


Catholic Cemeteries

Administration procedures for the exhumation, re-burial, depository in niche or exportation of Exhumed Human 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 ALL debris to the landfill. Full fee still apply even if applicant appointed the approved gravestone contractor to apply for retaining the gravestone)
 - 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 and is advised to take a record of the inscription on the gravestone before it is 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 arrive at the Cemetery Office 15 minutes prior to the booked time and pay for the service:

for exhumation of encoffined human remains **HK\$5,000**

for exhumation of Exhumed Human Remains / Ashes: **HK\$3,500**

[fee includes digging up 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.]

The time required for the exhumation varies in each case and is affected by different factors, such as weather, temperature, humidity, environmental and soil conditions, coffin material, length of the burial period, degree of decomposition and the condition of the Exhumed Human Remains; thus the time required for the entire process cannot be pre-estimated.

 **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 directly (phone: 2745 4220).**




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5. Exhumed Human Remains not being relocated **must** 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.
6. If the Exhumed Human Remains are to be deposited in niches of the same Cemetery, Applicant shall pay for:
- Standard Niche: HK\$8,690** without niche interior lining installed / **HK\$11,490** with niche interior lining pre-installed (Including permanent use of niche, niche sealing slab, inscription engraved in black paint, B&W enamel photo, the box for exhumed human remains and vase)
- OR
- Upgraded Niche: HK\$17,240 / Family Niche: HK\$53,990** (Including permanent use for Upgraded Niche / use of 20 years for Family Niche, niche sealing slab, inscription engraved in black paint, B&W enamel photo, stainless steel frame with vase, niche interior lining and the box for exhumed human remains)
 - Provide inscription details on the sealing slab (such as Registered name, Christian name, date of birth and death; **standard inscription format provided by the cemetery office should be followed**, as well as a photo of the deceased. (physical photo in passport size or photo not larger than 4R)
 - HK\$500 and HK\$400 respectively if Applicant opts for gold foil-pasted inscription and coloured photo.

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.**

 Standard / Upgraded Niches: Allocated in sequential order; pre-allocation, pre-subscription or re-allocation within the same Cemetery are not allowed. The niche to be allocated will be based on sequential order immediately after the exhumation is confirmed successful. **As explained in point no. 4 above, the time required for the exhumation varies in each case, objection to the final location of the niche according to sequential order will not be considered.**

Family Niches: From 1 Sep 2021 onwards, applicants can apply for any non-allocated Family Niches in the designated batch until further notice. Please contact the Cemetery Office directly for the updated allocation status.

In case of dispute, the Cemetery Office's decision in the allocation of all locations is final.

7. For exportation of Exhumed Human Remains, an administration fee of **HK\$700** will be imposed. The Exhumed Human Remains and the "Authorization to Exhume Remains" will be immediately returned 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)**




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9. Quota for the exhumation of remains is limited per weekday, please contact the Cemetery Offices to check the available date and time for booking.

 Booking may be cancelled if there is any late arrival for more than 15 minutes, Applicant will have to make re-booking thereafter. As the time required for the exhumation varies in each case, the Cemetery Office cannot guarantee the time for commencement and completion.

Declaration by Applicant

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

Applicant's name: _____

Applicant's signature: _____ Date: _____

I have returned the "Yellow Permit", documents from FEHD and paid for the demolition of the grave. I will visit the Cemetery Office at _____ (Time) on _____ (Date), pay for and attend the exhumation of remains, or I will authorize someone to act on my behalf.

Applicant's name: _____

Applicant's 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\$9,760** (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 must 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 must 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 must 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 must 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 must 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.



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

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.**

Declaration by Applicant

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

Applicant's name: _____

Applicant's 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)

