

Home Going

FUNERAL PROCEDURES GUIDE



CONTENTS

INTRODUCTION.....	page 2
PART 1: NO INITIAL ASSISTANCE REQUIRED.....	page 3
PART 2: ASSISTANCE AND ADVICE REQUIRED.....	page 4
SCENARIO 1: IF THE DEATH TAKES PLACE AT HOME.....	page 4
SCENARIO 2: IF THE DEATH TAKES PLACE AT A HOSPITAL.....	page 6
SCENARIO 3: IF THE DEATH TAKES PLACE OVERSEAS.....	page 8
PART 3: ARRANGING A FUNERAL.....	page 10
ANNEXES.....	page 12
ANNEX 1: FUNERAL ORDER OF SERVICE.....	page 12
ANNEX 2: LIST OF CHRISTIAN CASKET COMPANIES.....	page 13
ANNEX 3: CREMATORIA.....	page 15
ANNEX 4: BURIAL.....	page 16
ANNEX 5: COLUMBARIA.....	page 17
ANNEX 6: PARLOURS.....	page 19
ANNEX 7: PLACEMENT OF OBITUARIES.....	page 20
ANNEX 8: LIST OF NEIGHBOURHOOD POLICE CENTRES/HQs.....	page 22



INTRODUCTION

This guide seeks to provide assistance to the family of a cell member on what to do when a death occurs. There will be many different situations you might face. In this guide, we will highlight some scenarios you may encounter and provide the practical help you may need.

When the cell member does not need any assistance in the arrangements for the wakes and funerals, it means there is someone in the family who is probably taking the leadership in making the necessary arrangements.

1. Leaders are to inform your Team Pastor as soon as information from your cell member is received.
2. Next, contact the rest of your cell group and make arrangements for the cell members to visit the wake and to attend the funeral. (Leaders should mobilise cell members to support the bereaved cell member during this period).
3. Once arrangements are confirmed, contact the cell member again and inform him/her of the cell's support and your visit to him/her. Pray with him/her at all times and be extra sensitive to the pain and sorrow he/she is experiencing at that point of time.
4. Finally, liaise with your Team Pastor for a wreath from FCBC to be sent once venue for the wake is confirmed. Details required for wreath order include: name of member, name of deceased, relationship to deceased, address of wake and type of wreath (i.e. cross – for believers or non-cross – for non-believers).

In addition, liaise with your Team Pastor and/or FCBC's Frontdesk staff on printing of memorial or funeral bulletins.

SCENARIO 1: IF THE DEATH TAKES PLACE AT HOME.

Step 1: Obtain Certificate of Cause of Death (CCOD)

EITHER: Contact the family doctor who is the physician treating the prolonged illness of the family member, whereupon he/she will issue a certificate of cause of death. Unless there is a reason to suspect foul play, no post-mortem is required.

If this doctor is not available, contact any neighbourhood doctor who is willing to make the house call. However, if this doctor is unable to certify the death (i.e. issue the CCOD), call the police for the body to be sent to the Centre for Forensic Medicine (CFM) Mortuary (located at Block 9, Singapore General Hospital) in a police hearse. The family will be told by the police when to go down to the CFM Mortuary (usually it is the following day).

OR: Dial '999' to inform the police that a member of the family has passed away. The police will furnish the contact number for the Forensic Death Investigator (FDI) who will come to the home to certify the cause of death and issue the CCOD subsequently. However, if the 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 it is the following day).

At the 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.

What to bring to the Mortuary:

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

Step 2: Engage a Funeral Director (Undertaker)

- Please refer to Annex 2 for a list of Casket Companies (i.e. Funeral Directors & Undertakers). Alternatively, cell members of the bereaved family can also opt for a casket company outside the list.
- Contact your Cell Leader who in turn will inform your Team Pastor. (It is expedient to report to the Team Pastor as soon as the death occurs so that arrangements for the funeral can be made in consultation with the pastor.)
- The Funeral Director should assist with the entire procedure from obtaining the CCOD right up to the last day of the funeral service. Their assistance should include:
 - Recommending a GP/doctor to certify the cause of death including issuance of CCOD in the event your family doctor is unavailable or unable to assist in the death certification.
 - Collecting the body from the home/CFM mortuary,
 - Sending the body for embalming (if necessary), and
 - Delivering the body to the location of the wake.

Step 3: Register the Death (this may be done simultaneously with Step 2)

Before registering the death, the bereaved family should decide whether to cremate or bury the body. When registering the death, this information is required. With the CCOD, the family can register the death at:

- Any Police Divisional Headquarters, Neighbourhood Police Centre, Neighbourhood Police Post (see Annex 8) or
- the Registry of Births & Deaths
Citizen Services Centre
3rd floor, ICA Building, 10 Kallang Road,
Tel: 6391 6100
Operating hours: 8am – 4.30pm (Mon-Fri) and 8am – 1pm (Sat)

Note: If the body is referred to the mortuary, the death will be registered at the CFM mortuary.

What To Bring To Register A Death:

- Certificate of Cause of Death (CCOD)
- Identification papers of the deceased and informant (NRIC/Passport/ Birth Certificate/FIN card).

SCENARIO 2: IF THE DEATH TAKES PLACE AT A HOSPITAL.

Step 1: Obtain Certificate of Cause of Death (CCOD)

A doctor at the hospital will certify the cause of death if the cause of death is known AND if the cause is natural. He will then fill up the CCOD and hand it to the ward nurse. The family can obtain the CCOD from the ward nurse by producing the identity card of the deceased.

If the doctor is unable to determine the cause of death, or a death has been the result of or has been contributed by an unnatural event (e.g. surgical complication, a fall prior to admission), the doctor is under the requirement of the law (Criminal Procedures Code) to refer the case to the police/coroner.

In such cases, arrangements will be made by the police to send the body to the Centre for Forensic Medicine (CFM) Mortuary (located at Block 9, Singapore General Hospital) in a police hearse. The family will be told by the police when to go down to the CFM Mortuary (usually it is the following day).

At the 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's Inquiry at the Subordinate Courts.

What to bring to the Mortuary:

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

Step 2: Engage a Funeral Director (Undertaker)

- Please refer to Annex 2 for a list of Casket Companies (i.e. Funeral Directors & Undertakers). Alternatively, cell members of the bereaved family can also opt for a casket company outside the list.
- Contact your Cell Leader who in turn will inform your Team Pastor. (It is expedient to report to the Team Pastor as soon as the death occurs so that arrangements for the funeral can be made in consultation with the pastor.)
- The Funeral Director should assist with the entire procedure from obtaining the CCOD right up to the last day of the funeral service. Their assistance should include:
 - Collecting the body from the hospital mortuary,
 - Sending the body for embalming (if necessary), and
 - Delivering the body to the location of the wake.

Step 3: Register the Death (this may be done simultaneously with Step 2)

Before registering the death, the bereaved family should decide whether to cremate or bury the body. When registering the death, this information is required.

For government-restructured hospitals, the registration can be done at the hospital (enquire with the ward nurse as to where to do the registration).

For private hospitals, the family can register the death at:

- Any Police Divisional Headquarters, Neighbourhood Police Centre, Neighbourhood Police Post (see Annex 8) or
- the Registry of Births & Deaths
Citizen Services Centre
3rd floor, ICA Building, 10 Kallang Road,
Tel: 6391 6100
Operating hours: 8am – 4.30pm (Mon-Fri) and 8am – 1pm (Sat)

Note: If the body is in the 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 and informant (NRIC/Passport/ Birth Certificate/FIN Card)

SCENARIO 3: IF THE DEATH TAKES PLACE OVERSEAS.

The death should be registered with the relevant foreign authorities where the death occurred.

A. Singapore Citizens/Permanent Residents

Engage a Funeral Director (Undertaker)

A Funeral Director should be able to assist you in the following procedures:

- 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. However, a Coffin (Import) Permit is required to import a body into Singapore.
- A Funeral Director should be able to assist in obtaining the Coffin (Import) Permit.

Documents required for the issuance of the coffin permit:

- I. 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.
- II. Sealing Certificate for the coffin.
- III. Embalming Certificate, where applicable.
- IV. Coffin Export Permit from the country exporting the body.
- V. 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 authorisation for the Funeral Director to apply for the permit.

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

Death Registration

The death will also have to be personally reported to Singapore's Registry of Births & Deaths, Citizen Services Centre, (3rd Storey, ICA Building) 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 authorisation 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

Engage a Funeral Director (Undertaker)

A Funeral Director should be able to provide effective assistance for such cases.

For 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 authorisation for the Funeral Director to apply for the permit.
- Foreigners cremated in Singapore are not entitled to purchase niches in government-operated columbaria. They may however purchase niches at private columbaria.

For Burial

- Foreigners are allowed to be imported into Singapore for burial only if the immediate next-of-kin is a Singapore Citizen or Permanent Resident. NEA (National Environment Agency) does not approve the import of foreigners to Singapore for burial due to the limited size of its burial grounds.
- A Coffin (Import) Permit is required to import a body into Singapore. A Funeral Director should be able to assist you with the procedures.
- A Permit to Bury will also be issued together with the Coffin (Import) Permit. If application is by the undertaker, the permit will be granted provided the next-of-kin gives a letter of authorisation for the Funeral Director to apply for the permit.

The family of the deceased can engage a Funeral Director to help them with the funeral.

In FCBC, our task as Christian comforters is to help people face grief honestly and courageously and use their painful experience of sorrow and loss as a means of growth. It is expedient to report to the Team Pastor as soon as the death occurs so that arrangements for the funeral can be made in consultation with the pastor.

In the event you are unable to reach the Team Pastor, you can call FCBC's After Office Hours Emergency No. 9047 7907 for advice.

FCBC would assist in conducting up to two memorial services and the funeral service.

A funeral can be as simple or as elaborate in accordance with the wishes of the deceased or family.

The following are some suggested points for consideration:

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 the Town Council.
 - A photocopy of the Registration of Death is required when applying for the permit.
 - There may be a charge payable to the Town Council for the use of the void deck/multi-purpose halls including turning on of electrical supply, water services, access to manhole for use of mobile toilet during period of funeral proceedings and cleaning up services after the funeral service.
- 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.

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

Please write to:

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

2. Burial/Cremation

Your Funeral Director can help with the booking of the date and time for cremation or burial. Alternatively, bookings can be made through phone, online or at the relevant booking office. (See Annex 3 & 4 for more details).

What to bring to make a booking for burial or cremation:

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

3. Storage of Ashes/Scattering the Ashes at Sea

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 (See Annex 5 for more details).

What to bring to book niches at government-managed columbaria:

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

Ashes may 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 hrs.

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

4. Placing An Obituary

A notice of death or an obituary may be placed in the local newspapers in memory of the deceased. (See Annex 7 for more details).

Types of Newspapers

- | | | |
|----|---------|--|
| a. | English | : Today, The Straits Times and The Sunday Times |
| b. | Chinese | : Lianhe Zaobao, Lianhe Wanbao and Shin Min Daily News |
| c. | Malay | : Berita Harian and Berita Minggu |
| d. | Tamil | : Tamil Murasu |

What to bring to place an obituary:

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

**FAITH COMMUNITY BAPTIST CHURCH
FUNERAL ORDER OF SERVICE
(SAMPLE)**

PROGRAM

At Wake Venue

Service to begin only when the Funeral Director from Casket Co. has arrived.

Prelude

- Welcome of Visitors
- Observe a Minute of Silence

Read Scriptures of Comfort

Pastoral Prayer

Encasement

Benediction

Pastor: Walk with the hearse; load up

At Cremation Venue

Lead casket into worship hall

Call to worship

Invocation (mention name of deceased)

(Eulogy)

Scripture Reading

Message

Closing pastoral prayer

Prayer of Committal

Benediction

Friends & Relatives to Pay Last
Respects

Casket Companies (Christian)

All Saints Christian Bereavement Services Pte Ltd

Tong Lee Building 4, Kallang Pudding Road,
#07-13A, 35 Singapore 349314
Tel : 6396 7117
Fax : 6396 7667
Email : allsaints@singnet.com.sg
Contact Person : Paul Wong
Mobile : 8321 3377

Casket Fairprice

Blk 37, Sin Ming Drive,
#01-569 / 571, Singapore 575711
Tel : 6455 9909 / 6458 9909
Fax : 6451 9909
Website : www.casketfairprice.com
Contact Person : Edward Tan
Mobile : 9839 2613

Communion of All Saints Funeral Services Pte Ltd

127, Lavender Street, Singapore 338735
Tel : 6297 7117
Fax : 6294 7117
Contact Person : Eric Yeo
Mobile : 9652 2031

Direct Singapore Funeral Services

127A, Lavender Street, Singapore 338735
Tel : 6555 1115
Fax : 6555 1116
Website : www.directfuneralservices.com
Contact Person : Roland Tay
Mobile : 9637 9909

Eternal Life Bereavement Services

Blk 38, Sin Ming Drive,
#01-523, Singapore 575712
Tel : 6455 5288 / 6456 5288
Email : hockhin1525@yahoo.com
Contact Person : Gary Tee
Mobile : 9009 7966

Hosanna Bereavement Services Pte Ltd

Blk 4, Toa Payoh Industrial Park,
#01-1333, Singapore 319056
Tel : 6352 7797
Email : admin@hosannabereavement.com.sg
Website : www.hosannabereavement.com.sg
Contact Person : Ricky Guok
Mobile : 9760 2279

Funeral Casket Companies (Christian)

Nation Funeral Services

Blk 6, Toa Payoh Industrial Park,
#01-1313, Singapore 319058
Tel : 6259 9693
Contact Person : Eric Tay
Mobile : 9002 6907

Peace Bereavement Care Pte Ltd

17 Opal Crescent, Singapore 328412
Tel : 6396 4555
Email : weecaxes@singnet.com.sg
Contact Person : Peter Yan
Mobile : 8125 0001

Promisedland Casket

5001 Beach Road, #08-45,
Golden Mile Complex, Singapore 199588
Email : mike@promisedlandcasket.com
Website : www.promisedlandcasket.com
Contact Person : S M. Mike
Mobile : 9633 7654

Singapore Casket Co Pte Ltd

131, Lavender Road, Singapore 338737
Tel : 6293 4388 (24 hours service)
Fax : 6296 5993
Website : www.singaporecasket.com.sg

The Resting Place Pte Ltd

Blk 4, Lorong 8 Toa Payoh, #01-1337,
Toa Payoh Industrial Park Singapore 319056
Tel : 6533 1787
Fax : 6533 1729
Email : trp.resting@gmail.com
Contact Person : Mr. Tan Song Poh
Mobile : 9003 4494

Trinity Casket Pte Ltd

Blk 38 Sin Ming Drive,
#01-527/531, Singapore 575712
Tel : 6451 4496
Fax : 6453 2994
Website : www.trinitycasket.com
Mobile : 9749 5277

CREMATORIA

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

Only the following Government Crematoria is suitable for Christians:

Government Crematoria

Crematoria	Address & Contact Nos.	Booking Hours	Cremation Fee*	
			Child ¹	Adult
Mandai Crematorium & Columbarium Complex	300 Mandai Road Tel: 6554 5655 Fax: 6459 5228	Mon-Sun: 8.30am to 4.30pm	\$50	\$100

Child¹ – should be under 10 years old.

*All fees stated are accurate 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.

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 in person by the applicant or next-of-kin of the deceased at the booking office, together with all the relevant documents.

BURIAL

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 ¹	Adult
All other cemeteries at Choa Chu Kang 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

Child¹ – should be under 10 years old.

*All fees stated are accurate 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.

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 burial.

B. Cancellation

All cancellations and change of confirmed bookings have to be made in person by the applicant or next-of-kin of the deceased 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. If compulsory burial is required due to religious reasons, the remains will be re-buried in smaller individual plots.

COLUMBARIA

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

Government-managed Columbaria

Government Columbaria	Address & Contact Numbers	Booking Hours	Niche Fees*
Mandai Crematorium and Columbarium Complex	300 Mandai Road Tel: 6554 5655 Fax: 6459 5228	Mon-Fri: 8.30am to 4.30pm Sat: 8.30am to 12.30pm	Standard size: \$500
Yishun Columbarium ¹	Yishun Ring Rd Tel: 6554 5655 Fax: 6459 3358		Family size ² : \$900
Choa Chu Kang Columbarium	51 Chinese Cemetery Path 4 Tel: 6795 9731 Fax: 6795 0885		A selection fee of \$250 will be levied if you wish to choose a niche different from the one allocated.

¹Niches for Yishun Columbarium are to be booked from Mandai Crematorium and Columbarium Complex.

²Family size can hold 2 standard urns.

*All fees stated are accurate 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/passesaway/burial.htm>

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.

B. Cancellation

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

COLUMBARIA

Private Columbaria

1. All-Saints Columbarium:

- Old Block (Non-Aircon) - \$1100 per niche (irrespective of levels)
- New Block (Aircon) - \$1500 per niche (for Levels 1,2 & 7)
- \$1900 per niche (for Levels 3 to 6)

2. Garden of Remembrance:

Prices range from \$1600 to \$1800 per niche depending on niche level.

3. Spiritual Grace Memorial Garden

Prices range from \$2000 to \$3300 per niche depending on niche level

4. Other Methodist Churches with Columbarium

- Telok Ayer Methodist Church
- Faith Methodist Church – Garden of Eternal Peace (Columbarium)
- Trinity Methodist Church.

*All prices and fees stated are accurate at the time of printing and may be subject to changes. You may wish to check with the relevant columbarium for any changes on their prices or fees at the time of booking.

PARLOURS

1. Mt Vernon Sanctuary: (Managed by Ang Chin Moh Undertaker)

- Grace Service hall - \$1979.50 (up to 200 seating capacity)
- Purity - \$ 941.60 (up to 90 seating capacity)
- Cherish - \$1016.50 (up to 90 seating capacity)
- Harmony - \$ 620.60 (up to 50 seating capacity)
- Serenity - \$ 834.60 (up to 80 seating capacity)
- Tranquility - \$ 770.40 (up to 70 seating capacity)

2. Mount Vernon Parlours 1 & 2 (Managed by Singapore Casket)

- Parlour 1 - \$988 per day + GST (with family room)
- Parlour 2 - \$888 per day + GST (without family room)

3. Garden of Remembrance:

- Chapel - \$850 per day
- Parousia - \$750 per day
- Hallelujah - \$550 per day

4. Parlours at Sin Ming Drive:

- Owned and managed by different casket companies
- Price ranges from \$350 to \$500 per day (depending on how extensive their renovation, condition and facilities are).

5. Church Parlours:

- All-Saints Memorial Chapel (Poh Huat Road) - \$750 per night
- St Joseph Church - Catholic (Victoria Street) - \$530 per day
- Church of St Teresa - Catholic (Kg Bahru Rd) - \$600 per day
- Church of Our Lady of Lourdes - Catholic (Ophir Rd)
- \$400/\$600 per day
- St. Stephen's Church - Catholic (Sallim Rd) - \$500 per day

Note:

- There are also other Catholic churches with parlours but these are only available for rental to Catholics or their members only.
- Most parlour operators above impose a one-time cleaning charge of \$30 to \$200.

*All fees and prices stated are accurate at the time of printing and may be subject to changes. You may wish to check with the respective parlours for any changes to these fees including venue availability at the time of booking.

PLACEMENT OF OBITUARIES

During office hours:

Newspaper	Address	Operating Hours	Contact Numbers
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, News Centre 1000 Toa Payoh North (S318994)	Mon-Fri: 8.30am to 5.30pm Sat: 8.30am to 12.30pm	Please call 1800-289 9988 during office hours for more information.
Tamil Murasu	Singapore Press Holdings, 118 Race Course Road, #03-01 (S218581)	Mon-Sat: 10.00am to 6.00pm	Please call 6341 7333 for more information during operating hours.
Today	20 Pickering Street, #03-00, Pickering Operations Complex (S048658)	Mon-Fri: 9.00am to 6.00pm	Please call 1800-252 7723 during office hours for more information.

After office hours:

Newspaper	Address	Operating Hours
The Straits Times & The Sunday Times	Singapore Press Holdings, News Centre 1000 Toa Payoh North (S318994)	Mon – Fri: 5.30pm to 9.45pm Sat, Sun & Public Holidays: 12.30pm to 9.45pm
Lianhe Zaobao Lianhe Wanbao & Shin Min Daily News		Sat, Sun & Public Holidays: 12.30pm to 4.00pm

A. Advertisement Rates

Please refer to the Singapore Press Holdings website (<http://www.cats.com.sg>) for the advertisement rates.

PLACEMENT OF OBITUARIES**B. 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/godchildren, 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 the name of charity for any donations.

LIST OF NEIGHBOURHOOD POLICE CENTRES/HQs

Ang Mo Kio North NPC

Co-located with Ang Mo Kio Police Divisional HQ
51 Ang Mo Kio Ave 9 (S569784)

1800 218 0000

Ang Mo Kio South NPC

81 Ang Mo Kio Ave 3 (S569929)

1800 451 9999

Bedok North NPC

Co-located with Bedok Police Divisional HQ
30 Bedok North Road (S469676)

1800 244 0000

Bedok South NPC

20 Chai Chee Drive (S469045)

1800 244 8999

Bishan NPC

20 Bishan St 23 (S579757)

1800 552 9999

Bukit Batok NPC

21 Bukit Batok East Ave 4 (S659840)

1800 665 9999

Bukit Merah East NPC

Co-located with Central Police Divisional HQ
391-401 New Bridge Road (S088762)

1800 224 0000

Bukit Merah West NPC

500 Bukit Merah View #01-01 (S159682)

1800 377 9999

Bukit Panjang NPC

1 Segar Road #01-05 (S677738)

1800 892 9999

Bukit Timah NPC

1 Duke's Road (S268914)

1800 462 9999

Changi NPC

9 Simei Street 2 (S529914)

1800 587 2999

Choa Chu Kang NPC

20 Choa Chu Kang Street 52 #01-02 (S689286)

1800 765 9999

LIST OF NEIGHBOURHOOD POLICE CENTRES/HQs

Clementi NPC

Co-located with Clementi Police Divisional HQ
20 Clementi Avenue 5 (S129858)

1800 774 0000

Geylang NPC

132 Paya Lebar Road (S409014)

1800 848 6999

Hougang NPC

60 Hougang Ave 9 (S538775)

1800 484 0999

Jurong East NPC

92 Boon Lay Way (S609962)

1800 899 9999

Jurong West NPC

700 Corporation Road (S649818)

1800 268 9999

Kampong Java NPC

Co-located with Tanglin Police Div HQ
21 Kampong Java Road (S228892)

1800 391 0000

Marine Parade NPC

300 Marine Parade Road (S449296)

1800 442 8999

Marina Bay NPC

1 Prince Edward Link (S078872)

1800 222 9999

Nanyang NPC

Co-located with Jurong Police Div HQ
2 Jurong West Ave 5 (S649482)

1800 791 0000

Orchard NPC

51 Killiney Road (S239572)

1800 735 9999

Pasir Ris NPC

1 Pasir Ris Drive 4 #01-01 (S519457)

1800 585 2999

Queenstown NPC

3 Queensway #01-03 (S149073)

1800 471 9999

LIST OF NEIGHBOURHOOD POLICE CENTRES/HQs

Rochor NPC

11 Kampong Kapur Road (S208678)

1800 294 9999

Sengkang NPC

2 Sengkang Square #01-02 (S545025)

1800 343 8999

Sembawang NPC

4 Sembawang Crescent (S757633)

1800 554 9999

Serangoon NPC

50 Serangoon Ave 2 #01-02 (S556129)

1800 488 0999

Tampines NPC

6 Tampines Ave 4 (S529682)

1800 587 1999

Toa Payoh NPC

93 Toa Payoh Central #01-02 (S319194)

1800 251 9999

Woodlands NPC

3 Woodlands Drive 63 (S737890)

1800 767 9999

Yishun North NPC

31 Yishun Central (S768827)

1800 852 9999

Yishun South NPC

32 Yishun Street 81 (S768456)

1800 852 2999

The information is accurate as at time of print and changes could have been made in the interim. FCBC is not responsible for any loss or damage that may be incurred or suffered by anyone using or relying on the information set out in this manual. January 2012.

Source: This material is compiled with most of the information extracted from National Environment Agency's website: <http://www.nea.gov.sg/passesaway>



Faith Community Baptist Church

Main Office

750A Chai Chee Road #04-01, Technopark@Chai Chee Singapore 469001

Tel 6424 9400 | Fax 6424 9500 | Email info@fcbc.org.sg | Website www.fcbc.org.sg