

Parish of St Anne
BUKIT MERTA JAM



ST ANNE CATHOLIC MEMORIAL PARK (a.k.a. St Anne's Catholic Cemetery)

RULES & REGULATIONS

(Revised date: Sep'2009)

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PREAMBLE

St Anne Catholic Memorial Park is a place where we not only bury the dead, but also a place of celebration knowing our beloved journey now to God, our final home.

The burial of our beloved dead has always been considered in the Church as a religious function - one of the Corporal Works of Mercy. We consider our cemeteries to be in reality reliquaries of the saints. Our obligation is to maintain with fitting dignity the remains of our loved ones, as they await the hour of their resurrection.

The RULES AND REGULATIONS, which follow, have been adopted for the mutual protection of the plot trustees and the Church itself whose responsibility it is to manage and maintain this cemetery. They are intended to safeguard the sacredness of the cemetery, to promote its beauty and attractiveness and to honour our beloved dead.

The RULES AND REGULATIONS seek also to protect the rights and interests of plot trustees of our cemetery as well as to respond to civil legal requirements. They are based on the conviction that only if both management and plot trustees recognise a common interest and a mutual responsibility will our Catholic cemetery become and remain a beautiful and sacred place demanded by our Faith.

1) INTRODUCTORY

- a) These Rules may be cited as the St Anne's Catholic Memorial Park (St Anne's Catholic Cemetery) Rules
- b) In these Rules, unless the context otherwise requires:-
 - i) **ST ANNE'S CATHOLIC MEMORIAL PARK:** A burial park for earth internments, a community or individual vault for crypt internments, a columbarium for cinerary internments or a combination of these managed by the Parish of St Anne within the boundaries of Lots No. 889, 890 & 792, Mk. 17, Bandar Bukit Metajam, Seberang Perai Tengah, where The Titular Roman Catholic Bishop of Penang is the titleholder of these plots.
 - ii) **RELATIVE:** The spouse, parent, brother, sister and direct descendant of a dead person (buried or interned in the Memorial Park) who is still a parishioner of St. Anne Church Bukit Mertajam.
 - iii) **HUMAN REMAINS:** The dead body of a human being, but does not include ashes thereof after cremation.
 - iv) **BURIAL PLOT:** A space of sufficient size (land area should not exceed 5 feet X 10 feet) built-up area should not exceed 4 feet X 9 feet) to accommodate one adult internment or appropriately downsized for a child's internment. Under normal circumstances, such plot needs not to be exhumed and relocated.
 - v) **MANAGEMENT:** The committee duly appointed by the Parish Priest of St Anne, B.M. for the purpose of administering the cemetery.
- c) The St Joseph's management Committee under these Rules governs St Anne's Memorial Park.
- d) St Anne's Memorial Park is reserved for the burial of Catholics in accordance with the provisions made by these Rules.

2) PURPOSE OF CEMETERY

- a) The Cemetery is reserved for the burial of Catholics who are parishioners of St. Anne's in accordance with the provisions made by these rules.
- b) However, the immediate family members of the parishioners of St Anne's (spouse, parents, children and siblings refer (1b2) are eligible to be buried in our cemetery.

3) INTERNMENT

- a) Eligibility:
 - i) Only Catholic faithful may be buried or deposited in the St Anne's Catholic Cemetery but non-catholic spouse may be buried upon request from the Catholic party.
 - ii) Catechumens who have received the Catholic Rite of Becoming Catechumens may be buried or deposited in the Cemetery.

- iii) A person who has not received any catechetical instruction and is baptised at the moment of death or when unconscious may be buried or deposited in the Cemetery.
 - iv) No person is permitted to be buried or deposited in the Cemetery unless an official Burial Permit (from the government authority) and a Burial Permission from the Parish Office has first been obtained.
- b) Requirements:
- i) Surviving relatives of the deceased should first have received the relevant burial documents from the government authorities and a Burial Permission from the Parish Office and all relevant fees paid before the burial.
 - ii) The Parish Office staff and the Cemetery Management will offer assistance in accordance with the provisions of these rules.
- c) Categories of burial plots:
- i) Burial Plot: This is a burial plot, which is allocated which under the normal circumstances, need not to be relocated or exhumed.
 - ii) Urn Burial Plot: This is an urn burial plot, which is allocated which under the normal circumstances, need not to be relocated or exhumed.
 - iii) Co-burials: While there is already one internment, permanent burial plots or urn burial plots may be allowed for one subsequent co-burial after the expiry of 20 years from the formal burial. This is for the co-burial of the spouse, unmarried child or un-married brother or sister of the deceased first interned in the plot. Persons arranging a co-burial should produce the official receipt of the plot allocated to the deceased first interned, documented proof of relationship between the two deceased and the other relevant documents required for a burial as stipulated in these Rules. Payment as to the prevailing rate.

4) FEES

- a) Fees chargeable for the use of burial plots, co-burial and issuance of duplicate receipts etc. are to be paid in accordance with the provisions made by the Management at the Parish Office. An official receipt is issued immediately upon receipt of payment. This receipt is the only valid document of proof/evidence and must be kept in a safe place for all future referral.
- b) Fees are charged in accordance with the "Table of Fees of the St Anne Memorial Park" prescribed in Schedule I.
- c) Fees may be exempted partially or completely at the discretion of the Parish Priest/Cemetery Management Committee for persons who are unable to meet the payment for the burial plot.
- d) The Parish Priest/St. Joseph's Management Committee reserves the right to revise the Table of Fees if and when it is deemed necessary.

5) BURIAL PLOTS

- a) Human remains must be buried in a coffin; exhumed human remains and cremated human ashes must be put into a suitable container prior to interment.
- b) It is prohibited to burn any paper articles or to place sacrificial offerings for the dead in a Catholic Cemetery in the customs of other religious beliefs, nor shall it be permitted to determine the direction of a grave by means of "Feng Shui" instrument and other superstitious practices.
- c) The Parish of St Anne gives no warranty to the graves against landslip, collapse and damage of retaining walls, subsidence of land, natural disaster or civil commotion. The Parish shall not be held liable for indemnification or compensation for the disturbance caused to any grave as a result of such events.
- d) Within 30 days after the burial of the deceased, a concrete cross (tombstone) must be placed on the plot. If the next of kin is unable to do so, a fee of RM200.00 will be charged by the management to place the tombstone.
- e) No booking of burial plot for a person before death. The St Joseph's committee will determine the location/site of the burial plot. However, booking for a plot immediately next to it can be allowed for the surviving spouse. A processing fee of RM100.00 will be charged for the booking.
- f) For non-parishioners, they will only be issued a single plot and booking for surviving spouse is not allowed.
- g) The next of kin/spouse pays RM120.00 as maintenance fees for the up keep of the cemetery.

6) ERECTION, REPAIR AND MAINTENANCE OF TOMBSTONES

- a) Persons who intend to erect tombstone for the deceased should first have received approval from the Parish Office by producing to the office either in person or by an appointed Contractor the following documents:
 - i) The original official receipt of the burial plot allocated to the deceased.
 - ii) The proposed design of the tombstone with complete information in respect of the design, dimensions, material to be used and the text to be engraved.
- b) Work should not be commenced until formal approval has been received and the Contractor has paid the prescribed deposit.
- c) Work should be completed within 30 working days from the date of the formal approval. If for any reason the said work is not completed within the prescribed period, the Contractor should apply for an extension of time from the Parish Office and pay an additional prescribed deposit. The deposit previously paid shall then be forfeited.
- d) When erecting the tombstone, the following dimension and criteria should be noted:
 - i) Coffin burial plots: Platform slab shall not exceed 1200mm in width, 3000mm in length and the height measuring from the ground to the top of tombstone shall not exceed 1500mm. The platform slab must be erected within the allocated plot size of 1500mm x 3300mm.

- ii) Urn burial plots: Platform slab shall not exceed 400mm in width, 900mm in length and the height measuring from the ground to the top of tombstone shall not exceed 1200mm. The platform slab must be erected within the allocated plot size of 500mm x 1000mm.
 - iii) Design: A tombstone shall be so designed that no water can accumulate on it. The plot number assigned to the grave should be clearly engraved on a prominent surface for easy identification.
- e) Tombstones, statues and other commemorative or decorative objects set up or placed in the St Anne Memorial Park are set up or placed at the sole risk of the owners of these objects. The Parish shall not be held liable for the loss or damage of these objects due to burglary, vandalism, natural disaster, landslip, civil commotion or from any cause whatsoever.
 - f) For the purpose of identification, only the holder of the original official receipt for the burial plot allocated to the deceased shall be recognised as the legal trustee of the deceased. Only this person may apply to the Parish Office for any work to be carried out in the Cemetery for the deceased. These works include the erection and maintenance of a tombstone, exhumation and removal of human remains and arrangement of a co-burial etc.
 - g) In the unlikely event that the original official grant of the burial plot has gone missing or lost, the next of kin, must produce the death certificate of the said deceased to show proof of his/her claim. A fee of RM10.00 to be charged to trace in the Church Death Registry and the Burial Grant Receipt Book.

7) TOMBSTONE CONTRACTORS

- a) A tombstone contractor who is appointed to erect tombstones should apply to the Parish Office for a permit to work on this burial plot in the Cemetery. He should produce the original official receipt of the burial plot allocated to the deceased and two copies of the detail design of the proposed tombstone for approval. After having received the approval and paid the prescribed fees, the contractor will be issued a work permit. No work shall commence until the contractor has received the permit.
- b) The contractor should follow strictly the provisions of the Cemetery Rules and take particular note of the following:
 - i) No work should be carried out unless all aforementioned procedures have been completed.
 - ii) The tombstone and the inscriptions on it should be made precisely according to the approved drawings.
 - iii) Collusion with employees or volunteers of the Parish/Cemetery Management is strictly forbidden.
- c) Transgressors shall be liable to prosecution, and the said contractor shall be banned from conducting any further work or business in the Cemetery.
- d) If the contractor causes any direct or indirect damage to the Cemetery, or if he is forced to dismantle or to demolish a tombstone constructed by him because of non compliance with the contract or with the designs, or upon completing the work he has not cleared away debris left behind, and in all these cases, the Parish reserve the right to forfeit the deposit so far received from the said contractor and to demand the said contractor to indemnify the Parish and to keep the Parish indemnified until the whole incidence is settled.

- e) The contractor should carry out the work in accordance with the specifications of the approved design. Should any shoddy/inferior performance is discovered; the Management reserves the right to exclude the said contractor from further carrying out work and business in the Cemetery.
- f) At the completion of the work, the contractor should notify the Cemetery caretaker and the contracting party to inspect the work. If the work is considered to be completed to the satisfaction of the Management or his representative, and to that of the contracting party, and without prejudice to the provisions made in Clause 6c, the contractor may apply for a refund of the deposit from the Parish Office by producing the original deposit receipt for cancellation.

8) EXHUMATION AND RELOCATION

- a) Those who intend to exhume the remains of the deceased buried/urned will have to comply with the following procedures:
 - i) To obtain a written consent of the entire family.
 - ii) To obtain the permission from the relevant government departments(Local Authority) and produce the burial permit.
 - iii) To furnish all the above documents to the Parish Priest.
- b) After exhumation or relocation of the human remains, the plots so left vacant shall revert to the Parish for further allocation. Nobody shall have any right to transfer, resell, or to let the said plot to other parties, and to demand for compensation of any form whatsoever from the Parish for the reversion of the said plot.
- c) For abandoned plots of 20 years or more, the Cemetery Committee reserves the right to reuse them.
- d) In the case of a burial plot is seriously damaged, collapsed, and unattended for a long period of time and is deemed to have become an abandoned grave, the Management shall first notify the surviving relatives of the deceased at the last known address registered at the Parish Office. If no reply or notification of action is received, the Management may authorise the human remains in this plot to exhumed and stored in a depository of the Cemetery. The said burial plot will then revert to the Parish for further allocation.

9) MANAGEMENT

- a) St Anne Memorial Park is administered in accordance with the Rules drawn up by the St Anne's Parish Pastoral Council and is managed by St. Joseph's Management Committee appointed by the Parish Priest/Parish Pastoral Council.
- b) Cemetery staff and workers are employees of the Parish and are not permitted to solicit or receive commissions, profits or material benefits of any kind. They are not permitted to sell any service, article or object or to conduct any business or trade of their own. Offenders are subject to disciplinary action or immediate dismissal.
- c) No person shall, in the Cemetery, post, affix, or distribute any handbill, card, circular or advertisement of any kind whatsoever, or wilfully disturb or interfere with a funeral service or hold, promote or take part in any meeting other than a meeting of a religious or commemorative nature relating to the death of a person whose human remains have been buried or otherwise disposed of in the Cemetery.

- d) No person shall dig privately any grave or carry out any work in the Cemetery without the permission of the St. Joseph's Management Committee.
- e) Gambling, drug taking, drug trafficking, vandalism or any other act of civil or criminal offences is strictly forbidden in the Cemetery.
- f) Cemetery employees/volunteers are authorized to stop any person contravening the afore-captioned No.9a, 9b and 9c and to report to the police for action. Cemetery employees/volunteers incurring these contraventions are subject to disciplinary action or immediate dismissal.
- g) Any person causing damage, defacement, soiling or defilement for any reasons, whether wilfully or otherwise, in the Cemetery shall be held liable to make good and to indemnify all the damages.
- h) Should there be any employee/volunteer of the Cemetery who is insinuating, exacting or soliciting for material benefits of any kind out of any motive or purpose, this should be reported immediately to the Parish Priest/ St. Joseph's Management Committee.
- i) Any complaint whatsoever should be either sent in writing with true name, correspondence address and telephone number or conveyed in person to the Parish Office as follows:

**Church Of St Anne
Jalan Kulim
14000 BUKIT MERTAJAM
T: 04-5386405 F:04-5387422**

10) GENERAL

- a) These rules are compiled by the St Anne's Parish Pastoral Council and are approved by the Parish Priest.
- b) These Rules are subject to addition, deletion and amendment by the Parish Pastoral Council as from time to time it is deemed appropriate and necessary.

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**Monsignor Stephen Liew
Parish Priest**

Date : _____

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**Chairman
St Joseph's Management Committee**

Date : _____

SCHEDULE I: TABLE OF FEES OF THE ST ANNE MEMORIAL PARK

	Parishioner* RM	Non-parishioner RM
1. Burial Plot i) Adult & child (5 feet X 10 feet)	500.00	1800.00
2. Co-burial i) Each coffin burial ii) Each urn burial	250.00 150.00	800.00 400.00
3. Maintenance fee		120.00 per year.
4. Administration Fee : i) Contractor's deposit (for each grave)** ii) Certified duplicate of official receipt, or other document iii) Burial Charges for Contractor a) Fee for Contractor for digging b) Fee for Urn Burial	300.00 10.00 300.00 (new plots) 150.00	

* Parishioners are Catholics that reside within the boundary of the Parish of St Anne and their names are on the Parish Census.

** As soon as the approval of the Parish Office for the construction, repair, or maintenance work of the grave plot in question is granted, the contractor is required to lodge this deposit. An official license will be issued and will be valid for a period of 30 days from the date of issuance. Upon completion of the work, which should be made to the satisfaction of the employer and the Management, this deposit will be reimbursed to the contractor. The Management, however, reserves the right to retain all or part of the said deposit to carry out any required work if in the judgement it is determined that the said contractor has not fulfilled the terms and conditions in accordance with the license.



ST ANNE CATHOLIC MEMORIAL PARK
 PARISH OF ST ANNE
 Jalan Kulim, 14000 Bukit Mertajam
 T: 04-5386405 F: 04-5387422 E: stannebm@streamyx.com

To,

St Joseph Cemetery Committee

APPLICATION FOR BURIAL

Please allocate a Single Plot for / Double Plot (Reserve) for Parishioner / Non parishioner :

Deceased
 Name : _____ Sex: _____
 Baptismal Name : _____
 Date of Death : _____ Place : _____
 Date of Funeral : _____ Time : _____
 Burial Permit No : _____ B/C I/C No : _____
 Reserved Plot for Spouse (Parishioner Only) : _____
 Contact Person : _____ Relationship to Deceased : _____
 Address : _____
 Telephone No : _____

***Attach Original Burial Permit and Photocopy of the Deceased Identity Card**

Confirmed by BEC Leader that deceased was a baptized and practising Catholic: YES / NO

Name of BEC Leader: _____ BEC AREA: _____
 Address: _____
 Telephone: _____ Signature: _____

OFFICIAL USE

Date : _____ Approved / Rejected : _____
 Parish Priest / PPC Chairperson

St. Joseph Cemetery Committee Record

Approved Plot No : _____ Reserved Plot : _____
 Received and allocated by:
 Name : _____
 Date : _____ Signature : _____



ST ANNE CATHOLIC MEMORIAL PARK
PARISH OF ST ANNE
Jalan Kulim, 14000 Bukit Mertajam
T: 04-5386405 F: 04-5387422 E: stannebm@streamyx.com

APPLICATION FOR CONSTRUCTION/REPAIR PERMIT

Application is hereby made for permission to enter the Cemetery for the purpose of

- Erecting a new tombstone repairing/upgrading an existing tombstone

Order given by

Name of plot trustee:	
Trustee's Address:	
Trustee's I/C	Trustee's Tel:
Deceased Name:	
Plot No:	Date of Death:

Applied by

Name of contractor:	
Contractor's Address:	
Contractor's Tel:	Date & Contractor's Signature:

To complete application, the following must be submitted:

- The original official receipt of the burial plot allocated to the deceased.
- The proposed design of the tombstone with complete information in respect of the design, dimensions, material to be used and the text to be engraved.
- Contractor's Deposit of RM300 per grave.
- License fee of RM10.00.

FOR PARISH OFFICE USE ONLY

Date Application Received:	Permit No. Assigned:
Date Approved:	Approved by: (Name & Signature)
Date of Completion:	Inspected by:
Notes:	