

## CATHOLIC CEMETERIES - APPLICATION FOR URN NICHE

- (A) The deceased must either be a Catholic or a Catechumen by the Catholic Rite with "Burial Permit in the Catholic Cemetery" issued by the related parish.
- (B) Niches are allocated in sequential order; pre-allocation, pre-subscription or storage services of ashes are not available. Applications are not processed on a first-come-first-served basis.
- (C) If more than one party applies for the same niche, priorities will be given according to the date of death of the deceased to be first interred in a niche in Catholic Cemeteries.
- (D) After allocation of niche for the deceased, re-allocation within the same Cemetery is not allowed. Fees already paid for are not refundable.
- (E) For Allocation Status of Niches, please visit <http://vgoffice.catholic.org.hk>
- (F) When applying for a niche, the following original documents (copies not accepted), ashes and required fees have to be provided:



- 1) Ashes
  - 2) "Permit to Take Away Cremated Ashes" (issued by the Food and Environmental Hygiene Department)
  - 3) "Burial Permit in the Catholic Cemetery" (issued by a Priest or Deacon)
  - 4) The HKID card of the deceased
  - 5) Death Certificate of the deceased (if available)
  - 6) Photo of the deceased (passport size or photo not larger than 4R)
  - 7) Inscription details for sealing slab (name, Christian name, date of birth and death; standard inscription format should be followed);
  - 8) Niche Fee (Cash / Cheque / Visa or Master Card):
    - **Standard Niche HK\$7,170:** including permanent use of niche, niche sealing slab, inscription engraved in black paint, black and white enamel photograph and vase. Niche interior lining is not included);
    - **Upgraded Niche HK\$15,720:** including permanent use of niche, niche sealing slab, inscription engraved in black paint, black and white enamel photo, stainless steel frame with vase and niche interior lining. (Upgraded Niche is available only in Cheung Sha Wan Catholic Cemetery.)
- (An **official receipt** and a work implementation sheet will be issued 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.)

### Payment by cheque:

- For St. Raphael's Catholic Cemetery, Cheung Sha Wan & Sai Kung, Cheung Chau Catholic Cemeteries, cheque payable to:  
***The Bishop of the Roman Catholic Church in HK (St. Raphael's Cemetery)***
- For Holy Cross Catholic Cemetery, Chai Wan, cheque payable to:  
***The Bishop of the Roman Catholic Church in HK (Holy Cross Cemetery)***

### Miscellaneous Fees:

- |  |                               |                             |
|--|-------------------------------|-----------------------------|
| [1] Sealing slab with inscription pasted with golden foil:   | single person HK\$500         | two persons HK\$750         |
| [2] Coloured enamel photo:                                   | 3" x 4" single person HK\$400 | 4" x 6" two persons HK\$600 |
| [3] Marble urn for ashes (no inscription services provided): | HK\$600                       |                             |
| [4] Niche interior lining:                                   | HK\$2,800                     |                             |

Approximate structural dimensions of Urn/Ossuary Niches in Cheung Sha Wan, Chai Wan, Sai Kung Catholic Cemeteries are 300 x 300 x 600mm (depth); and those of Urn Niche and Ossuary Niche in Cheung Chau Catholic Cemetery are 300 x 300 x 300mm (depth) and 300 x 300 x 600mm (depth) respectively.

- (G) After application for the niche and before depository in the niche, ashes must be temporarily kept in the Cemetery Office.
- (H) Depository of ashes in the niche:  
[1] The Cemetery Office will either arrange the cemetery staff to deposit the ashes in the niche upon the request of the applicant OR  
[2] The Cemetery Office would fix a date with the applicant should the applicant attend the depository process (within 8 weeks upon approval of application). On the date for depository, please bring along the work implementation sheet issued by the Cemetery Office, reclaim the ashes and bring them to the niche for depository by the cemetery staff.
- (I) Only 1 number of marble flower vase (for standard niches) or stainless steel vase (for upgraded niches) supplied by the Cemetery Office, both complying Government requirements, are allowed. No other decorative fittings can be installed.
- (J) Should there be adjustment of the above fees, applicant shall pay for the fees prevailing at the time of application.

**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

