

Catholic Cemeteries

Administration procedures for the exhumation of human remains, for re-burial, depository in niche or exportation of exhumed remains

Applicable to Exhumable Burial Lot (One Extendable Term Only) at the end of the 10-year or extended 16-year period, Exhumable Burial Lot (Multiple Extendable Terms), Permanent Burial Lot and Permanent Urn Burial Lot

Name of Deceased: _____

Grave No.: _____ Section: _____

1. Recognized Representative (hereinafter called "Applicant") presents the official receipt of the grave concerned.
2. Upon examination of the above document, Cemetery Office issues a yellow "Permit for the Exhumation of Human Remains" (hereinafter called "Yellow Permit") to the Applicant. Applicant shall bring the "Yellow Permit" and apply for the "Permit to Remove/Exhume Remains" and "Authorization to Exhume Remains" from the Cemeteries and Crematoria Section of the Food and Environmental Health Department (FEHD) located at Happy Valley (1 Wong Nai Chung Road, Happy Valley; Phone: 2578 9406) and Hung Hom (Upper Ground Floor, 6 Cheung Hang Road, Hung Hom; Phone: 2365 5321 or 2364 5399).
3. After obtaining permits from FEHD, Applicant shall bring the FEHD permits and the Yellow Permit back to the Cemetery Office and book a date to exhume the remains of the deceased (usually 14 or more work days thereafter) and pay for the following fees:
 - A. Demolition of existing grave in Permanent / Exhumable Burial Lot (be it for one extendable term only or multiple extendable terms): HK\$5,500; in Permanent Urn Burial Lot: HK\$4,000 (fee includes demolition and digging, clearing and transfer of debris to the landfill)
 - B. Concrete paving: HK\$2,000 (applicable only to Permanent Burial Lot, Exhumable Burial Lot (Multiple Extendable Terms), and Urn Burial Lot)
 - C. Cemetery Office will arrange for the demolition of grave. Applicant will not be notified of the date of work. Applicant is advised to take a record of the inscription on the gravestone before it is being demolished. Cemetery Office will not retain the gravestone, any objects of the grave including photo of the deceased and/or the inscription.
4. On the day of exhumation, Applicant should first visit the Cemetery Office and pay for the service: for Permanent / Exhumable Burial lot (be it for one extendable term only or multiple extendable terms): HK\$5,000; for Permanent Urn burial lot: HK\$3,500 [fee includes removing soil, opening the coffin, exhumation, dusting of the bones (**washing and scraping of bones are strictly forbidden**), removal of coffin to the landfill, and backfilling.]

[According to the law of Hong Kong, scraping of bones for bodies not fully decomposed is prohibited. In case of doubt, please contact FEHD. If Applicant is being solicited to use this service, please notify the Cemetery Office or the Superintendent direct (phone: 2745 4220).]
5. Exhumed remains not being relocated should be immediately reburied in the Permanent Burial Lot, Exhumable Burial Lot (Multiple Extendable Terms), or Permanent Urn Lot. If an underground chamber is to be constructed, reburial should take place within the next 7 days.



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6. If the exhumed remains are to be deposited in niches of the same Cemetery, Applicant shall pay for **Standard Niche: HK\$7,170** (including permanent use of niche, niche sealing slab, inscription engraved in black paint, B&W enamel photograph and vase) or **Upgraded Niche: HK\$15,720 / Family Niche: HK\$50,640** (including permanent use of niche, niche sealing slab, inscription engraved in black paint, B&W enamel photo, stainless steel frame with vase and niche interior lining), HK\$1,200 for the marble box for exhumed remains, and provide information to be inscribed on the sealing slab (such as name, Christian name, date of birth and death), as well as a photo of the deceased (passport size or photo not larger than 4R). If Applicant opts for gold foil-pasted inscription and coloured photo, an additional charge of HK\$500 and HK\$400 for a single person will be imposed.
- (Niches are allocated in sequential order; pre-allocation, pre-subscription or re-allocation within the same Cemetery are not available. An official receipt will be issued immediately upon payment. The official receipt is the only valid document of proof and must be kept in good custody for all future reference and use. Updates on the allocation of niches are available from <http://vgoffice.catholic.org.hk>)**
7. For exportation of exhumed remains, an administration fee of HK\$700 will be imposed. The exhumed remains and the “Authorization to Exhume Remains” will be immediately given back to the Applicant.
8. Except for item (7) above for which cheques are not accepted, all payment can be made in cash, cheque, VISA or MASTER credit cards. (St Michael’s Cemetery in Happy Valley does not take credit cards.)
- Payee of various Cemeteries:
Cheung Sha Wan, Sai Kung, Cheung Chau:
The Bishop of the Roman Catholic Church in HK (St. Raphael’s Cemetery)
Chai Wan: *The Bishop of the Roman Catholic Church in HK (Holy Cross Cemetery)*
Happy Valley: *The Bishop of the Roman Catholic Church in HK (St Michael’s Cemetery)*
9. Please contact Cemetery Offices for the time available for exhumation of remains and the sealing of slab. Phone numbers are available on page 4.

I hereby acknowledge my understanding of the above procedures and the receipt of a copy thereof.

Applicant’s name and signature:

Date:

I have returned the “Yellow Permit”, documents from FEHD and paid for the demolishing of the grave. I will visit the Cemetery Office at _____ (time) on _____ (date), pay for and administer the exhumation of remains, or I will authorize someone to act on my behalf.

Applicant’s name and signature:

Date:



Catholic Cemeteries

Administration procedures for human remains not fully decomposed at the time of exhumation:

Extension for 6 years / exportation of coffin / re-exhumation

Applicable to Exhumable Burial Lot (One Extendable Term Only) at the end of the 10-year or 16-year period, Exhumable Burial Lot (Multiple Extendable Terms) & Permanent Burial Lot

- A. Human remains not fully decomposed at the end of the 10-year period at Exhumable Burial Lot (One Extendable Term Only)
1. Apply for a 6-year extension at a fee of **HK\$9,220** (extendable for one time only; period will commence from the following year after the 10-year period expires). The grave will be backfilled with soil. Applicant shall apply for re-exhumation and pay for the applicable fee at the end of the extended period. Or,
 2. Within one year from the date when the human remains were first exhumed after the 10-year period, apply for re-exhumation and relocation. FEHD will issue a "Permit to Remove/Exhume Remains" to the Applicant six months after the date when the human remains were first exhumed. The Permit has a validity of six months. Before the Permit expires, Applicant should bring the said Permit to the Cemetery Office and book a date to re-exhume the remains.
 3. If the human remains are not fully decomposed at the end of the first or subsequent exhumation and the Applicant decides not to extend the burial period, Applicant should apply from the Cemetery Office and FEHD for exportation of coffin for cremation or to other cemeteries. An administration fee of HK\$700 shall be imposed for exportation of coffin. For cremated ashes to be deposited back to Catholic Cemeteries, Applicant should apply according to the Rules of Catholic Cemeteries.
- B. Human remains not fully decomposed at the end of the extended 6-year period at Exhumable Burial Lot (One Extendable Term Only)
1. Within one year from the date when the human remains were first exhumed at the end of the extended 6-year period, apply for re-exhumation and relocation. FEHD will issue a "Permit to Remove/Exhume Remains" to the Applicant six months after the date when the human remains were first exhumed. The Permit has a validity of six months. Before the Permit expires, Applicant should bring the said Permit to the Cemetery Office and book a date to re-exhume the remains.
 2. If the human remains are not fully decomposed at the subsequent exhumation, Applicant should apply from the Cemetery Office and FEHD for exportation of coffin for cremation or to other cemeteries. An administration fee of HK\$700 shall be imposed for exportation of coffin. For cremated ashes to be deposited back to Catholic Cemeteries, Applicant should apply according to the Rules of Catholic Cemeteries.
- C. Human remains not fully decomposed at Permanent Burial Lot or Exhumable Burial Lot (Multiple Extendable Terms)
1. Within one year from the date when the human remains were first exhumed, apply for re-exhumation and re-burial. FEHD will issue a "Permit to Remove/Exhume Remains" to the Applicant six months after the date when the human remains were first exhumed. The Permit has a validity of six months. Before the Permit expires, Applicant should bring the said Permit to the Cemetery Office and book a date to re-exhume the remains. If the human remains are still not fully decomposed at the second exhumation, Applicant can apply subsequent exhumation according to the above procedures.



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Administration procedures for human remains not fully decomposed at the time of exhumation:

Extension for 6 years / exportation of coffin / re-exhumation

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2. If exhumation is for exportation, and the human remains have not fully decomposed at the first and subsequent exhumation, Applicant should apply from the Cemetery Office and FEHD for exportation of coffin for cremation or to other cemeteries. An administration fee of HK\$700 shall be imposed for exportation of coffin. For cremated ashes to be deposited back to Catholic Cemeteries, Applicant should apply according to the Rules of Catholic Cemeteries.
- D. Fee for re-opening of Permanent / Exhumable Burial Lot (be it for one extendable term only or multiple extendable terms) for the re-exhumation of human remains: HK\$2,500 per occasion
- E. Applicants shall pay for applicable fees at the time of payment. All fees paid are not refundable.
- F. Upon expiry of respective periods, if no one comes forth to apply for the exhumation of the human remains, the Superintendent may act according to the Rules of Catholic Cemeteries without prior notice.

I hereby acknowledge my understanding of the above procedures and the receipt of a copy thereof.

Applicant's name and signature:

Date:

Office Hours: 09:00-16:30 Monday – Saturday (closed on Sundays and Public Holidays)

- ☎ 2741 5283 St. Raphael's Catholic Cemetery, Cheung Sha Wan & Sai Kung, Cheung Chau Catholic Cemeteries
- ☎ 2557 4213 Holy Cross Catholic Cemetery, Chai Wan
- ☎ 2572 6078 St. Michael's Catholic Cemetery, Happy Valley

