

**The Private Columbaria Licensing Board Set Deadline for Submission of Documents/Information in Respect of Temporary Suspension of Liability Applications that are Still Under Vetting in the Light of the Latest Situation on the Processing of Applications**

The Private Columbaria Licensing Board (PCLB) started to accept applications for specified instruments (SIs) (i.e. licence, exemption or temporary suspension of liability (TSOL)) on 30 December 2017, and the deadline for submission of applications for SIs in respect of pre-cut-off columbaria expired on 29 March 2018. On 30 August 2019, the PCLB announced setting 31 December 2019 as the deadline for the submission of documents/information in respect of TSOL applications. After examining the status of submission of documents by applicants as at 31 December 2019, the PCLB has decided to cease the vetting of the TSOL applications of 15 private columbaria that have not submitted any documents in one or more domains of the application requirements by the deadline. The PCLB have held open meetings to deliberate and determine the applications for SIs in respect of the private columbaria concerned.

2. The PCLB has been closely monitoring the comments provided by various departments for the applications for SIs, the follow-up actions taken by the applicants and the status of applicants' submission of documents and note that some applicants still have not submitted all the required documents in respect of their TSOL applications. **In the light of the latest situation on the processing of applications for SIs, the PCLB decided to set 31 December 2020 as the deadline for applicants' submission of documents/information for TSOL applications that are still under vetting.** The Private Columbaria Affairs Office (PCAO) issued letters to SI applicants concerned to inform them of the relevant details on 4 September 2020.

3. An SI applicant concerned **must submit on or before 31 December 2020 all the following documents/information and certificates in respect of the TSOL application that is still under vetting:**

- (a) documents/information and certificates required to be submitted for TSOL application as specified in the "Application Guide for Private Columbarium Licence and Other Specified Instruments";

- (b) documents/information and certificates which are required to be submitted according to the comments from the PCLB, the PCAO and/or other bureau/departments (if any) **issued to the applicant by the PCAO** on or before 31 May 2020 in respect of the TSOL application; and
- (c) an updated action plan (regarding the domain(s) of application requirements which is/are yet to be complied with for the licence/exemption application submitted together with the TSOL application, the applicant must set out in the updated action plan all the actions to be taken with the expected completion date of each of such actions).

4. If the applicant concerned fails to submit all the documents/information and certificates mentioned in paragraphs 3(a) to (c) above on or before 31 December 2020, **the PCLB will cease the vetting of the whole set of TSOL application and the licence/exemption application submitted together with the TSOL application, and stop asking the relevant bureau/departments to give comments on the whole set of applications** (except under special circumstances and with sufficient justifications). For this type of cases, the PCLB will, based on the documents/information submitted by the applicant for the TSOL and the related licence/exemption applications on or before 31 December 2020 and the circumstances of each case, decide on the date for holding an open meeting to deliberate the applications with a view to determining the whole set of applications.

5. If the PCLB **decides** to cease the vetting of the whole set of applications for SIs, it will not take into consideration any documents/information submitted by the applicant after 31 December 2020 when determining the said applications.

6. When determining the abovementioned applications, the PCLB will refuse the whole set of applications if the applications do not comply with all the application requirements stipulated in the Private Columbaria Ordinance and the requirements specified by the PCLB. Under such circumstances, the columbarium concerned will have to cease operation and the ashes interred in the columbarium must be disposed of lawfully in accordance with the relevant requirements stipulated under the Ordinance.

Private Columbaria Licensing Board  
September 2020