection Department)

Consequences of breaching conditions of exemptions

The holder of an exemption must comply with the conditions imposed on the exemption. Otherwise, he/she has to bear one or more than one of the following consequences.

- (1) According to section 40 of the PCO, if the holder of an exemption has failed to comply with a condition to which the exemption is subject or an enforcement notice served under section 64, the PCLB may:
 - (a) revoke, or suspend for a period the PCLB thinks fit—
 - (i) a licence; or
 - (ii) the authorization under a licence to sell interment rights in respect of the columbarium concerned,
 - (b) revoke, or suspend for a period the PCLB thinks fit, an exemption or temporary suspension of liability;
 - (c) refuse to renew a licence or exemption or refuse to extend a temporary suspension of liability;
 - (d) vary any conditions to which any of the following is subject or impose new conditions on it—
 - (i) a licence;
 - (ii) the authorization under a licence to sell interment rights in respect of the columbarium concerned;
 - (iii) an exemption;
 - (iv) a temporary suspension of liability.
- (2) According to section 64 of the PCO, the Director of the Food and Environmental Hygiene (Director) may, by notice (enforcement notice) served on the holder of an exemption in respect of a columbarium (recipient), require the recipient to do one or more of the following—
 - (a) to end a contravention of a condition to which the instrument is subject;
 - (b) to remedy the consequences of such a contravention;

- (c) to prevent the recurrence of such a contravention.

The recipient of an enforcement notice who, without reasonable excuse, fails to comply with the notice commits an offence and is liable on summary conviction to a fine of \$500,000 and to imprisonment for 6 months; or on conviction on indictment to a fine of \$5,000,000 and to imprisonment for 2 years.

If the recipient of an enforcement notice fails to take the action stated in the notice within the stated time for remedying the consequences of a contravention stated in the notice or for preventing the recurrence of such a contravention, the Director may arrange for any action that the Director considers necessary or desirable to be taken to remedy the consequences of the contravention or to prevent the recurrence of the contravention. The expenses of any action taken as described above are recoverable as a civil debt from the recipient of the enforcement notice.

- (3) When breaching certain condition(s) imposed on an exemption, the holder of the exemption may, at the same time, commit relevant offences as specified in the PCO. For example:
- (a) When breaching Condition 3 as mentioned above, a person may also commit the offence under section 53(2) of the PCO at the same time and is liable on conviction to a fine at level 3 and to imprisonment for 6 months;
 - (b) When breaching Condition 4 or 16 as mentioned above, a person may also commit the offence under section 52(4) of the PCO at the same time and is liable on conviction to a fine at level 3 and to imprisonment for 3 months;
 - (c) When breaching Condition 6 or 7 as mentioned above, a person may also commit the offence under section 51(6) of the PCO at the same time and is liable on conviction to a fine at level 3 and to imprisonment for 6 months;
 - (d) When breaching Condition 8 as mentioned above, a person may also commit the offence under section 44(6) of the PCO at the same time and is liable on conviction to a fine at level 3 and to imprisonment for 3 months;

- (e) When breaching Condition 9, 10, 11, 12 or 13 as mentioned above, a person may also commit the offence under section 58(2) of the PCO at the same time and is liable on conviction to a fine at level 2 and to imprisonment for 6 months;
- (f) When breaching Condition 14 as mentioned above, a person may also commit the offence under section 54(6) of the PCO at the same time and is liable on summary conviction to a fine of \$2,000,000 and to imprisonment for 6 months; or on conviction on indictment to a fine of \$5,000,000 and to imprisonment for 2 years;
- (g) When breaching Condition 19(a) as mentioned above, a person may also commit the offence under section 56(3) of the PCO at the same time and is liable on conviction to a fine of \$500,000 and to imprisonment for 2 years; and
- (h) When breaching Condition 19(b) as mentioned above, a person may also commit the offence under section 56(4) of the PCO at the same time and is liable on conviction to a fine at level 3 and to imprisonment for 6 months.

Important Reminder

Where an application for the issue of an exemption is granted by the PCLB, there is no implication that the columbarium relating to such application has complied with all the statutory and Government requirements in Hong Kong. Granting the application for the issue of an exemption does not affect any enforcement action and decision as a result of the violation of any statutory and Government requirements. It is the responsibility of the operator of a columbarium to ensure that the columbarium satisfies all the statutory and Government requirements, and to comply with all the requirements and conditions imposed by all the relevant authorities (including but not limited to the Building Authority, Director of Lands, Director of Planning, Director of Fire Services, Commissioner of Police, Commissioner for Transport, Director of Environmental Protection, Director of Electrical and Mechanical Services, or other bureaux, Government departments and relevant authorities) according to the legislation that they are enforcing or under their power, and be responsible for any penalties and legal liabilities resulting from any contravention of those requirements and conditions.

Means of Communication

Where it is mentioned in this document that certain information has to be provided to the Private Columbaria Licensing Board (PCLB) or the Director of Food and Environmental Hygiene in writing, it should be provided through the following ways:

By mail to:

Private Columbaria Affairs Office P.O. Box 80011
Cheung Sha Wan Post Office

If one would like to submit information in person, please make an appointment by calling 2350 7319 before coming to the following address at the appointed time:

Private Columbaria Affairs Office
Units 501-502, 5/F, Trade Square,
681 Cheung Sha Wan Road, Cheung Sha Wan, Kowloon

By email to: pc_app@fehd.gov.hk

By fax to : 2893 7683

For any enquiry on this document, please contact the Licensing Team of the Private Columbaria Affairs Office

Telephone number : 2892 2731
Email address : pc_app@fehd.gov.hk

If there is any change on the above means of communication, the latest written notice issued by the Private Columbaria Affairs Office shall prevail.

《私營骨灰安置所條例》第 51(4)條
私營骨灰安置所
安放及移走骨灰紀錄

範本

骨灰安置所名稱：_____

骨灰安置所地址：_____

指明文書種類及編號：_____

指明文書持有人姓名/名稱：_____

(I) 安放骨灰的紀錄 [註 1]

序號	安放 骨灰 日期	安放骨灰的位置							受供奉者		骨灰的獲授權代表[註 4]			骨灰安放權的買方			備註
		龕位					非龕位 位置詳情 (如適用)	備註 (轉移骨灰 適用) [註 2]	姓名	身份證明 文件資料 [註 3]	姓名	身份 證明 文件 資料 [註 5]	聯絡 電話 號碼/其 他聯絡 方法	姓名	身份 證明 文件 資料 [註 5]	聯絡 電話 號碼/其 他聯絡 方法	
		大樓 座數	樓層 編號	房間 編號	牆壁 編號	龕位 編號											

[註 1] 「安放骨灰」，指自上述指明文書有效期首日開始每次把骨灰安放到本骨灰安置所內，以及在本骨灰安置所內由一個位置移到另一位置(例如由非龕位移至龕位、由龕位移至非龕位、由龕位甲移至龕位乙等)，須在下列表格內填上詳細資料。

[註 2] 如是次「安放骨灰」是由本骨灰安置所內一個位置轉移至另一個位置，請在此欄填寫從那個位置移走骨灰。

[註 3] 證明文件包括死亡證、領取骨灰許可證、火葬證明書、火葬許可證／火葬令／撿拾遺骸許可證或其他身份證明文件。

[註 4] 「獲授權代表」是指就某安放權出售協議而言，符合以下說明的人：該人按該協議，獲授權提出申索，要求交還根據該協議安放的骨灰(但如該人營辦、維持、管理或以任何其他方式控制安放或將安放該等骨灰的骨灰安置所，則該人或該人的代理人除外)。如沒有，請填寫受供奉者的相關人士(例如：親屬)的資料。

[註 5] 身份證明文件包括香港身份證／旅遊證件。

(II)移走骨灰的紀錄 [註 1]

序號	移走 骨灰 日期	從下列位置把骨灰移離骨灰安置所						受供奉者		取走骨灰的人士			取走骨灰的原因	備註
		龕位					非龕位 位置詳情 (如適用)	姓名	身份證明 文件資料 [註 2]	姓名	身份 證明 文件 資料 [註 3]	聯絡電話 號碼/其 他聯絡 方法		
		大樓 座數	樓層 編號	房間 編號	牆壁 編號	龕位 編號								

[註 1] 「移走骨灰」，指自上述指明文書有效期首日開始每次把骨灰從本骨灰安置所移走，不論是從本骨灰安置所內的龕位或非龕位移走，須在下列表格內填上詳細資料。

[註 2] 證明文件包括死亡證、領取骨灰許可證、火葬證明書、火葬許可證／火葬令／撿拾遺骸許可證或其他身份證明文件。

[註 3] 身份證明文件包括香港身份證／旅遊證件。

私營骨灰安置所發牌委員會
私營骨灰安置所條例（第 630 章）

豁免書號碼
XXXXXXXXX

私營骨灰安置所 – 豁免書所受的限制

出售／新出租 本骨灰安置所 的任何骨灰安放權 屬第 11 條所訂罪行

- (a) 自 2014 年 6 月 18 日上午 8 時起不可出售／新出租骨灰安放權；
- (b) 在 2014 年 6 月 18 日上午 8 時前已售出安放權而尚未或已局部入灰的龕位，訂明受供奉人只可轉名給其親屬（按《私營骨灰安置所條例》附表 5 第 6(2)條對《親屬》所作的定義）；
- (c) 已入灰的龕位，在日後骨灰移離龕位後(例如由後人領回)，不可重新入灰；
- (d) 若日後第（b）項所指的龕位安放了骨灰，第（c）項的限制也對其適用；以及
- (e) 不可就已售出安放權的龕位收取有關出售協議所訂明以外的任何費用。

豁免書持有人請把填妥的確認書送達食物環境衛生署私營骨灰安置所事務辦事處
 地址:九龍長沙灣道 681 號貿易廣場 5 樓 501-502 室(以在「規管私營骨灰安置所」專題網站
 (www.rpc.gov.hk) 公布的最新地址為準)
 電話 Tel : 2350 7319 傳真 Fax : 2827 2908

範本

致: 食物環境衛生署署長

私營骨灰安置所名稱: _____
 私營骨灰安置所豁免書號碼: _____
 豁免書有效期: 由_____年__月__日至_____年__月__日
 豁免書持有人姓名 / 名稱*: _____

豁免書持有人須每年在

 每 12 個月完結後的一個月內提交的確認書

為符合上述豁免書的條件，本豁免書持有人現確認由上述豁免書有效期開始起至現在一直沒有就龕位安放權收取符合以下說明的額外費用、收費或其他款項：

- (a) 數額超逾在截算時間(即 2014 年 6 月 18 日上午 8 時) 前訂立的安放權出售協議所指明或以其他方式載有者；或
- (b) 如該協議指明或以其他方式載有日後該費用、收費或其他款項的調整機制，並非按照該機制而收取者。

在食物環境衛生署署長或獲授權人員提出要求時，本豁免書持有人將會提供所有相關資料及文件，包括但不限於與上述豁免書條件有關的登記冊、所有與出售龕位安放權有關的協議、收費收據、入賬記錄等，以供食物環境衛生署署長或獲授權人員查閱。

豁免書持有人/獲授權人士*簽署 : _____
 豁免書持有人/獲授權人士*姓名 : _____
 獲授權人士職位* : _____
 簽署日期 : _____

*請刪去不適用者