

CATHOLIC CEMETERIES – COFFIN BURIAL IN EXHUMABLE BURIAL LOT (One Extendable Term Only)

(Allocated for an initial term of 10 years; extendable for one further term of 6 years)

- (A) The deceased must either be a Catholic or a Catechumen by the Catholic Rite with “Burial Permit in the Catholic Cemetery” obtained from the related parish.
- (B) Applicant should provide the following original documents and information (copies of documents not accepted), and complete a Burial Registration Form in the Cemetery Office at least five working days prior to burial. Burial lots are pre-numbered and will be allocated in sequential order. Pre-allocation and pre-subscription of burial lots are not available.

1. Burial Permit in the Catholic Cemetery;
2. Certificate of Registration of Death (Form 10) or Certificate of Order Authorizing Burial of Body (Form 11) stamped by a recognized undertaker;
3. The HKID card of the deceased;
4. The Death Certificate of the deceased (if available);
5. Measurements of the coffin (to be provided by the undertaker); the coffin should not be larger than the burial space of 900mm wide x 2400mm long as stipulated by law;
6. Time for coffin burial: 09:30 – 15:00 Monday to Saturday (not available on Sundays and Public Holidays)

- (C) When the hearse arrives at the cemetery on the burial date, please submit the following original documents and pay the required fees at the Cemetery Office. Applicant will be issued an official receipt and a work implementation sheet. Please submit the work implementation sheet to the cemetery staff at the burial lot for arrangement of burial services.

1. The Certificate of Registration of Death (Form 10) or the Certificate of Order Authorizing Burial of Body (Form 11) stamped by a recognized undertaker;
2. **Fee: HK\$28,090 (Cash / Cheque / Visa or Master Card)**
(Fee includes the use of a burial lot (One Extendable Term Only) for 10 years, grave digging, backfilling and concrete paving. An **official receipt** and a work permit 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)

- (D) For the erection of gravestone, applicant shall submit the following original documents for the approval by the Superintendent and pay for the required fees. Application shall be made after the completion of concrete paving which is approximately nine months after the date of burial. A list of approved gravestone contractors for works in the Catholic Cemeteries is obtainable from the Cemetery Office or from the website <http://vgoffice.catholic.org.hk>.

1. The “Work Permit” issued by the Cemetery Office;
2. Design of the gravestone, measurements, materials, text to be engraved and other relevant information in duplicate;
3. Contractor’s Deposit HK\$5,000;
4. Fee for the issuance of Work Permit HK\$ 400

- (E) 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

