

Catholic Cemeteries – Reminder for Application of Replacement Receipt

1. The official receipt is the only valid document of proof and must be kept in a safe place for all future reference and use. In the event that the official receipt of the burial ground allocated to the deceased is lost, the recognized representative may contact the relevant Catholic Cemetery Office for the application of a replacement receipt.
2. Applicant must ensure that the contents of the declaration or affidavit/affirmation are true, and must bear the legal responsibility and consequence of making false declarations/statements. Pursuant to Section 36 of the Crimes Ordinance (Cap. 200), any person who knowingly and wilfully makes a false statement in a statutory declaration shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 2 years and to a fine. Pursuant to Section 40 of the Crimes Ordinance, any person who wilfully uses for any purpose any affidavit which he knows to be false or does not believe to be true, wherever such affidavit may have been sworn, shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 7 years and to a fine.
3. If an official receipt and a replacement receipt are presented by different applicants at the same time, **the official receipt shall prevail.**

** Please tick ☐ the appropriate box below

- ☐ **Holder of the original temporary receipt of burial lot/niche allocated to the deceased** (issued on or before 2011)

Apply in person in the Cemetery Office concerned with the original temporary receipt, subject to a fee of HK\$150. The original temporary receipt shall be surrendered to the Cemetery Office at the time of application.

- ☐ **The applicant is the next of kin of the deceased registered with the Cemetery Office when the deceased was buried or deposited in the cemetery concerned**

Present to the Cemetery Office concerned the ID card and provide details of the deceased. After verification, obtain an affidavit from the Home Affairs Department, Solicitor or Justice of Peace based on the following page, then apply in person in the Cemetery Office with the affidavit and a fee of HK\$150.

- ☐ **The applicant is the relative of the deceased**

Present the original documental proof of relationship with the deceased such as Certificate of Birth or Baptism, document of proof from priest or other applicable legal documents, together with the details of the deceased to the Cemetery Office. After verification, obtain an affidavit from the Home Affairs Department, Solicitor or Justice of Peace based on the following page, then apply in person with all documents and a fee of HK\$150.



I _____ ID Card No. _____ have lost the original official receipt of the burial lot / niche issued by the Cemetery Office for the Deceased _____ Grave No. _____ Section No. _____ in _____ Catholic Cemetery. I fulfill the aforementioned condition for applying the replacement receipt. I hereby acknowledge that I fully understand and accept all of the above reminder conditions.

I confirm that all statements made in the affidavit are true and correct. If the Catholic Cemetery Offices subsequently discover any false statements, I understand and agree that the Catholic Cemetery Offices have the right to immediately revoke and cancel all approvals granted without any compensation, and I shall be responsible for restoring for all related matters accordingly.

Signature of Applicant: _____ Date signed: _____

Personal Information Collection Statement

The personal data provided in this form is for purposes relating to applications or for emergency contact use only by the Diocese and the Government. The provision of personal data in this form is on voluntary basis. However, if the applicant does not provide sufficient information, we may not be able to process the application.



Disclaimer

Declarant

Name: _____ Gender: _____ ID Card No.: _____

Address: _____

Date of declaration: _____ Place of declaration: _____ Signature: _____

I solemnly and sincerely declare that,

I _____ confirm that I am a recognized representative of the Deceased _____, as I have lost the original official receipt of the burial lot / niche allocated to the Deceased, I intend to apply for the issuance of a replacement receipt for handling the Deceased and/or burial lot / niche concerned. The Deceased _____ was my (relationship) _____.

Should any litigation or dispute regarding the handling of the aforementioned Deceased and/or the concerned burial lot/niche occur, I shall take full legal responsibility, and it shall bear no relationship to the Catholic Diocese of Hong Kong, the Diocesan Board of Catholic Cemeteries, and the Catholic Cemetery Offices. I also undertake to indemnify and compensate any person, and the aforementioned parties for any losses incurred as a result.

The Deceased was buried in the _____ Catholic Cemetery on (DD/MM/YY) _____ with Grave No. _____ in Section No. _____. On (DD/MMYY) _____, the burial lot was extended for six years. The Deceased was exhumed and relocated to Section No. _____ on (DD/MM/YY) _____.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Ordinance.

(To be filled in by the Cemetery Office)

Oath Administrator

Name: _____ Designation: _____

Signature: _____ Stamp of oath administration: _____

