

Muslim Cemeteries Guidance Note

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What to do when a friend or relative dies in Hong Kong

Assalamu Alaikum Warahmatullahi Wabarakaatahu

This note explains the steps to take when a friend or relative has passed away, the process ahead of you and the documents required for burial in Hong Kong. It also outlines the procedure for repatriation of the deceased to another country, if required. Please follow these instructions to ensure a swift and delay-free process.

Comments to help us improve this note are welcome and should be addressed to The Cemetery Manager, care of the Trustees.

The term “Manager” in this note refers to the Cemeteries Manager, Muslim Cemeteries.

The term “Trustees” refers to the Incorporated Trustees of the Islamic Community Fund of Hong Kong

Contact: Manager, Brother Irfan Ahmed Minhas
Manager’s Office / Mayyit Room
Hau Tak Lane,
Happy Valley, Hong Kong

E mail: **hvmc@biznetvigator.com**

24 hr Tel: 2575-2967

Summary of Government Forms

Form 8	Outside-of-office-hours Police Station form for permission to remove and bury body
Form 10	Burial Permission form
Form 11	Coroners Court form
Form 12	Within office hours form, permission to remove body
Form 13	For burial of still-born child (fetus), available from hospital
Form 18	Issued by Hospital for certifying death

There will also be a form 'Certificate of Registration of Death Form' which will be retained by the deceased's family.

Summary of Procedure

Procedure in the event of the following:

Person dies in a hospital WITHIN 24HRS of admission, OR

Person dies at home, OR

Person dies in an accident outside of home and hospital, OR

Person dies via suicide

If autopsy is required:

The hospital's procedure in this case by law requires an autopsy by the mortuary's doctor. This may not be avoidable. The hospital will most likely send the body to a government mortuary.

It is often the case that the person has died at home of natural causes. If so, and if the mortuary doctor is not convinced of death by natural causes, ask your family doctor to intervene personally at the mortuary.

Bring with you all the deceased's medical records in order to demonstrate to the mortuary doctor how the deceased's history of illness has led to death.

Call the Manager – he may be able to help explain to the doctor why Muslims would wish to avoid autopsy.

If autopsy is required, the mortuary will give you a Form 11. Call the Manager and give this form to him.

If autopsy is NOT required:

If autopsy is not required, you will be asked by the mortuary to obtain by yourself the Form 11 from the Coroners Court in Sai Wan Ho, Hong Kong. The Court address is listed at the end of this letter.

It is advisable that a close relative of the deceased do this. The Court will ask to see your HKID card.

After you get the form, call the Manager and ask him to arrange for the collection of the deceased from the mortuary. You must also go to the mortuary.

Once at the mortuary, you will be asked to identify the body. You will be asked to sign another form in order to collect the body. The Manager or his representative will co-sign or stamp the form.

They will collect the body by hearse and bring it to Happy Valley Cemetery Mayyit Room (or to whichever suitable location is currently being used by the Trustees) to prepare the body for burial.

Leave the Form 11 with the Manager or his representative. They will need it for formalities. This form will end up with the FEHD (the "Food and Environmental Hygiene Department") for their permanent records.

The Death Certificate

The Birth and Death Registry Office will inform you by post within 6 weeks of an appointment for you to obtain the death certificate from their office. Bring their letter plus your HKID card and also the deceased's HKID card with you for the collection.

Procedure in the event that the person dies in hospital AFTER 24hrs of admission

The next steps depend on whether it is during or after office hours. Note that “after” office hours includes Saturdays, Sundays and Public Holidays.

During office hrs:

The hospital doctor will give you Form 18, which is to certify the death. Take this form to the Birth and Death Registry. This is located in one of three locations as noted in Appendix B to this letter.

Do not make the mistake of taking this form to the Police Station as this procedure applies only to situations after office hours. Doing this may delay the proceedings unnecessarily.

[IMPORTANT: Once at the Birth and Death Registry, tell them that you want to bury the deceased. Make sure they know the body is for burial and not for cremation otherwise they may assume it is for cremation and issue you a cremation form, which would NOT be the correct form.]

The Birth and Death Registry will take Form 18 and give you in return the following forms:

- Certificate of Registration of Death
- Form 10
- Form 12.

Now call the Manager and ask him or his representative to meet you in the hospital. Give the Manager or his representative Form 10 and Form 12. Note that you must keep the Certificate of Registration of Death.

The Manager or his representatives will collect the body from the hospital and take it to Happy Valley Cemetery Mayyit Room to prepare it for burial.

After office hrs:

The hospital will give you a form. Take this and go to any Police Station and get Form 8. This is a form issued by the Police in after-hours situations to allow you to remove and bury the body. Then call the Manager. He will come personally or send a representative to collect the body and bring it to Happy Valley Cemetery Mayyit Room to prepare it for burial.

Important:

Within 24 hours you must go to the Birth and Death Registry. From there you need to get the Certificate of Registration of Death, Form 10 and Form 12. Give Forms 10 and 12 to the Manager personally.

Procedure for BURIAL OVERSEAS

Some community members may wish to send their relatives back to their original country for burial. For example, those from Indonesia and Pakistan often prefer this option.

For Indonesian Muslims, please contact the Indonesia Consulate (contact details in Appendix A). They will make all arrangements including documentation.

They will arrange to collect the body. They will contact the Manager. They will deliver the body to the Happy Valley Mayyit Room. The Manager will arrange to prepare the body and perform Janazah prayers. After this the Indonesian Consulate will arrange to remove the body to be flown back to Indonesia.

For Pakistani Muslims and for Muslims from other parts of the world,
EITHER:

1. call the Manager, or if you prefer,
2. contact the following funeral service companies:
 - a) Kung Sau Funeral Service, attention Ms Judy or
 - b) Peace of Mind Funeral Services, attention Mr. Lok CHUNG
(details in Appendix A)

The above mentioned Funeral Service Companies will arrange for all documentation and will transport the deceased to Happy Valley Mayyit Room. The Manager will arrange to prepare the body to perform Janazah prayers. After this, the Funeral Service company will arrange to remove the body to be flown back to Pakistan.

~END OF GUIDANCE NOTE~

APPENDIX A

Important addresses and telephone numbers:

1. **Birth and Death Registries**
see Appendix B
2. **Coroners Court**
10F Eastern Law Court Building
29 Tai On Street
Sai wan Ho
Hong Kong
Tel 2886-6870
Fax 3528-0073
3. **Incorporated Trustees of the Islamic Community Fund of Hong Kong.**
Attention Assistant Secretary
Tel: 2838-9417 Fax: 2838-9559
E mail: trustees@netvigator.com

4. **Indonesian Consulate General,**
127-129 Leighton Road,
Causeway Bay, Hong Kong
Mr. Agustaf Ilias
Mobile Tel: 9047-6815
Office Tel: 2890-4421, ext. 231

5. **Kung Sau Funeral Service**
Attention Ms. Judy
Mobile: 9172-6726
Mobile: 6156-0783
Office: 2546-7183
Email: kungsau@gmail.com

6. **Peace of Mind Funeral Services**
Attention Mr. Lok CHUNG
Mobile: 9556-5861
Mobile: 6737-1077
Office: 9556-5861
Email: inquiry@peaceofmindfuneral.com

7. **Happy Valley Muslim Cemetery**
Manager's Office/ Mayyit Room
Hau Tak Lane
Happy Valley
Hong Kong
Office: 2575-2967 (24hr)

8. **Victoria Public Mortuary.**
34 Victoria Road
Kennedy Town. HK.
Opening & Closing Time
Mon to Fri : 9:00 am to 5:00 pm
Saturday : 9:00 am to 1:00 pm
Tel : 28172026. **Fax** : 28184859

9. **Kwai Chung Public Mortuary.**
 100 Kwai Hei St, Kwai Chung. NT.
 Opening & Closing Time
Mon to Fri : 9:00 am to 5:00 pm
Saturday : 9:00 am to 1:00 pm
Tel : 26125810. **Fax** : 24190709.
10. **Fu Shan Public Mortuary.**
 10 Yau On St, Tai Wai, NT.
 Opening & Closing Time
Mon to Fri : 9:00 am to 5:00 pm
Saturday : 9:00 am to 1:00 pm
Tel : 26069333. **Fax** : 26911112

APPENDIX B

List of Birth and Death Registry Offices in Hong Kong , SAR

1. Government Office, 1/F, Cheung Sha Wan,
 303, Cheung Sha Wan Rd, Cheung Sha Wan.
 Kowloon, Hong Kong.

 Tel: 2150-7925.

 Office Hour: Mon–Fri: 9am–4:30pm. (Lunch break; 12:30–2pm)
 Sat: 9am – 12:30pm.
Closed on Sunday and Public Holidays.

2. 18/F Wu Chung House,
 213 Queen’s Road East,
 Wan Chai, Hong Kong.

 Tel: 29618841.

 Office Hour: Mon–Fri 9am–4:30pm. (Lunch break; 12:30–2pm)
 Sat: 9am – 12:30pm.
Closed on Sunday and Public Holidays.

3. 3/F, Low Block, Queensway, Government Offices,
66 Queensway, Central HK.

Tel: 28672784.

Open only Sunday and Public Holidays: 10am – 12:30pm.

APPENDIX C

Provided by Forensic Pathology Service,
Department of Health, The Government of the Hong Kong Special
Administrative Region

INFORMATION FOR IDENTIFIERS

Identification of the Deceased

1. The death of your relative/friend is reportable to the Coroner under the Coroners Ordinance (Cap. 504). A police officer will make arrangement with you to attend the Public Mortuary for identification purpose.
2. The time for case registration is between 9 a.m. and 10 a.m. on any working day. Please attend the Public Mortuary according to the instruction given by the Police and register at the reception counter of the Public Mortuary with the police officer in charge of the case within that period of time. Please bring along the identification document and any relevant medical records of the Deceased (e.g. discharge summary from hospitals, letters from attending doctors, etc.).
3. At the reception counter, the mortuary staff will request you to complete a form providing the personal particulars of the Deceased for registration purpose. You will also be asked whether the body is to be buried or cremated. If you wish the body of the Deceased to be disposed of by the Government, please inform the mortuary staff.

4. After registration, please wait to be called for an interview with the Forensic Pathologist.

5. During the interview, the Forensic Pathologist will go through with you the medical history and the circumstances surrounding the death of the Deceased.

6. If you wish to apply for waiver of the autopsy, you must inform the Forensic Pathologist during the interview. The decision of whether an autopsy is to be done or not is with the Coroner. In general, the Coroner would not waive the autopsy if the medical cause of death or the circumstances surrounding the death are not clear. For deaths that appeared to be due to natural causes, please provide adequate medical documentation to assist the Forensic Pathologist in giving an opinion on the medical cause of death of the Deceased for the Coroner's consideration. If you want to raise your objection against the Coroner's decision of ordering an autopsy, please contact the Coroner's Court for arrangement. (Address: 10/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho. Tel : 2886 6870)

7. For cases requiring autopsy, please inform the Mortuary Officer during the interview if you wish to retain the clothing worn by the Deceased; otherwise the clothing will be disposed of.

8. Please inform the Mortuary Officer if the body is to be exported.

9. For cases requiring autopsy, you are entitled to be represented by a registered medical practitioner at the autopsy as an observer. If you so wish, please inform the Forensic Pathologist during the interview.

10. After the interview, you will be required to formally identify the body. A **“Certificate of Collection of Document for Body Disposal”** for later collection of a document for body disposal (see Para. 11) and a **“Certificate of Body Collection”** for claiming back

of the body of the Deceased will be given to you. Please ensure safe custody of these certificates.

Collection of document for body disposal and other related documents

11. Proper disposal of body requires a “**Certificate of Order Authorizing Burial/Cremation of Body**” issued by the Coroner. Upon delivery from the Coroner’s Court, this Certificate is normally available for collection at the reception counter of the Public Mortuary in the afternoon of the following working day after 3 p.m. You must come in person or authorize another person in writing to collect the Certificate.

12. Certified Copy of an Entry in a Register of Deaths (“**Death Certificate**”) is issued by the Births and Deaths General Register Office of the Immigration Department. For deaths reported to the Coroner, this document will only be available after the Coroner has concluded his inquiry of the death. For all matters relating to the issue of this certificate, please enquire directly at the Births and Deaths General Register Office at 3/F, Low Block, Queensway Government Offices. (Tel : 2867 2784) [Note: This document is not required for arranging burial/cremation of the body].

13. If for some special reasons you require a document to certify the fact of death of the Deceased, you may apply to the Coroner for a “**Certificate of the Fact of Death**”. (Address: 10/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho. Tel : 2886 6870)

14. As stipulated in the Coroners Ordinance, **autopsy reports** prepared by Forensic Pathologists are to be submitted to the Coroner directly. The time taken to complete an autopsy report is dependent on the complexity of the case and the availability of information and analysis/investigation reports provided by other Government departments and organizations. If you wish to obtain a copy of the autopsy report, please apply directly to the Coroner.

Claiming of body.

15. For cases not requiring autopsy, the body is ready for collection at the same time of collecting the Burial/Cremation Order. For cases requiring autopsy, the body is normally ready for collection in the afternoon of the following working day. **If you wish to collect the body earlier, you must inform the Forensic Pathologist during the interview.**

16. Prolonged storage of bodies in the Public Mortuary may adversely affect the appearance of the Deceased. Besides, the body storage capacity of this mortuary is limited. You are strongly advised to arrange collection of the body as soon as possible.

17. The time for collection of bodies is between 8 a.m. to 5 p.m. daily. You are required to come to the Public Mortuary in person to return the "**Certificate of Body Collection**" given to you during the formal identification and to sign for collection of the body of the Deceased.

Miscellaneous.

18. All services provided by the Public Mortuary are free-of charge. All mortuary staff are Government employees and are prohibited from receiving any benefits in the form of money (including 'lai-see') or gifts. They are not allowed to advise on your selection of commercial funeral services. Any person offering benefits to the mortuary staff is liable to prosecution. Should you discover or notice any contravention of the Prevention of Bribery Ordinance, or encounter claim that money or gifts are required / can be offered in exchange for special treatment, favour or convenience in the Public Mortuary, please report directly to the Independent Commission Against Corruption. (Tel: 2526 6366)

19. The following non-governmental organizations provide bereavement support service to help family cope with issues of loss and grief :-

<p>Society for the Promotion of Hospice Care</p> <p>Tel: 2868 1211 Website: www.hospicecare.org.hk</p> <p>Central Office:- G/F, 16 Ngoi Man Street, Shau Kei Wan, Hong Kong</p> <p>Jessie and Thomas Tam Centre:- Rm 316-318, Lai Lan House, Lai Kok Est, Cheung Sha Wan, Kowloon</p>	<p>The Comfort Care Concern Group</p> <p>Tel: 2361 6606 Website: www.cccg.org.hk</p> <p>Address: 303-305, Podium Floor, Lai Ho House, Lai Kok Est, Cheung Sha Wan, Kowloon</p>
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20. If you have any enquires, suggestions or complaints about the services provided in the Public Mortuary, please make use of the suggestion box provided in the Public Mortuary or contact the respective Client Relations Officer.

Victoria Public Mortuary. Tel: 2817 2026 Fax: 2818 4859
Kwai Chung Public Mortuary. Tel: 2612 5810 Fax: 2419 0709
Fu Shan Public Mortuary. Tel: 2606 9333 Fax: 2691 1112