

Cancellation

How to process

Required Document:

1. Written application stating the reasons is required to be submitted;
2. The original of the documents showing the completion of processing of the formality concerned;
3. A clear photocopy of the identification document of the applicant.

Documents to be presented: The original of the identification document of the applicant is to be produced.

Locations for processing the procedure and office hours

Location:

Integrated Services Centre : Avenida da Praia Grande, n.^{OS} 762-804, Edifício China Plaza, 2.º andar, Macau

Northern District Public Services Centre : Rua Nova da Areia Preta, n.º 52, Centro de Serviços da RAEM, Macau

Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.^a Julieta Nobre de Carvalho, Bloco B, R/C, Macau

Northern District Public Services Centre - Fai Chi Kei Station: Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, R/C, Lojas G e H, Macau

Central District Public Services Centre : Rotunda de Carlos da Maia, n.^{OS} 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau

Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau

Islands District Public Services Centre : Rua de Coimbra, n.º 225, 3.º andar, Centro de Serviços da RAEM das Ilhas, Taipa

Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane

Service Office in Our Lady Mercy Cemetery: Our Lady Mercy Cemetery, Avenida Coronel Mesquita, Macau

Office hours:

Integrated Services Centre and Public Services Centres

Monday to Friday, 9:00 a.m. to 6:00 p.m. (no lunch break, closed on Saturdays, Sundays and public holidays)

Service Office in Our Lady Mercy Cemetery

Mondays to Thursdays 9:00 am - 1:00 pm 2:30 pm - 5:45 pm

Fridays 9:00 pm - 1:00 pm 2:30 pm - 5:30 pm

(Closed on Saturday, Sunday and public holidays)

Fees

Application fee: Not Applicable

Form fee: Not Applicable

Stamp Duty: Not Applicable

Deposit: Not Applicable

Fees, Charges and Prices List: Not Applicable

Time required for processing

Processing time: 10 working days

Remarks/ points to note for application

Important note: The application concerned becomes effective only upon approval.

Relevant standards or requirements

N/A

Progress enquiry and obtaining result of service

Notification by phone

Formalities

- Application
- Cancellation

Frequently asked questions

1. Can an applicant apply for the extension of right of use of the tomb twice or an extension for more than 1 year?

Legislations

- Administrative Regulation no. 37/2003 “Regulamento de administração, funcionamento e fiscalização dos cemitérios” (Regulations on management, operation and supervision of cemeteries) amended by Administrative Regulation no. 22/2019;
- Decree-Law no. 7/85/M -Updating medical-legal conditions pertaining to the relocation, removal, burial, cremation and incineration of remains dated 9 February amended by Decree-Law no. 47/85/M dated 15 June and Administrative Regulation no. 15/2019.

Penalties

- Anyone who commits the administrative infractions stipulated in Clause 1 of Article 23 of Administrative Regulation no. 37/2003 “Regulamento de administração, funcionamento e fiscalização dos cemitérios” (Regulations on management, operation and supervision of cemeteries) amended by Administrative Regulation no. 22/2019 is liable to a fine of MOP1,000.00 to MOP5,000.00, without prejudice to criminal liabilities if any.

