

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

Locations for processing the procedure and office hours

Locations for processing:

1. Integrated Services Centre: Avenida da Praia Grande, n.^{OS} 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.^a 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.^{OS} 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)

Fees

Application fee: Not Applicable

Form fee: Not Applicable
Stamp Duty: Not Applicable
Security deposit: Not Applicable
Fees, Charges and Prices List: Not Applicable

Time required for processing

Time for processing: 10 working days

Remarks/ points to note for application

Important notes: Not applicable

Relevant standards or requirements

Not applicable

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 bone remains be put in the ash box?
2. Is it possible to apply for joint burial in an ash box?
3. Is it possible to apply for an ash box in advance before a person passes away and choose the location of ash box?

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.

