

# TERMS AND CONDITIONS FOR LEASE OF BURIAL PLOTS AT CHOA CHU KANG CEMETERY

## SECTION 1: APPLICATION

1. Applicants may refer to the NEA website (<https://go.gov.sg/cemetery>) for information on Choa Chu Kang Cemetery.
2. An applicant may call the Choa Chu Kang Cemetery (hereinafter called “the Cemetery”) Office to make enquiries for the lease of burial plots at the Cemetery. The operating hours and contact details of the Cemetery Office are as follows:

Operating hours: Monday to Sunday: 8:30 am to 4:30 pm  
(Closed for lunch from 1:00 pm to 2:00 pm)

Contact Number: 6795 9731

3. The applicant is required to submit the following supporting documents for verification during the application for burial:
  - a. Digital death certificate. If unavailable, any of the following documents is acceptable:
    - Written confirmation of death documents
    - Manual Confirmation of Death (mCOD)
    - Public Hospital Printout (NEHR)
  - b. Proof of identity of next-of-kin or the executor of the estate of the deceased
  - c. Letter of authorisation (if applicant is not the next-of-kin or the executor of the estate of the deceased).

Please note that applicants may be required to submit a Statutory Declaration in-person if any of the above documents are not available.

4. Payment of the prevailing burial fee at the counter of the Cemetery Office shall be made on the day of burial by any of the following means:
  - Credit Card
  - Nets
  - Cash Card

## SECTION 2: TERMS AND CONDITIONS OF LEASE

1. Only deceased who are:
  - Singapore Citizens/ Permanent Residents, or
  - foreigners with immediate<sup>1</sup> next-of-kin who are Singapore Citizens/ Permanent Residentsare allowed to be buried in Singapore.

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<sup>1</sup> Immediate Next-of-Kin: Parents, spouse, or children

2. The lease of a burial plot shall commence from the date of burial and shall be for the duration of fifteen years.
3. No applicant shall be entitled to reserve any burial plot.
4. Allocation of burial plots is strictly by sequential order and an applicant shall be allocated a burial plot on the day of the burial. An applicant shall not be entitled to select any other burial plot instead of the allocated burial plot.
5. 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 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.
6. Upon the expiry or termination of lease of a burial plot, NEA may carry out the exhumation of the corpse for reburial or cremation.
7. Notwithstanding Clause 2 in this Section, 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:
  - a. the Cemetery is affected by redevelopment or clearance plans; or
  - b. an applicant fails to comply with any term and condition or rule herein or any rule and regulation pertaining to the Cemetery that may be imposed from time to time.
8. All notices shall be deemed to be given if they are:
  - a. advertised in any public media; or
  - b. posted and addressed to the applicant at his last known address.
9. In the event that a lease is terminated under Clause 7 of this Section an applicant shall not be entitled to any refund of burial fee or compensation from NEA.
10. Without prejudice to Clause 7(b) of this Section, 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.

### **SECTION 3: RULES OF USE OF THE CEMETERY**

#### **General**

1. All visitors to the Cemetery are requested to demonstrate proper respect for the deceased and act accordingly with care and consideration for all.
2. No person shall bring any animal into the Cemetery except for assistance dogs accompanying persons with a disability. The assistance dog must be kept under proper

control, restrained from straying or prevented from causing nuisance, or damage to any property, and held on a leash at all times.

3. 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.
4. 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.
5. Every person shall remove all perishable offerings they deposited on the Cemetery ground after praying.
6. 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.
7. Canvassing or soliciting orders in the Cemetery is not permitted. Visitors are advised to report any incidents of illegal touting to the cemetery management.
8. Giving or offering cash or gifts to staff is strictly prohibited. Any demand for cash or gifts should be immediately reported via NEA hotline at 6225 5632.

#### **Lawn Cemetery**

9. 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.
10. Notwithstanding Clause 4 of this Section, no person shall burn any joss stick, joss paper, candle or any other kind of offering in the Lawn Cemetery.
11. The erection of fencing, planting of shrubs/ flowers, placing pebbles and all other materials on and around the grave is strictly prohibited.
12. The turfing on the grave plot shall be level with the surrounding ground.
13. NEA will periodically remove any water-bearing receptacles, windmills, artificial flowers, flower vases, cut flowers, etc. that are left on the graves.