

**The Association of Kwong Tong Cemetery Management Kuala Lumpur
Cemetery Rules and Regulations**

1. The cemetery is only for Malaysian citizens or Cantonese citizens with legal residence permits to bury.
2. Operation hour of the cemetery: 8:30am-4:00pm.
3. The ranks of tombs that have been opened are available for purchase by applicants, but they are **not allowed** to change the numbers or change the positions at will after purchase. The applicant must come to complete the relevant burial procedures and pay the required fees before the burial.
4. The following information shall be enclosed when submit:
 - a) Applicant must provide accurate information of the beneficiary when choosing a spiritual seat to go through the formalities (a copy of the IC is required for the longevity holder).
 - b) For burial applicant must provide complete information and documents, and comply with all burial rules in The Association of Kwong Tong Cemetery.
 - c) Required documents for burial:
 - i. Applicant must submit an original copy of burial permit either from relating hospital or police station.
 - ii. Application to install urn with bone ash content transferring from Kuala Lumpur area shall be enclosed with a Photostat copy of DBKL exhumation permit. A confirmation certificate is required from the relating authority for application which transfer from outstation, a permit to remove the urn from relating cemetery / graveyard / temple is necessary needed to confirm the proceeding.
 - d) In the event that a "shou xie" is sold (shou xie is a grave lot being sold and reserved to the applicant who is still alive), a tomb stone is erected with a Chinese character "shou" (壽) signified longevity engraved on it, an installation fee of RM1000.00 will be imposed to each unit of installation. When the "shou xie" (longevity lot) is opened for burial, the above stone will be removed and unconditionally surrendered to The Association of Kwong Tong Cemetery. If transaction is book immediately and required for instant burial, the pricing of the grave package remains unchanged.
 - e) For those who purchase a double tomb, future used will be charged RM200.00 funeral fees, RM50.00 handling fees, and RM600.00 according to the porcelain phase and engraving fee. After The Association of Kwong Tong Cemetery issues the burial receipt, the burial can be proceeded. The applicant needs to notify 24 hours before the funeral to be prepared.
 - f) The casket agent or customer needs to pay the funeral cleaning fee before the corpse is buried.
5. For standardize inscription of tomb stone format, other request such as inscription to include the name of descendants, nick name, design would not be accepted.
6. It is necessary to pay attention to the graves of others during the burial. If the graves or "feng shui" of others are damaged, customer must be responsible for repairing and no objection is allowed.
7. The word "Kwong Tong" and other clanship under Kwong Tong province (a Hainanese shall marked Hainanese) wording shall be engraved on top portion of tomb stone for identification of clanship.
8. For twin (shou) lot, in the case that one portion of lot is used for burial, the other portion is to be reserved for the living one. However the name of the beneficiary together with date of birth shall be engraved on the tomb stone and the characters are painted in red colour. No additional request will be accepted.
9. On single lot grave is limited for only one deceased burial, Twin lot is limited for two deceased burial respectively. Single lot grave's tomb stone only one name, and two persons name for twin lot to be engraved.
10. To avoid damaging effect caused to our landscaping, tree planting of wall fencing and barricade within the graveyard compound or decoration relating to "feng shui" element are strictly prohibited.
11. Customer or agents needs to burn the joss paper bundles in a designated incinerator to protect cleanliness and hygiene.

Applicant Signature: _____ Tomb Number: _____

12. Environmental protection and landscape covering period is 10 years commencing from date of booking. A new environmental foundation fund will be enforced after expiration of formal.
13. Free maintenance covered for 10 years, services are including grass trimming and routine minor maintenance of tomb stone. The customer has to bear the cost of maintenance according to prevailing market value upon expiration period. The above maintenance work will be conducted by The Association of Kwong Tong Cemetery on your behalf.
14. Grass planting process will be completed within 60 days commencing from the date of burial whereas, engraving of inscription and embossing of deceased porcelain photo will be done within 60 days upon received of deceased details and photo.
15. Application fee for transferring burial lot is RM50.00 (single lot), RM100.00 (twin lot) and approval is only once. In the event that the applicant has passed away, family member of the deceased is eligible to make name transfer, a Photostat copy of death certificate is required when submit application. Transfer fee is exclusive.
16. If you intend to exhumes your ancestor from our burial site and to be deposition to the other place. Subsequently the used burial lot shall be surrendered to The Association of Kwong Tong Cemetery unconditionally.
17. The following regulations have to be complied on application of exhumation:
 - a) The original applicant has to attend personally.
 - b) If the original applicant has passed away, the authorized family representative has to submit (Photostat copy) death certificate of the deceased together with its submission of application for name transfer.
 - c) After the exhumation application is verified and approved by The Association of Kwong Tong Cemetery the customer shall proceed to apply a permit to exudate from the DBKL health department to facilitate the exhumation proceeding.
18. The applicant must be fully understanding our regulations before duly fill up the application form and all particulars given, conscientiously believing the same to be true.
19. The board of directors of The Association of Kwong Tong Cemetery Kuala Lumpur has the power to modify, add and delete regulations without any objection.

I solemnly make declaration conscientiously to fully abide the rules of graveyard of The Association of Kwong Tong Cemetery as stipulated above.

Tomb Number : _____

Applicant's Name (Chinese): _____ (English) _____

Applicant's I/C Number : _____

Applicant's Signature : _____

Official Receipt Number : _____

Date : _____