CATHOLIC CEMETERIES – COFFIN BURIAL IN EXHUMABLE BURIAL LOT (Multiple Extendable Terms)

(Applicable to the Holy Cross Catholic Cemetery in Chai Wan only)

(Allocated for an initial term of 20 years; extendable for every 10 years thereafter)

(A) **Applicant should note that (a) this is an Exhumable Burial Lot (Multiple Extendable Terms); extension of use is subject to the payment of fees after the initial term of 20 years and for every 10 years thereafter; (b) space permissible, multiple co-burials may be applied for; however only one coffin burial is permitted at any given time.**

(B) 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.

(C) **Burial lots are pre-numbered and will be allocated in sequential order. Pre-allocation and pre-subscription of burial lots are not available. In case of dispute, the Cemetery Office's decision in the allocation of all locations is final.**

(D) Applicant should provide the following original documents and information **(copies not accepted)**, and complete a Burial Registration Form in the Cemetery Office at least 5 working days prior to burial.

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);
3. HKID card of the deceased;
4. 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 following: 740mm (W) x 2130mm (L) x 660mm (H);
6. Time for coffin burial: 09:30 – 15:00 Monday to Saturday (not available on Sundays and Public Holidays)

(E) When the hearse arrives at the cemetery on the burial date, please pay the required fees and complete the procedures at the Cemetery Office. An official receipt and a work implementation sheet will be issued to applicant. Please submit the work implementation sheet to the cemetery staff at the burial lot for burial services.

1. Stamp on the Certificate of Registration of Death (Form 10) or the Certificate of Order Authorizing Burial of Body (Form 11) by the licensed undertaker;
2. **Fee: HK$224,010** (Cheque / Visa or Master Card)
   (Fee includes the use of a burial lot (Multiple Extendable Terms) for 20 years and grave digging ($192,210), underground chamber ($29,800) and concrete paving ($2,000).
   After application, fees already paid for are non-refundable.
   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 shall be payable to: ***The Bishop of the Roman Catholic Church in HK (Holy Cross Cemetery)***

(F) For the erection of gravestone, applicant shall submit the following original documents for the approval by the Superintendent and pay for the prescribed fees. Application shall be made after the burial and completion of concrete paving. A list of approved gravestone contractors for works in the Catholic Cemeteries is obtainable from the Cemetery Office or from the website: https://cemeteries.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

(G) Should there be adjustment of the above fees, applicant shall pay for the fees prevailing at the time of application.