The Association of Kwong Tong Cemetery Management Kuala Lumpur
Kwong Yee Pagoda

Rules and Regulations

Open application

1. Operation hours of the Kwong Yee Pagoda (columbarium): 8.30am to 4.30pm.
2. Columbarium Niche on each floor are equipped with single, twin and family allotment. Family allotment: Semi-detached allotment, not more than 10 deceased ashes; Independent allotment, not more than 16 deceased ashes. ***The urn seated by the deceased can be moved out, but the space left cannot be replaced by another deceased.**
3. Each applicant is limited to purchase a maximum of 3 units of columbarium niches ***only for the new pagoda.**
4. After booking a columbarium niche(cabinet seating) or ancestral tablet, payment must be made within 7 days deadline, and the reservation will be automatically cancelled if the time is over (In case of special accidents, please consult with the staff at the counter).
5. This pagoda is open to Malaysian citizens and permanent residents to apply, placement of the ashes of relatives and the memorial tablet ***only for non-Muslims.** If you are a foreigner, your partner must be a Malaysian citizen and provide legal marriage certificates.

Application procedures

1. Applicant need to go to the counter to go through the procedures in person and provide the correct information and documents of the beneficiary of the niches:
   (Applicant's ID card. The beneficiary's ID card or death certificate. Anyone who moves into Kwong Yee Pagoda (columbarium) must provide proof of the collection of bone or documents from relevant units or police report.)
2. The payment for the columbarium must be paid in one time. The price of the columbarium includes:
   I) Urns of ashes ***All those who enter the pagoda must use the urn provided by the Kwong Yee Pagoda.**
   II) Font and design of the porcelain phase is fixed, if it is confirmed that the information provided by the host is incorrect, the replacement cost will be borne by owner. The cost of replacing or damaging the colored porcelain is calculated at the current price.
3. After payment, the applicant or beneficiary shall not be changed. The applicant and the beneficiary can be converted once ***the original receipt and certificate need to be returned.** Single allotment charge RM50, double allotment charge RM100, semi-detached allotment charge RM300, independent allotment charge RM500.
4. If the applicant passed away, family members can transfer to the applicant, but the original applicant's death certificate must be presented, and the affidavit proving the relationship between the original applicant and the new applicant can be exempted from the conversion fee.
5. Only applicant are allowed to handle matters such as entering, ascend position or leaving of the niches.

Place of ancestral tablet specifications

1. The names of not more than 2 deceased persons shall be in straight text and not more than 12 characters shall prevail.
2. If the applicant wants to change the ancestral tablet information, the applicant needs to pay extra.
3. The photo of the deceased cannot be placed on the ancestral tablet.
4. Before the ancestral tablet is placed, the applicant is allowed to temporarily paste the paper. After the lettering is completed, it can be torn off and incinerated.
5. Ancestral tablet is not allowed to be ascend.

Notes for application for departure and ascend

1. The used allotment cannot be replaced or revoked. If you want to move the ash out of the pagoda, you need to apply and return the original receipt and certificate. The allotment will be returned to Kwong Tong Cemetery Kuala Lumpur. Departure fee: RM10 for single allotment, RM20 for double allotment, and family digit is calculated per unit.
2. Unused urn position ***壽位 shou niches:**
   1) You can apply to this generalized tower for conversion ***ascend**, but the updated price must be higher than the original price, and the difference will made up according to the charging standard.
   2) From the old pagoda to the new pagoda, the owner can get a 50% rebate on the original price of the old tower if it is unused.
   3) The application for transposition is limited to one time.
3. If the original receipt and certificate are lost, they will no longer be reissued.

Safety standards for urns

1. After the urn is seated, the applicant shall not change the position of the urn or open the position of the urn. If you want to open the compartment for special reasons, you need to go through the application procedures at the counter first. The fee for opening the compartment is RM10, and a letter must be written to indicate the reason.
2. In order to maintain the cleanliness and solemnity of the compartment, it is not allowed to change or add ornaments or hanging red banner.
3. Electronic products, liquids, flammable materials, valuables and large items are not allowed in the ashes compartment.
4. The management is not responsible for keeping any souvenirs and articles placed in the ashes compartment.
5. Recording, photographing and broadcasting in the pagoda are not allowed without permission.

Those who enter the pagoda for memorials, worship or visit must observe the following rules:

1. It is strictly forbidden to burn incense, light candles, sprinkle water, or place sacrifices in front of the ashes for worship in the pagoda.
2. There is another worship stand and incense burner outside the pagoda for the family to worship and display sacrifices.
3. Sacrifices and rubbish shall be thrown away.
4. Incineration of paper and other items must be incinerated in a designated area. Any large paper-tied products, such as paper-tied houses, must be processed at the counter before they can be burned. The handling fee is RM100.

*** Customer who did not placed the ashes of relatives and friends in this pagoda shall not burn sacrificial offerings or paper bindings here.**

***The board of directors of Kwong Tong Cemetery Kuala Lumpur has the power to modify, add and delete regulations without any objection.**