



Application Form for Visit/ Space Usage

Applicant Name:

Contact Number:

Organization Name:

Organization Address:

Purpose of Visit: Commemoration/
Guided Tour/ Filming/ Event/
Academic Research/ Other:

Brief Description of Visit:

Information of Visit

Date:

Emergency Contact

Time:

Name:

Number of Visitors:

Contact Number:

Venue:

Attachment

- **Personal/Group Intro** (students: letter of visit or proof of enrollment)
- **Filming:** attach story outline, location plan, relevant detailed script
- **Research:** attach research proposal
- **Commemoration/Event:** attach event plan

Please Tick

Intro

☐

Story
Outline

☐

Location
Plan

☐

Detailed
Script

☐

Research
Proposal

☐

Event
Plan

☐

I acknowledge that I have read and hereby accept the terms and conditions in this Form.

(Signature)

Date of Application:

Application Conditions

- Applicant must read through and agree to follow the term and conditions which stated by The Association of Kwong Tong Cemetery Management Kuala Lumpur below before submit the applications.
- The Association of Kwong Tong Cemetery Management Kuala Lumpur have the right to change the conditions and details at any time without prior notice, no objection shall be raised.
- The Association of Kwong Tong Cemetery Management Kuala Lumpur will not be responsible or compensate the applicant for the inconvenience or loss caused by the conditions and details modified.
- In the event of any discrepancy or inconsistency between the Chinese version and the version in any other language, the Chinese version shall prevail.

1) Academic Research

- a) The monuments, cultural relics and historical materials preserved in Kwong Tong Cemetery Kuala Lumpur are available for local and overseas scholars for research purposes. If there is any need, please fill up the application form, attach with certificate and supporting documents related, together email to **info@ktc.org.my**
The management of cemetery will contact to the applicant as soon as possible. Student or researcher have also need to attach an academic research certificate issued by the relevant academic institution.
- b) The public area in Kwong Tong Cemetery is open for research purpose to all local and overseas researcher or student. For safety consideration, applicant must be sure to fill up the venue and time of conducting research on the form.
- c) The period open for conducting research is Monday to Friday, 9am to 11am, Saturday 9am to 11am, closed on Sunday and public holidays. Registration is required at least 1 month before the date of conducting research.
- d) All the research request must be reserved in-advance, Kwong Tong Cemetery does not accept on-the-spot research request.
- e) If there is any need to borrow any literary material or documents, must check with the staff in cemetery, do not simply take away without permission, otherwise it will be considered as theft.
- f) The Association of Kwong Tong Cemetery Management Kuala Lumpur reserve the final decision on the borrowing of historical materials
- g) When conducting academic research in Kwong Tong Cemetery Kuala Lumpur, the surrounding area must be kept clean. Smoke and make noises are prohibited, any assets in Cemetery shall not be damaged. Littering, eating, drinking, or carrying food and drink is not allowed.
- h) Researchers and scholars are not allowed to use video recording function equipment to record or record the voice of cemetery staff without permission.
- i) When citing Kwong Tong Cemetery literature or titles in academic journals, papers or any research, please indicate the source in accordance with the

annotation system recognized by the academic community. All legal responsibilities for the contents of the public publication shall be borne by the scholars who conduct the relevant research, Kwong Tong Cemetery only provides a research platform and is not responsible.

- j) After citing the Kwong Tong Cemetery literature or name in academic journals, papers or any research, a copy of the relevant academic journal, paper or any research must be attached to Kwong Tong Cemetery for academic preservation.
- k) Before publishing any content that quotes Kwong Tong Cemetery, must be inform Kwong Tong Cemetery. Under any circumstances (including published or public content, Kwong Tong Cemetery has the right to request the deletion or correction of any information about Kwong Tong Cemetery.
- l) In case of any dispute, Kwong Tong Cemetery reserves the right of final decision.
- m) At least one month before conducting the research, researchers and scholars can download the form from the Kwong Tong Cemetery Kuala Lumpur official website, fill up and email it to info@ktc.org.my as soon as possible along with supporting documents.
- n) For those registered institutions in Malaysia, Kwong Tong Cemetery has the right to request the institutions to attach an official letter or certification letter from the relevant school to verify the eligibility.
- o) If the application is approved, the Admin Office of Kwong Tong Cemetery will confirm it by email. If the applicant wants to cancel the application, please notify 7 days before the research date, and must submit a written notice for filing. If you want to change the arrangements for related academic research applications, such as date, time, number of people, etc., you must submit a new application again.
- p) Kwong Tong Cemetery were no criminal liabilities for any criminal liabilities that may be caused during the research period, including accidents, damages, injuries, deaths or other unforeseen accidents that occurred in Kwong Tong Cemetery.

2) Tour guide

- a) The tour guide service of Kwong Tong Cemetery is open to local and foreign charity organizations, non-profit organizations, and universities. This is free of charge.
- b) To know the availability of each visit place, please contact the relevant person in charge when submitting the form. The person in charge of Kwong Tong Cemetery will make the final decision after various considerations (such as time and traffic condition).
- c) The tour guide is open from Monday to Friday, 9am to 11am, Saturday 9am to 11am, closed on Sunday and public holidays.

- d) Kwong Tong Cemetery guide tour service is for local and foreign charity organizations, non-profit organizations, and universities. The visiting group must arrange at least one leader to accompany the group, and take care of the participants and maintain order.
- e) The tour guide service of Kwong Tong Cemetery will be processed on a firstcome, first-served basis. The visiting group can download the form from the Kwong Tong Cemetery official website, attach with relevant supporting documents, and email to **info@ktc.org.my**, 14 days before the visit date.
- f) For the registered institutions in Malaysia, Kwong Tong Cemetery have the right to request the institution to attach an official letter or certification letter from the school to verify the eligibility of the application.
- g) For non-profit organizations or charitable organizations registered in Malaysia, the official letter or certification letter issued by the relevant organization or organization must be attached to the application.
- h) If the application is approved, the Admin Office of Kwong Tong Cemetery Kuala Lumpur will confirm it by email. Please arrive at the designated place on time to meet up. For those who are 15 minutes or more late, the guide has the right to shorten the visit time. If applicants wish to cancel the event, please inform 7 days before the visit date, and must submit a written notice for archiving. **Cancelled events will not be reissued.** If you want to change the visit schedule, such as date, time, number of people, etc., you must apply again.
- i) During the guided tour, the surrounding area must be kept clean. Smoke and make noises are prohibited, any assets in Cemetery shall not be damaged. Littering, eating, drinking, or carrying food and drink is not allowed.
- j) During the guided tour, it is not allowed to use video recording function equipment to record or record the voice of cemetery staff without permission.
- k) It is forbidden to take any photos or any videos that offend the morals and destroy the image of the Kwong Tong Cemetery Kuala Lumpur.
- l) Kwong Tong Cemetery Kuala Lumpur were no criminal liabilities for any criminal liabilities that may be caused during the tour guide period, including accidents, damages, injuries, deaths or other unforeseen accidents that occurred in Kwong Tong Cemetery.

3) For Shooting and Organize Event

- a) Kwong Tong Cemetery Kuala Lumpur conditionally provides some venues for those in need for filming or holding events, but must be attach with the shooting content, script, publishing platform introduction, event plan, etc. Kwong Tong Cemetery Kuala Lumpur reserves the right to approve or not approve, no objection shall be raised.
- b) The application form must be submitted at least 1 month before the shooting or event, attach with relevant supporting letters and scripts, filming plans,

event plans, etc., together email to **info@ktc.org.my**. The person in charge of Kwong Tong Cemetery will contact the applicant as soon as possible.

- c) If the application is approved, the person in charge of Kwong Tong Cemetery will confirm it by email. If the applicant wants to cancel the application, please notify at least 1 month before the day of the filming or event, and must submit a written notice for filing. If you want to change the relevant application arrangements, such as date, time, number of people, etc., you must apply again, and attach with the latest script or the latest event plan and the latest venue design.
- d) The applicant must be responsible for cleaning up any objects and rubbish left by the used site, and restoring the site to a clean and intact condition. If there is no cleaning up on time, Kwong Tong Cemetery Kuala Lumpur has the right to take actions, including collecting cleanup fees.
- e) The use of site or location shall not transfer or lease to others.
- f) **Applicants are not allowed to add nails, stick adhesive paper, or paste notices on the walls or pillars of the Kwong Tong Cemetery building. Decorations such as colored flags and cloth strips cannot be hung on Kwong Tong Cemetery without permission. If applicant want to apply for hanging, it must attach a complete and clear design drawing when application apply, there are not allowed to act without approval.**
- g) **For the shooting, contain material that is obscene or indecent, promote superstition, playing all sorts of mischief (including material that is violent, depraved or repulsive) are not allowed to shoot in Kwong Tong Cemetery.**
- h) The applicant must compensate for the damage to the property or equipment of Kwong Tong Cemetery during the use of the site.
- i) The person in charge of Kwong Tong Cemetery has the right to inspect or prevent activities that violate conditions at any time.
- j) It is not allowed to use video recording function equipment to record or record the voice of cemetery staff without permission.
- k) It is forbidden to take any photos or any videos that offend the morals and destroy the image of the Kwong Tong Cemetery Kuala Lumpur.
- l) Kwong Tong Cemetery Kuala Lumpur were no criminal liabilities for any criminal liabilities that may be caused during the shooting and event organize period, including accidents, damages, injuries, deaths or other unforeseen accidents that occurred in Kwong Tong Cemetery.