

*CITY HARVEST CHURCH*

**FUNERAL  
PROCEDURE  
GUIDE**

***CITY HARVEST CHURCH***

**CITY HARVEST CHURCH**

**STEP BY STEP GUIDE TO ARRANGING A FUNERAL**

**Index**

INTRODUCTION ..... 3

SCENARIO A: If the death occurs IN A HOSPITAL ..... 3

SCENARIO B: If the death occurs AT HOME (During / \*After Office Hours) ..... 5

SCENERIO C: If the death occurs OVERSEAS ..... 6

ARRANGING A FUNERAL ..... 8

INSTRUCTION FOR FUNERAL PROCEDURES .....10

APPENDIX A: FUNERAL SERVICE CHECKLIST .....12

APPENDIX A: FUNERAL ORDER OF SERVICE .....15

APPENDIX 1: HELPERS LIST .....16

APPENDIX 2: LIST OF NEIGHBOURHOOD POLICE CENTRES \ HQ ..... 18

APPENDIX 3: GOVERNMENT & PRIVATE CREMATORIA ..... 20

APPENDIX 3: BURIAL ..... 21

APPENDIX 4: COLUMBARIA ..... 22

APPENDIX 5: PLACEMENT OF OBITUARIES ..... 23

APPENDIX 6: LIST OF FUNERAL DIRECTORS USUALLY ENGAGED BY CHC .....24

APPENDIX 7: OBITUARIES SAMPLE ..... 25

## **CITY HARVEST CHURCH**

### ***INTRODUCTION***

This procedure guide is meant to help you to understand the procedures needed to register the death, arrange for a funeral, and carry out burial or cremation for the deceased.

#### **Memorial Service Assistant (MSA)**

As a Memorial Service Assistant (MSA), the duty is to assist your Zone Pastor or Supervisor to facilitate the funeral for members or member's family next of kin in our church.

Everything should be done in accordance with the wishes of the deceased or the bereaved family members.

It is recommended that you write all the decisions down and actions taken.

#### ***What to do when death Occurs?***

When a death occurs, the family will have to obtain a Certificate of Cause of Death (CCOD). With the CCOD, the family may register the death. This will have to be done within 24 hours of the death.

Upon registration of the death, the CCOD will be retained by the death registration center and a Death Certificate will be given to the family. You will need this Death Certificate to place an obituary in the papers, engage a funeral director, and when you make arrangements for cremation or burial.

3 Possible Scenarios:

- A. In a Hospital (Private & Public Hospitals)
- B. At Home (During/ After Office Hours)
- C. Overseas

### ***SCENARIO A: If the death occurs IN A HOSPITAL***

#### **Step 1:**

##### **Obtain Certificate of Cause of Death (CCOD)**

- Obtain Certificate of Cause of Death (CCOD) from the doctor at the hospital after he has certified the cause of death.
- Doctor may refer the case to Police / Coroner if cause of death is unnatural. In such cases, the body will be sent to the Centre for Forensic Medicine (CFM) Mortuary at the Blk 9 Singapore General Hospital.

##### At the CFM Mortuary

- The Police Investigator will arrange for the family to view and identify the deceased's body in the presence of the Coroner.
- The Coroner will review the case and determine if an autopsy is required.
- The family will be informed of the Coroner's decision and the time to claim the body for the funeral.

*If the autopsy reveals that the death is unnatural, the Police will need to conduct further investigations into the cause of death and the family will need to assist. Once the investigation is*

## **CITY HARVEST CHURCH**

completed, the family will be told by the Police to attend a Coroner Inquiry at the Subordinate Courts.

### **What to bring to CFM:**

- All medical documents relating to the deceased
- All medicine consumed by the deceased
- Identification papers of the deceased and informant e.g. NRIC/ Passport/ Certificate of Registration of Birth/ FIN card

### **Step 2:**

#### **Engage a Funeral Director**

- The Funeral Director will walk you through the whole procedure from obtaining the CCOD and Certificate of Cause of Death (CCOD) up to the funeral day procedure.
- The Funeral Director will also help to
  - I. collect the body from the home/hospital mortuary
  - II. send the body for embalming (if required), and
  - III. deliver the body to the location of the wake

### **Step 3:**

#### **Register the Death (*this could be done simultaneously with Step 2*)**

Prior to registration, the family should decide whether the body will be cremated or buried as this information is required when registering the death.

If the body is in a government restructured hospital, the registration can be done at the hospital (consult the ward nurse where to do the registration). The Certificate of Cause of Death will have to be produced to register the death.

If the body is in a private hospital, then the family will have to register the death at

- any Police Divisional Headquarters, Neighbourhood Police Centre, Neighbourhood Police Post (*Please refer to Appendix 2*) or
- the Registry of Births & Deaths, 3<sup>rd</sup> floor, ICA Building, 10 Kallang Road.  
Tel: 63916100

Working hours:           8am – 5pm (Mon-Fri)  
                                  8am – 1pm (Sat)

If the body is referred to the CFM Mortuary, the death will be registered at the CFM Mortuary.

### **What to Bring to Register a Death:**

- Certificate of Cause of Death (CCOD)
- Identification documents of deceased (NRIC, Passport, Birth Certificate, or FIN Card)
- Identification documents of informant (NRIC, Passport, Birth Certificate, or FIN Card)

*Please see page 8 for more information on arranging a funeral.*

## CITY HARVEST CHURCH

### ***SCENARIO B: If the death occurs AT HOME (During / \*After Office Hours)***

#### **Step 1:**

##### **Obtain Certificate of Cause of Death (CCOD)**

- Contact your family doctor who has been attending to the deceased.
- Contact any neighborhood doctor who is willing to make the house call when the family doctor is not available.
- Contact the Police who will come to your house. The Police will contact the Forensic Death Investigator (FDI) to come to your house to certify the cause of death. If death can be certified, the FDI will issue the CCOD on the spot. If death cannot be certified, the Police will arrange for the body to be sent to the CFM Mortuary in a Police Hearse. The family will be told by the Police when to go down to the CFM Mortuary (usually the next day).

\* Office hours refer to:

- Monday to Friday  
8.00am to 4.30 pm
- Sat, Sun and Public Holidays  
8.00am to 12.30pm

##### At the CFM Mortuary

- The Police Investigator will arrange for the family to view and identify the deceased's body in the presence of the Coroner.
- The Coroner will review the case and determine if an autopsy is required.
- The family will be informed of the Coroner's decision and the time to claim the body for the funeral.

*If the autopsy reveals that the death is unnatural, the Police will need to conduct further investigations into the cause of death and the family will need to assist. Once the investigation is completed, the family will be told by the Police to attend a Coroner inquiry at the Subordinate Courts.*

#### **Step 2:**

##### **Engage a Funeral Director**

- A Funeral Director could also provide a doctor to certify the cause of death when the family doctor or a neighborhood doctor is not able to assist in the certification of death. The doctor (be it the family doctor, neighborhood doctor or the one provided by the Funeral Home) will certify the death and issue you the CCOD.
- The Funeral Director will also help to
  - I. collect the body from the home/hospital mortuary
  - II. send the body for embalming (if required), and
  - III. deliver the body to the location of the wake

## CITY HARVEST CHURCH

### What to bring to CFM:

- All medical documents belonging to the deceased
- All medications consumed by the deceased
- Identification documents of deceased (NRIC, Passport, Birth Certificate, or FIN Card)
- Identification documents of informant (NRIC, Passport, Birth Certificate, or FIN Card)

### Step 3:

#### Register the Death (*this could be done simultaneously with Step 2*)

Prior to registration, the family should decide whether the body will be cremated or buried as this information is required when registering the death.

If the body is in a government restructured hospital, the registration can be done at the hospital (consult the ward nurse where to do the registration). The Certificate of Cause of Death will have to be produced to register the death.

If the body is in a private hospital, then the family will have to register the death at

- any Police Divisional Headquarters, Neighbourhood Police Centre, Neighbourhood Police Post (*Please refer to **Appendix 2***) or
- the Registry of Births & Deaths, 3<sup>rd</sup> floor, ICA Building, 10 Kallang Road.  
Tel: 63916100

Working hours:        8am – 5pm (Mon-Fri)  
                                 8am – 1pm (Sat)

If the body is referred to the CFM Mortuary, the death will be registered at the CFM Mortuary.

### What to Bring to Register a Death:

- Certificate of Cause of Death (CCOD)
- Identification documents of deceased (NRIC, Passport, Birth Certificate, or FIN Card)
- Identification documents of informant (NRIC, Passport, Birth Certificate, or FIN Card)

*Please see page 8 for more information on arranging a funeral.*

## **SCENERIO C: If the death occurs OVERSEAS**

### A. Singapore Citizens / Permanent Residents

#### Step 1:

#### Engage a Funeral Director

A funeral director should be able to assist you in the procedures.

## **CITY HARVEST CHURCH**

- Register with the relevant foreign authorities where the death occurred.
- The body of a Singapore Citizen/Permanent Resident may be brought back to Singapore for cremation or burial but it require a Coffin (Import) Permit to import a body into Singapore.

### **Documents required for the issuance of the coffin permit:**

- Death Certificate issued by the country where death occurred (copy of English translation is required if the death certificate is in ethnic languages), Cause of Death Certificate or a Statutory Declaration
- Sealing Certificate for the coffin
- Embalming Certificate, where applicable
- Coffin Export Permit from the country exporting the body
- Air Waybill (Air Consignment Note) if by air

If the application is by the funeral director, the Permit to Cremate/Bury will be granted provided the next-of-kin gives a **letter of authorization** for the funeral director to apply for the permit.

*Note: Prior written approval has to be obtained from the National Environment Agency, Environmental Health Department for the import of a body of an HIV-infected Singapore Citizen*

### **Death Registration**

The death will also have to be reported to *(Singapore's Registry of Births & Deaths, Citizen Centre, 3rd Storey, ICA Building)* personally by the next-of-kin of the deceased.

If the next-of-kin is unable to report the death personally at ICA Building, a **letter of authorization** will be required.

### **What to Bring to Register a Death:**

- Letter of Authority from the bereaved family
- Death Certificate issued by the country where the death occurred (copy of English translation is required if the Death Certificate is in other ethnic languages)
- Identification papers of the deceased (NRIC/passport/citizenship certificate)
- Export/Import permit
- Permit to Cremate/Bury
- Informant's identification documents

## **B. Foreign National**

### **Step 1:**

- Engage a Funeral Director

A funeral director should be able to assist you in the procedures.

### Cremation

- Foreigners are allowed to be imported into Singapore for cremation. A Coffin (Import) Permit is required to import a body into Singapore.
- A Permit to Cremate will also be issued together with the Coffin (Import) Permit. If the application is by the funeral director, the permit will be granted provided the next-of-kin gives a **letter of authorization** for the funeral director to apply for the permit.

## CITY HARVEST CHURCH

*Note: **Foreigners** cremated in Singapore are not entitled to purchase niches in government - operated columbaria. They may however purchase niches at private columbaria.*

### **ARRANGING A FUNERAL**

The deceased's family can engage a funeral director to help them with the funeral. Depending on your religion, the funeral ceremonial rites and costs may vary widely. A funeral can be as simple or as elaborate in accordance with the wishes of the deceased or family.

Following are some pointers to note:

#### **1. Funeral Wake**

Decide the location and the duration of the funeral wake e.g. at the funeral parlour, void deck or house.

- If you are holding the wake at the void deck, you will need to get a permit from your Town Council. *(Do remember to bring along a photo copy of the Registration of Death)*
- If you are holding the wake in your landed property and need to use part of the road outside your house, you will need to get a permit from Land Transport Authority (LTA). Your funeral director will assist you on this.

There may be a charge by the Town Council with regards to the usage of the void deck / multi purpose halls due to the use of the electricity, water services, and cleaning up services after the funeral service.

*Please note that if the funeral wake extends more than 7 days after death, prior written permission will have to be sought from the National Environment Agency. Please write to:*

*National Environment Agency  
Environmental Health Department  
40 Scotts Road,  
Environment Building, #21-00  
Singapore 228231*

#### **2. Burial / Cremation**

The funeral director can help the family with the booking of the date and time for cremation or burial. Otherwise, they can do the bookings through phone, online or at the relevant booking office. *(Please refer to **Appendix 3** for more details).*

#### **Document required when booking for burial or cremation:**

- The NRIC of the applicant and next-of-kin
- Death Certificate issued by the country where the death occurred (copy of English translation is required if the Death Certificate is in other ethnic languages)
- Permit to Cremate/Bury
- Informant's identification documents

*Please note that if the deceased is to be cremated, any valuables placed in the coffin will not be recoverable after the high heat of cremation.*

#### **3. Storage of Ashes / Scattering the Ashes At Sea**



## **CITY HARVEST CHURCH**

The ashes of the deceased can be stored at home or in a columbarium. Niches are available at the three government-columbaria and other private columbaria (*Please refer to **Appendix 4***) for contact details of the government-columbaria).

### **Document required when booking of niches in government-managed columbaria:**

- The NRIC of the applicant and next-of-kin
- Death Certificate issued by the country where the death occurred (copy of English translation is required if the Death Certificate is in other ethnic languages)
- Permit to Cremate/Bury
- Informant's identification documents

Ashes may also be scattered at sea. The scattering of small amounts of ashes can be carried out at the designated site located about 1.5 nautical miles (2.8 km) south of Pulau Semakau. The scattering of ashes can be conducted daily, from 0700 hrs-1900 hours.

*For further information on scattering of ashes, please call the Port Marine Safety Control Centre at telephone number: 6325 2488.*

### **4. Placing an Obituary**

If you wish to place an obituary, please contact the local newspaper (*Please refer to **Appendix 5***).

#### **a) Types of newspapers**

English: The Straits Times and The Sunday Times, Today

Chinese: Lianhe Zaobao, Lianhe Wanbao and Shin Min Daily News

Malay: Berita Harian and Berita Minggu

Tamil: Tamil Murasu

### **Document required when placing an obituary:**

- Original Death Certificate
- Identity Card of person placing the notice

**CITY HARVEST CHURCH**  
**INSTRUCTION FOR FUNERAL PROCEDURES**

- A. Preparation before the Funeral Service
- B. Actual Funeral Service
- C. Actual Cremation Service
- D. After the Cremation Service

**A. PREPARATION BEFORE THE FUNERAL SERVICE**

1. Contact your Church Pastor or Zone Supervisor for assistance.
2. The family member can contact the funeral services company if they know of any. Otherwise, our Pastor In-charge is able to assist in finding a Funeral Director to take care of all your funeral arrangement.
3. Find out from your Pastor or Zone Supervisor In-charge on funeral and cremation services details. (*Please refer to **Appendix A***):
4. Find the helpers (song leader, guitarist, sound man.) (*Please refer to **Appendix I***)  
You may approach your Zone Secretary, Supervisor or Mr. Eric Soo for help if you encounter any difficulty.
5. Liaise with Hospitality Department on the funeral service details once you have it.
6. Inform Hospitality Department if you need an interpreter for the funeral service.

Our CHC Staff will assist.

7. Find out which Pastor is available to officiate all the funeral service. (Try to arrange a Zone Pastor or Supervisor that know the deceased)
8. If an interpreter is needed, find out who is the interpreter get his/her contact number. (Do arrange with the interpreter on the time.)
9. Arrange someone to collect the Funeral Bulletins from our Church Office.
10. Ensure that the wreath is sent to the wake.
11. Ensure that the Helpers (*Refer to **Appendix I***) will reach the wake 30 minutes earlier.

**B) ACTUAL FUNERAL SERVICE**

1. Ensure the funeral bulletin is distributed to everyone BEFORE the funeral service.
2. Refer to ***Appendix B*** for the Funeral Order of Service

***CITY HARVEST CHURCH***

**C) BEFORE THE ACTUAL CREMATION SERVICE**

1. Reach the funeral wake hour-an-hour earlier before the funeral cortege leaves for cremation.
2. Find someone to help you to bring along the funeral bulletins.
3. Ensure some refreshment to be transported to the crematorium.

**D) AFTER THE CREMATION SERVICE**

1. Return the funeral bulletins to our Church Office. (Recycle Purpose)

**CITY HARVEST CHURCH**

**FUNERAL CHECKLIST**

(Appendix A)

Use this checklist to keep track of information as you arrange for the funeral.

<b><i>Funeral Decisions</i></b>	<b><i>Details</i></b> <i>(Please write it down)</i>
Decide on casket to use	
Decide a Coffin	
Get death cert	
Surrender NRIC	
Decide a Caterer	
Where will the funeral be held?	
Decide a photo for newspaper	
Does the family need to place an obituary?	
Decide a photo for service portrait	
How many days do the family wants to have the funeral wake?	
Will the person be buried or cremated?	
Address of the wake	
Deceased's clothes, personal belongings, dentures, bible or etc.. to be placed in the coffin.	
*Order a floral wreath (Through your Zone Secretary)	
Inform member for the service time	
Do they need an interpreter?	
Basic sound system, guitar, Microphone, speaker & CD player	
Song leader, guitarist & keyboardist	
Minister	

<b><i>Funeral Service</i></b>	<b><i>Details</i></b> <i>(Please write it down)</i>
Name of Deceased (English)	
Name of Deceased (Chinese)	
Date of the deceased's death	

**CITY HARVEST CHURCH**

Address of Wake	
Number of Bulletins (English / Chinese)	
Collection of Bulletins	
Sound Man & Equipments	
<i>Funeral Service (Day 1)</i>	
Date & Time of Service	
Officiating Minister	
Chinese or Dialect Interpreter	
Song Leader / Guitarist	
<i>Funeral Service (Day 2)</i>	
Date & Time of Service	
Officiating Minister	
Chinese or Dialect Interpreter	
Song Leader / Guitarist	
<i>Funeral Service (Day 3)</i>	
Date & Time of Service	
Officiating Minister	
Chinese or Dialect Interpreter	
Song Leader / Guitarist	
<i>Cremation Service</i>	
Date and Time of Cremation	
Time for the Funeral Cortege to leave the place of wake.	
Which Crematorium & Hall	
Chinese or Dialect Interpreter	
Song Leader / Guitarist	
Drinks Transport to Cremation Hall	
<b><i>Burial Service</i></b>	
<b>Date and Time of Burial</b>	
<b>Time for the Funeral Cortege to leave the place of wake.</b>	
<b>Details with the name of cemetery</b>	
<b>Chinese or Dialect Interpreter</b>	
Coach needed for the service	

*\*Details needed: Address of the wake, Recipient name.*

## **CITY HARVEST CHURCH**

### **A. Checklist**

Details to include in the obituary:

1. Photo of deceased
2. Name of deceased and alias, if any
3. Date of death (Time optional)
4. Names of family members (parents, spouse, children, adopted children, in-laws, grandchildren, siblings, nephews/nieces, uncles/aunts, cousins, godparents/god children, etc.) If any family member is deceased, name should be within brackets with word deceased or late, e.g. (Tan Ah Kow, deceased) or (Late Tan Ah Kow)
5. Location of wake
6. Details of service and prayers such as date, time and location
7. Funeral date and time
8. Burial or cremation details with the name of cemetery or crematorium and time. If necessary, include a message such as No wreaths please and indicate name of charity for any donations.

### **Funeral Sequences**

Wait for family member to arrive and follow the coffin out of van to the hole.

Gather the people around the hole and watch the lowering of coffin and sing a short song and read the scripture follow by presenting all the flowers into hole on top of the coffin.

Lastly, prayer and start bury.

**FUNERAL ORDER OF SERVICE**

**Gathering of the People**

**Worship**

**Prayer**

**Eulogy**

**Apostles' Creed**

**Scripture Reading**

**Sermon**

**Worship**

# CITY HARVEST CHURCH

## HELPERS LIST

*(Appendix 1)*

### 1. Officiating Minister

Check with Hospitality Department the availability of the Pastor or Zone Supervisor to be the officiating Minister.

### 2. Funeral Director

The Funeral Director from the bereavement services company will assist you in every aspect of arranging the details of a funeral wake services. All the deceased's family need to do is to provide the funeral director with the following items and he will handle the rest of the process:

- The ORIGINAL Certificate of Registration of Death
- A decent picture of the deceased
- The deceased's (clothes, personal belongings, dentures, bible or etc..) to be placed in the coffin.

All they need to do is to inform their friends, relatives, church pastors or priests of the wake services as well as the Town Council of the use of the void deck / multi purpose halls. Everything else is taken care of by the funeral director.

If uncertain, please approach your Zone Pastor for advice.

#### **Following are some of the services that they will provide:**

- Setting up of tentage at HDB Void Decks / Multi Purpose Halls / Open Areas or arranging for a Parlor
- Arranging the cremation time slots and / or burial time slots
- Photo Enlargement Services
- Sound systems for the wake services
- A caterer whom you can talk with to arrange the supply of a buffet or hot food cooked at the premises.
- A drinks supplier who will furnish you with an assorted range of drinks and tidbits, as well as a portable toilet.
- A stone carver to assist you in arranging for a tombstone or a niche/urn.
- A member from the SPH services to visit you personally (saves you the trouble of traveling down to the center) and assist you in putting an obituary in the papers should you consider having one.

### 5. Chinese Interpreter

If the family requires a Chinese interpreter, please check with Hospitality Department.

### 6. Song Leader

- a. If a bilingual service is required, get a song leader who can lead in both languages.
- b. No amateurs are allowed.

### 8. Musicians

1 guitarist and 1 keyboard player (optional).



## ***CITY HARVEST CHURCH***

### **9. Sound System**

- a. Usually the funeral company will provide the basic sound system or check if you need to bring in any additional sound equipment.
- b. If not, make necessary arrangements for your soundman to view the venue and talk to the person-in-charge before the funeral service.
- c. Please also make your own arrangement for collection and transportation of the equipment

**CITY HARVEST CHURCH**  
**LIST OF NEIGHBOURHOOD POLICE CENTRES\ HQ**  
*(Appendix 2)*

Ang Mo Kio North NPC Co-located with Ang Mo Kio Police Div HQ at No 51 Ang Mo Kio Ave 9 (S)569784	6484 9999
Ang Mo Kio South NPC No: 81 Ang Mo Kio Ave 3 (S)569929	6451 9999
Bedok North NPC Co-located with Bedok Police Div HQ at 30 Bedok North Road (S)469676	6244 9999
Bedok South NPC 20 Chai Chee Drive (S)469045	6244 8999
Bishan NPC 20 Bishan St 23 (S)579757	6552 9999
Bukit Batok NPC 21 Bukit Batok East Ave 4 (S)659840	6665 9999
Bukit Merah East NPC Co-located with Central Police Division Div HQ at 391, New Bridge Road, (S)088762	6236 9999
Bukit Merah West NPC Co-located with Henderson C.C at 500 Bukit Merah View #01-01 (S)159682	6377 9999
Bukit Panjang NPC 42 Fajar Road (S)679005	6892 9999
Bukit Timah NPC 1 Duke's Road (S)268914	6462 9999
Changi NPC 9 Simei St 2 (S)529914	6587 2999
Choa Chu Kang NPC 20 Choa Chu Kang St 52 #01-02 (S)689286	6765 9999
Clementi NPC Co-located with Clementi Police Div HQ at 20 Clementi Avenue 5 (S)149725	6872 9999
Geylang NPC 132 Paya Lebar Road (S)401094	6848 6999
Hougang NPC 60 Hougang Ave 9 (S)538775	6489 0999
Jurong East NPC Co-located with Yuhua Community Club at 92 Boon Lay Way, (S)609962	6899 9999
Jurong West NPC 700 Corporation Road (S)649818	6268 9999
Kampong Java NPC Co-located with Tanglin Police Div HQ at 21 Kg Java Rd (S)228892	6295 9999
Marine Parade NPC 300 Marine Parade Road (S)449296	6442 8999
Nanyang NPC	6792 9999

**CITY HARVEST CHURCH**

Co-located with Jurong Police Div HQ at 2 Jurong West Ave 5 (S)649482	
Orchard NPC 51 Killiney Rd (S)239572	6735 9999
Pasir Ris NPC 1 Pasir Ris Drive 4 #01-01 (S)519457	6585 2999
Queenstown NPC 15 Commonwealth Avenue (former Queenstown Test Centre) (S)149725	6471 9999
Rochor NPC 11 Kampong Kapor Rd (S)208678	6294 9999
Sembawang NPC 4 Sembawang Crescent (S)757633	6554 9999
Serangoon NPC 50 Serangoon Ave 2 #01-02 (S)556129	6488 0999
Tampines NPC 6 Tampines Ave 4 (S)529682	6587 1999
Toa Payoh NPC 93, Toa Payoh Central, Toa Payoh Community Building #01-02, (S)319194	6251 9999
Woodlands NPC 1 Woodlands Drive 63 (S)738070	6767 9999
Yishun North NPC 31 Yishun Central (S)768827	6852 9999
Yishun South NPC 32 Yishun Street 81 (S)768456	6852 2999

**CITY HARVEST CHURCH**  
**GOVERNMENT & PRIVATE CREMATORIA**  
*(Appendix 3)*

There are three crematoria in Singapore – one government-managed crematorium and two private crematoria.

**Government Crematoria**

Crematoria	Address & Contact Nos.	Booking Hours	Cremation Fee*	
			Child <sup>1</sup>	Adult
Mandai Crematorium (Government-managed)	300 Mandai Road Tel: 6554 5655 Fax: 6459 5228	Mon-Sun: 8.30am to 4.30pm	\$50	\$100

**Private Crematoria**

Crematoria	Address & Contact Nos.	Booking Hours	Cremation Fee*
Kong Meng San Phor Kark See Monastery	88 Bright Hill Drive Tel: 6453 4046 Fax: 6459 2258	Mon-Sun: 9.00am to 3.00pm	\$300 (cremation only)  \$400* (cremation + storage)
Tse Tho Aun Temple	601 Sin Ming Drive Tel: 64547666	Mon-Sun: 9.00am to 3.00pm	\$400 (cremation only)  \$500* (cremation + storage)

\* Price varies, depending on choice of urns and storage location

**A. Payment modes:**

- NETS (preferred)
- Cash Card
- Cash
- Cheque (crossed and made payable to National Environment Agency)

*Payment is to be made at the booking office before the cremation.*

**B. Cancellation**

All cancellations and change of confirmed bookings have to be made by the applicant or next-of-kin of the deceased in person at the booking office, together with all the relevant documents.

## CITY HARVEST CHURCH

### BURIAL

(Appendix 3)

The Choa Chu Kang Cemetery Complex is the only cemetery in Singapore still open for burials.

Choa Chu Kang Cemeteries	Address & Contact Nos.	Booking Hours	Burial Fee*	
			Child <sup>1</sup>	Adult
All other cemeteries at CCK other than those listed above e.g. Christian, Chinese, Hindu & Lawn Cemeteries	910 Choa Chu Kang Road Tel: 6793 7428 Fax: 6793 7400	Mon-Sun:  8.30am to 4.30pm	\$420	\$940

#### A. Payment modes:

- NETS (preferred)
- Cash Card
- Cash
- Cheque (crossed and made payable to National Environment Agency)

*Payment is to be made at the booking office before the cremation.*

#### B. Cancellation

All cancellations and change of confirmed bookings have to be made by the applicant or next-of-kin of the deceased in person at the booking office, together with all the relevant documents.

#### Note:

With effect from 1 November 1998, the burial period for all graves will be limited to 15 years. At the end of the 15 years, the graves will be exhumed. For those whose religion permits cremation, the exhumed remains will be cremated and stored in columbaria niches. Where compulsory burial is required due to religious reasons, the remains will be re-buried in smaller individual plots.

**CITY HARVEST CHURCH**  
**COLUMBARIA**  
*(Appendix 4)*

Cremated ashes may be stored in columbaria niches. Niches are available at three government-managed columbaria and private columbaria.

Government Columbaria	Address & Contact Numbers	Booking Hours	Niche Fees*
Mandai Columbarium	300 Mandai Road Tel: 6554 5655 Fax: 6459 5228	Mon-Fri 8.30am to 4.30pm	Standard size: \$500
Yishun Columbarium <sup>4</sup>	Yishun Ring Rd Tel: 65545655 Fax: 6459 3358	Sat 8.30am to 12.30pm	Family size <sup>5</sup> : \$900
Choa Chu Kang Columbarium	51 Chinese Cemetery Path 4 Tel: 6795 9731 Fax: 6795 0885		<b>A selection fee of \$250 will be levied if you wish to choose a niche different from the one allocated.</b>

<sup>4</sup> Booking can be done at Mandai Columbarium

<sup>5</sup> Family size can hold 2 standard urns.

\*All fees stated are accurate as at the time of printing and may be subject to changes. You may wish to check with the relevant booking office for any changes to these fees at the time of booking.

More information on the Choa Chu Kang Cemeteries, Mandai Crematorium and Government Columbaria can be found at <http://www.nea.gov.sg/deathfacilities>

**A. Payment modes:**

- NETS (preferred)
- Cash Card
- Cash
- Cheque (crossed and made payable to National Environment Agency)

*Payment is to be made at the booking office before the cremation.*

**B. Cancellation**

All cancellations and change of confirmed bookings have to be made by the applicant or next-of-kin of the deceased in person at the booking office, together with all the relevant documents.

**CITY HARVEST CHURCH**  
**PLACEMENT OF OBITUARIES**  
*(Appendix 5)*

During office hours:

<b>Newspaper</b>	<b>Address</b>	<b>Operating hours</b>	<b>Contact number</b>
1)The Straits Times, 2)The Sunday Times, 3)Lianhe Zaobao, 4)Lianhe Wanbao, 5)Shin Min Daily News, 6)Berita Harian & Berita Minggu	Singapore Press Holdings Centre 1000 Tao Payoh North (S)318994	Mon – Fri: 8.30am to 5.30pm  Sat: 8.30am to 12.30pm	Please call 1800-2899988 during office hours for more information.
1)The Straits Times, 2)The Sunday Times, 3)Lianhe Zaobao, 4)Lianhe Wanbao, 5)Shin Min Daily News, 6) Berita Harian & Berita Minggu	Singapore Press Holding Ltd Specialists Shopping Centre, #03-54/55, Orchard Rd (S)238858	Mon – Fri: 9.00am to 5.00pm  Sat: 9.00am to 12.30pm	
Tamil Murasu	82 Genting Lane #06-07 (S)3495567	Mon – Fri: 9.30am to 7.00pm  Sat: 11.30am to 7.00pm	
Today	20 Pickering Street, #03-00, Pickering Operations Complex, (S)048658	Mon – Fri: 9.00am to 6.00pm	

After office hours:

<b>Newspaper</b>	<b>Address</b>	<b>Operating hours</b>
1)The Straits Times & The Sunday Times	Singapore Press Holdings Centre 1000 Toa Payoh North (S)318994	Mon – Fri: 5.30pm to 9.45pm  Sat: 12.30pm to 9.45pm  Sun & Public Holidays: 12.30pm to 9.45pm
1)Lianhe Zaobao, 2)Lianhe Wanbao & Shin Min Daily News	Singapore Press Holdings Centre 1000 Toa Payoh North (S)318994	Sat: 12.30pm to 4.00pm  Sun & Public Holidays: 12.30pm to 4.00pm

**A. Advertisement Rates per column cm**

You may refer to the Singapore Press Holdings website for the advertisement rates.

<http://www.sph.com.sg/newspapers/adrates.html>

**CITY HARVEST CHURCH**  
**LIST OF FUNERAL DIRECTORS USUALLY ENGAGED BY CHC**  
*(Appendix 6)*

**1. Green Pasture**

Desmond Mok, Funeral Director - 82330379

**2. New Life Funeral Services**

Howard Kuay, Funeral Director - 96257947

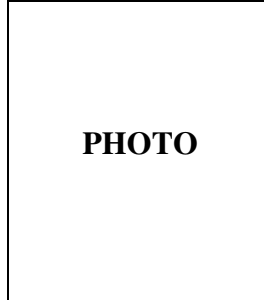


**CITY HARVEST CHURCH**

**OBITUARIES SAMPLE**

*(Appendix 7)*

**SAMPLE 1**



**MDM. SHARON TAY TENG SIEW**

**was called home to be with the Lord on Sunday, 23 March 2008.**

**Dearly missed and fondly remembered by loved ones.**

**Husband:** Peter Kok Leng Keow

**Father**

Tay Ah Fui

**Mother**

Foong Sow Heng

**Son**

Kok Kon Chun

**Daughter**

Michelle Kok Yong Jun

Sara Kok Ming Yan

**Son-In-Law**

Jason Wang Yan Hsui

**Sister**

Tay Teng Wan

Tay Teng Tuan

**Brother**

Tay Teng Whatt

**Brother-In-Law**

Wong Fook Sun

Chia Yong Sian

**Sister-In-Law**

Koh Geok Eng

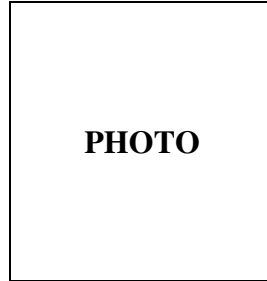
**Wake service at :-**

11 Tanglin Hill, Singapore 248048. Evening prayers will be held nightly at 8pm. Cortege will leave on Thursday 27 March 2008 at 12.30pm for Funeral Mass at Church of St. Ignatius of 120 King's Road, Singapore and thereafter to Mandai Crematorium Hall 3 for cremation at 3pm.

**CITY HARVEST CHURCH**  
**SAMPLE 2**

*“I strain to reach the end of the race and receive the prize for which God, through Christ Jesus, is calling us up to heaven.”*  
~ Philippians 3:14 ~

With heartfelt condolences and deepest sympathy to the family of the late



**EDWIN YEO AH SAN**  
(Staff Emeritus)

22 May 1926 – 15 January 2009

.....  
*I'd rather have Jesus than silver or gold,  
I'd rather be His than have riches untold,  
I'd rather have Jesus than houses or lands,  
I'd rather be led by His nail-pierced hand.  
Than to be the king of a vast domain or be held in sin's dread sway,  
I'd rather have Jesus than anything this world affords today.*  
~ Rhea F. Miller ~

From:

**Board of Directors, Campus Crusade Asia Ltd**  
Leaders and Staff,  
Singapore Campus Crusade for Christ,  
Campus Crusade for Christ International, Vice President Office,  
East Asia Orient, Area of Affairs,  
East Asia Opportunities, Area of Affairs, and  
East Asia School of Theology