

Cancellation

### How to process

#### Documents to be submitted:

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

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

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### Locations for processing the procedure and office hours

#### Locations for processing:

1. Integrated Services Centre: Avenida da Praia Grande, n.<sup>OS</sup> 762-804, Edifício China Plaza, 2.º andar, Macau
2. Northern District Public Services Centre: Rua Nova da Areia Preta, n.º 52, Centro de Serviços da RAEM, Macau
3. Northern District Public Services Centre – Toi San Station: Avenida de Artur Tamagnini Barbosa, n.º 127, Edifício D.<sup>a</sup> Julieta Nobre de Carvalho, Bloco B, R/C, Macau
4. 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
5. Central District Public Services Centre: Rotunda de Carlos da Maia, n.<sup>OS</sup> 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.º andar, Macau
6. Central District Public Services Centre – S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.º andar, Macau
7. Islands District Public Services Centre: Rua de Coimbra, n.º 225, 3.º andar, Centro de Serviços da RAEM das Ilhas, Taipa
8. Islands District Public Services Centre – Seac Pai Van Station: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.º andar, Coloane
9. 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)

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## **Fees**

**Application fee:** Not Applicable

**Form fee:** Not Applicable

**Stamp Duty:** Not Applicable

**Security deposit:** Not Applicable

**Fees, Charges and Prices List:** Not Applicable

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## **Time required for processing**

**Time for processing:** 10 working days

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## **Remarks/ points to note for application**

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

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## **Relevant standards or requirements**

Not applicable

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## **Progress enquiry and obtaining result of service**

Method for obtaining the result of service: Notification by phone

## **Formalities**

- First-time Application
- Cancellation

## **Frequently asked questions**

1. Can application for bone boxes be made for bone ashes?
2. Is it possible to apply for joint burial in a bone box?

## **Legislations**

- 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.
- 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;

## **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.

Last Update : 30/09/2021