INSTRUCTIONS FOR LEASE OF BURIAL PLOT(S) AT CHOA CHU KANG CEMETERY

1. GENERAL

a. An applicant may call the office of Choa Chu Kang Cemetery (hereinafter called "the Cemetery") at tel: 6793 7428 between 0830hrs and 1630hrs (daily) to make enquiries for the lease of the burial plot(s) at Choa Chu Kang Cemetery.

b. Documents to be produced for verification on the day of burial:
   a) Digital Death Certificate of deceased
   b) Permit To Bury
   c) NRIC or passport of applicant and next-of-kin
   d) Letter of authorisation (if applicant is not the next-of-kin of the deceased)

c. Payment of burial fee at the counter shall be made on the day of burial by any of the following means:
   a) Cash Card
   b) Credit Card
   c) Nets

2. TERMS AND CONDITIONS OF LEASE

a. Only Singapore Citizens/Permanent Residents and foreigners whose immediate* next-of-kin are Singapore Citizens/Permanent Residents are allowed to be buried in Singapore.

b. The lease of a burial plot shall commence from the date of burial and shall be for the duration of fifteen years.

c. No applicant shall be entitled to reserve any burial plot. The procedure referred to in Clause 2(d) shall apply strictly to all applicants.

d. Allocation of burial plots is strictly by sequential order and an applicant shall be allocated a burial plot on the day of the intended burial. An applicant shall not be entitled to select any other burial plot instead of the allocated burial plot.

e. An applicant shall be responsible for the structural maintenance and upkeep of the tombstone, monument and/or plaque including any turf or carpet grass planted on and around the burial plot. The applicant acknowledges that the Choa Chu Kang Cemetery is open to the public and the Agency cannot be held responsible for any structural damage to the tombstones, missing items or monuments, or for any damage or loss of remains buried within a plot, insofar as this is caused by any other member of the public.

f. Upon the expiry or termination of lease of a burial plot, NEA may carry out the exhumation of the corpse for reburial or cremation.

g. Notwithstanding Clause 2(b), NEA may terminate a lease of a burial plot by giving an applicant or a next-of-kin of the deceased a notice in writing if:-

* immediate next-of-kin: parents, spouse or children

(i) at any time the Cemetery is affected by the Government's redevelopment or clearance plans; or

(ii) an applicant fails to comply with any term and condition or rule and regulation herein or any rule and regulation pertaining to the Cemetery that may be imposed from time to time.

h. All notices shall be deemed to be given if they are:-

(i) placed on advertisement(s) in any public media; or

(ii) posted and addressed to the applicant or the deceased's next-of-kin at his usual or last known place of abode.

i. In the event that a lease is terminated under Clause 2(g), an applicant shall not be entitled to any refund of burial fee or compensation from NEA.

j. Without prejudice to Clause 2(g)(ii), an applicant shall be liable to NEA for any costs, expenses or charges that may be incurred by NEA as a result of his failure to comply with any term and condition or rule and regulation herein or any rule and regulation pertaining to the Cemetery that may be imposed from time to time.

3. RULES AND REGULATIONS

General

a. All visitors to the Cemetery are requested to demonstrate proper respect for the deceased and act accordingly with care and consideration for all.

b. No person shall bring any pet into the cemetery.

c. No person shall erect any tombstone, monument or structure of any sort on a grave without written permission from NEA. The size, design and inscriptions shall be subject to NEA's approval.

d. No person shall burn any joss paper or any other offering or article on the grass verge or any part of the Cemetery ground other than in metal receptacles provided for such purpose.

e. Every person shall remove all perishable offerings deposited by him on the Cemetery ground after praying.

f. NEA may if it deems necessary for maintaining the tidiness and orderliness of the Cemetery ground, remove any hazardous, unsightly or otherwise inappropriate item(s) deposited by any person on any part of the Cemetery ground.

g. Canvassing or soliciting orders in the Cemetery is not permitted. Visitors are advised to report any incidents of illegal touting to the cemetery management.

Lawn Cemetery

h. No person shall erect any tombstone or monument in the Lawn Cemetery. A written application may however be made for the erection of a standard-sized name plaque,

to be laid horizontally on a cement base of the grave and at the same level as the surrounding ground level.

i. Notwithstanding Clause 3(d), no person shall burn any joss stick, joss paper, candle or any other kind of offering in the Lawn Cemetery.

j. The erection of fencing, planting of shrubs/flowers, placing pebbles and all other materials on and around the grave is strictly prohibited.

k. The turfing on the grave plot shall be level with the surrounding ground.

l. NEA will periodically remove any water-bearing receptacles, windmills, artificial flowers, flower vases, cut flowers, etc. that are left on the graves.