



## **Tao Fong Shan Garden of Angels**

### **Guidelines for Application for Interment of Stillborn Remains**

#### **I. Eligibility**

- (1) The mother or father of the miscarried foetus.
- (2) The applicant shall be a Hong Kong resident.
- (3) The applicant shall profess the Christian faith.
- (4) A registered medical practitioner shall certify that the miscarriage occurred before 24 weeks of gestation.

#### **II. Application Procedure**

- (1) The applicant shall duly complete the "Application Form for Interment of Foetal Remains" of Tao Fong Shan Garden of Angels (the "Application Form") and submit it to this Office together with the required fee and documents. Upon receipt of the relevant payment, this Office will issue an official receipt and a confirmation letter to the applicant.
- (2) Required documents:
  - i. A copy of the applicant's Hong Kong identity document (the original shall subsequently be presented for verification by TFS staff).
  - ii. A copy of the identity document of the mother of the miscarried foetus (applicable only where the applicant is not the mother of the miscarried foetus).
  - iii. An original and a copy of the "Miscarried Foetus Document" or other documentary proof issued by a local medical practitioner, hospital or registered medical institution.
  - iv. Documentary proof of the applicant's Christian faith:
    - (a) baptismal certificate; or
    - (b) a recommendation letter/certificate issued by a church pastor or person in charge; or
    - (c) a Declaration of Christian Faith signed by the applicant (provided by Tao Fong Shan Garden of Angels).

#### **III. Application Fee**

- (1) With the approval of the Director of Food and Environmental Hygiene of the Hong Kong Special Administrative Region, with effect from 23 May 2019, the fee for the interment of the remains of a miscarried foetus (the "miscarried foetus") at the Garden of Angels is HK\$12,000.
- (2) The fee includes groundworks services provided by an approved contractor of Tao Fong Shan Christian Cemetery, a bamboo box for containing the remains, an angel gown for the miscarried foetus, and a small memorial stone.
- (3) The applicant shall pay the fee to this Office by either of the following methods:
  - i. a crossed cheque made payable to AREOPAGOS NORGE (the Office requires at least 3 working days for processing);
  - or
  - ii. direct deposit into the account below, with the original bank-in slip to be submitted:  
Bank: HSBC  
Account Name: AREOPAGOS NORGE  
Account No.: 002-209203-001

#### IV. Submission of Application

- (1) The applicant may submit the duly completed Application Form, together with copies of the documents specified above, to Tao Fong Shan Garden of Angels in person, by post or by other means.
- (2) The applicant may also submit the duly completed Application Form and copies of the aforesaid documents by email to goa@tfsc.org. (The originals of the aforesaid documents shall be presented together at the subsequent appointment for verification by staff.)
- (3) The applicant must attend this Office in person and present the original identity document for verification of identity. The Cemetery will issue a confirmation letter to the applicant on the spot for use in applying to the hospital for release of the miscarried foetus.

#### V. Appointment

- (1) Interment services for miscarried foetal remains are available from Monday to Friday, from 11:00 a.m. to 2:00 p.m. Each interment appointment shall last no more than 30 minutes. No service will be provided on public holidays.
- (2) After completing the application formalities, the applicant shall make an appointment for the interment service at least two weeks in advance. The Cemetery requires 3 working days to provide confirmation.
- (3) Except for postponement due to the adverse weather arrangements set out below, the applicant must notify this Office at least one week in advance of any postponement; otherwise, the application will be treated as abandoned. If the interment service is to be rescheduled, an additional administrative fee of HK\$2,500 will be charged.
- (4) Adverse weather arrangements:
  - In adverse weather, on the day of the interment service, the applicant must not set off to collect the miscarried foetus until final confirmation has been received from the Cemetery, so as to avoid the inconvenience of the service being cancelled because of weather conditions after the miscarried foetus has already been collected.
  - If, at or before 7:05 a.m. on the day of interment, the Hong Kong Observatory has issued, or has announced that it will issue within the next few hours, a Red Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above, the interment service for that day will be cancelled. The Cemetery will contact the applicant to arrange a new interment time without additional charge.
  - If, between 7:06 a.m. and 3 hours before the scheduled interment time, the Hong Kong Observatory issues a Red Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above, or announces that widespread heavy rain or Tropical Cyclone Warning Signal No. 8 or above is expected within the next few hours, the Cemetery will, having regard to the circumstances, telephone the applicant 3 hours before the scheduled interment time to confirm whether the interment arrangement for that day must be cancelled. If the interment service is cancelled due to adverse weather, the Cemetery will arrange a new interment time with the applicant without additional charge.
  - After the Cemetery and the applicant have finally confirmed that the interment may proceed on that day notwithstanding the adverse weather, the Cemetery will, so far as practicable, use its best endeavours to assist in completing the interment service even if the weather subsequently deteriorates.

#### VI. Interment

- (1) No specific grave plot within the Garden of Angels would be designated for an individual miscarried foetus. All interment locations are allocated by this Office.
- (2) The interment location will be arranged for reuse for the interment of other miscarried fetuses not less than five years after the date of interment.
- (3) By that time, the miscarried foetal remains will have returned to nature and no further handling will be undertaken.
- (4) Upon successful approval of an application, the Cemetery will provide the applicant with a bamboo box made of 100% organic and biodegradable material, approximately 260 mm (L) x 150 mm (W) x 200 mm (H), for containing the foetal remains (see Figure 1).
- (5) If the applicant wishes to provide a container for the miscarried foetus, the container must be made of paper or cardboard and must not exceed 260 mm (L) x 150 mm (W) x 200 mm (H). The Cemetery reserves the final right to determine whether any container or receptacle is suitable for burial in the Garden of Angels.
- (6) If required, upon successful approval of the application, the Cemetery may provide an angel gown for the miscarried foetus (see Figure 2).

(7) If the applicant wishes to provide clothing or burial articles, such clothing and articles must be made of organic and biodegradable materials accepted by the Cemetery (see Note 1). The Cemetery may require the applicant to provide documentary proof of the relevant materials for the purpose of determining whether the clothing or burial articles are suitable for burial in the Garden of Angels, and the Cemetery reserves the right to make the final determination.

(8) Burial articles must be placed inside the container holding the miscarried fetus.

(9) The Cemetery accepts only funerals and procedures conducted in accordance with Christian rites. If assistance is required, the applicant may separately apply for a pastor to officiate, hire a venue for a memorial service or gathering, and obtain other services (see Annex 1).

## **VII. Memorial**

(1) No decoration other than the small memorial stone arranged by the Cemetery may be placed on the ground at the interment location of the miscarried fetus.

(2) The small memorial stone provided by the Cemetery is a natural stone of varying shape and size. The approximate area available for engraving is 12 x 18 cm (see Figure 3).

(3) The application number will be engraved on the small memorial stone. The applicant may also apply to have customised wording engraved (approximately 10 Chinese characters or 20 English words).

(4) The applicant shall provide a draft engraving layout for reference. The feasibility of the submitted wording/layout shall be confirmed by the stone-engraving artist. Once confirmed, no amendment may be made. If re-engraving is required, an additional production and administrative fee of HK\$1,000 will be charged.

(5) As the stones vary in shape and size and all engraving is done by hand, the typeface and final product may not be identical to the submitted draft.

(6) The small memorial stone remains the property of the Cemetery and forms part of its facilities. The applicant shall have no claim against the Cemetery in respect of any damage to or loss of the stone.

(7) Owing to the limited space in the Garden of Angels, each small memorial stone will not be displayed in the Garden for more than five years and may, during that period, be moved or relocated as circumstances require.

(8) Upon expiry of the five-year period, the Cemetery will notify the applicant to collect the small memorial stone. The applicant may collect it within one year thereafter. After expiry of the collection period, the Cemetery will dispose of or discard the stone in a manner approved by the Management Committee, and the applicant shall have no claim against the Cemetery for any liability or loss arising therefrom.

## **VIII. Important Information**

(1) Apart from the specified charges expressly stated by the Cemetery, no member of the Cemetery's staff or workers will accept any other payment or benefit in any form.

(2) The Cemetery will not accept an application unless all required documents have been submitted.

(3) Each application may cover the interment of the remains of one miscarried fetus only.

(4) Under no circumstances may the applicant retrieve a miscarried fetus, together with its container and any other articles, once it has been placed at the interment location allocated by the Cemetery.

(5) After the miscarried foetal remains have returned to nature, the Cemetery may reuse the relevant interment location without further notice to the applicant.

(6) After the application has been approved, the applicant should contact the relevant hospital/medical institution and, on the same day as the interment service, collect the miscarried fetus from the authority/person having custody of it and subsequently place it at the interment location allocated by the Cemetery.

(7) To ensure the hygienic handling of the miscarried foetal remains, the applicant is responsible for collecting the miscarried fetus from the authority/person having custody of it before the appointed time on the date of interment, and for placing it at the allocated interment location at the appointed time.

(8) The applicant shall understand and agree that, for the purpose of processing this application or ensuring that the miscarried fetus released to the applicant is handled hygienically and on time, the Cemetery, the Food and Environmental Hygiene Department, or any authority/person who previously had custody of the miscarried fetus may, where it considers appropriate, disclose to a third party the name of the applicant and of the miscarried fetus, and any other information relating to this application or the miscarried fetus.

## IX. Procedure for Interment of Miscarried Foetal Remains

- (1) The applicant shall submit the confirmation letter issued by the Cemetery to the relevant hospital department or mortuary to complete the formalities for release of the remains.
- (2) On the day on which the interment service is used, the applicant shall present to Cemetery staff the official receipt issued by the Cemetery and the confirmation form for collection of the remains issued by the mortuary before the interment may proceed.
- (3) On the day of interment, the applicant shall, at the hospital, remove any other materials from the miscarried foetus, dress it in the angel gown provided by this Office or in clothing provided by the applicant (biodegradable), place it in the bamboo box provided by this Office or in a container provided by the applicant for the miscarried foetus (biodegradable), and secure the bamboo box with hemp string for safe transport to and placement at the Cemetery. This Office recommends that the applicant bring an ice bag or cooler box so that the miscarried foetus, while placed in the bamboo box or container, may be transported from the hospital to the Cemetery in a safe and hygienic condition.

## X. Requirements and Conditions to be Observed by the Applicant

- (1) After the application has been approved, the applicant should contact the relevant hospital/medical institution, collect the miscarried foetus on the same day from the authority/person having custody of it, and subsequently place it at the interment location allocated by the Cemetery.
- (2) Under no circumstances may the applicant retrieve a miscarried foetus, together with its container and any other articles, once it has been placed in the Cemetery.
- (3) After the miscarried foetus has returned to nature, the Cemetery may reuse the relevant interment location without further notice to the applicant.
- (4) If the applicant fails to place the miscarried foetus at the interment location within three months from the date of approval, the approval will be “deemed invalid”, and the Cemetery will not give separate notice.

## XI. Personal Information Collection Statement

- (1) The Cemetery will use the personal data provided in the Application Form for processing the application for the interment service for miscarried foetal remains. Provision of personal data is voluntary; however, if insufficient information is provided, the Cemetery may be unable to process the application.
- (2) The personal data provided in the Application Form may be transferred to other government departments or organisations for the purposes stated in paragraph VIII(8) above.
- (3) Pursuant to sections 18 and 22 and Data Protection Principle 6 in Schedule 1 to the Personal Data (Privacy) Ordinance, the applicant has the right to access and correct the personal data provided by him/her. The right of access includes the right to obtain a copy of the personal data provided in this form. A fee may be charged by the Cemetery for supplying information in response to a data access request.
- (4) Any enquiries concerning the provision of personal data through the Application Form, including access to and correction of personal data, may be made to the Cemetery at: 33 To Fung Shan Road, Sha Tin; telephone: 2694 4038.

**Figure 1: Bamboo Box**



**Figure 2: Angel Gown**



**Figure 3: Memorial Pebble**



**Note 1: Acceptable Organic and Biodegradable Materials**

- i. Leaves, stems and flowers of plants
- ii. Paper / cardboard (containing no plastic material)
- iii. Organic pure cotton
- iv. Pure wool
- v. Silk

As wood and leather take a long time to decompose, no wooden or leather articles will be accepted.

**Tao Fong Shan Garden of Angels - Contact Information**

Telephone: 2694 4038

WhatsApp: 5482 4451

Email: goa@tfsc.org

Address: 33 To Fung Shan Road, Sha Tin, New Territories, Hong Kong

Office Hours: Monday to Friday, 9:00 a.m. to 5:00 p.m. (closed on public holidays)

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