

# CEMETERY USE POLICY

22 April 2017 Japanese Association Cebu, Inc.

## 1. OVERVIEW

The Cemetery/burial plot is owned, controlled and managed by the Japanese Association Cebu, Inc.

Name : Japanese Association Cebu Inc. Cemetery  
Place : Calero Memorial Estates Cebu  
Specific Location : Perpetual Care Memorial Park  
Lilo-an, Cebu, Philippines

## 2. BASIC POLICY ON THE USE, MAINTENANCE AND CARE OF THE CEMETERY

- When a holder of Japanese nationality dies in the Visayas region, provided that there is no special reason to consider, the Cemetery can be his/her place of eternal rest regardless of whether he is a member or non-member of the Association.
- With the approval of the Board of Trustees (Directors), the Cemetery may also be the place of eternal rest of his/her legitimate spouse or a relative within the first civil degree of consanguinity.
- The Board of Trustees (Directors) is responsible for the maintenance and care of the Cemetery.
- The Board will cover the cost of maintenance and care of the Cemetery from the fees collected from applicants for interment and from general contribution.

## 3. TYPE OF INTERMENT

- Only cremated ashes remains can be buried in the Cemetery.
- The ashes remains contained in the prescribed urn size of not more than 25cm (W) x 25cm (L) x 25cm (H) can only be interred after the approval by the Board of the interment application submitted to the Japanese Association Cebu, Inc.

## 4. INTERMENT APPLICATION AND ACCEPTANCE CLAUSE

- (1) The application will be received by the Japanese Association Cebu, Inc.
- (2) The applicant will jointly sign the application together with a member of the Japanese Association Cebu, Inc.
- (3) The applicant will fill in the deceased's name, date of birth, permanent domicile, present address, age, relative's name and their relation, cause of death, etc.
- (4) The applicant will likewise fill in his name, present address, contact address (telephone number, email address), his relationship with the deceased, etc.
- (5) The applicant will affix his signature on the Acceptance Clause whereby it is stated that "the Japanese Association Cebu, Inc. will not assume any responsibility on any debt or liability of the deceased".

## 5. CONTRIBUTION FOR THE COST OF MAINTENANCE AND CARE OF THE CEMETERY

- During application, applicant will be required to pay fees for the making of the epitaph as well as his/her contribution for the maintenance and care of the Cemetery. An acknowledgment receipt of such contribution will be issued by the Japanese Association Cebu, Inc.
- The amount of contribution is determined after taking into consideration the living conditions of the deceased during his lifetime. The amount will range between PhP5,000 to PhP50,000.
- The amount of contribution will NOT in any way influence the approval of the Board.

## 6. DOCUMENTARY ATTACHMENTS TO THE INTERMENT APPLICATION

The following will be attached to the application:

- (1) Passport copy of the deceased Japanese national. But in case the deceased is a spouse of a Japanese national, attach a Marriage Certificate or when a relative within the first civil degree of consanguinity, attach a public document.
- (2) Acknowledgment Receipt of contribution issued by the Japanese Association Cebu, Inc.

## 7. INTERMENT DATE AND INTERMENT REGISTRY BOOK

- The interment date will be scheduled after consultation by the applicant with the Board. The interment will be attended by the Board.
- If the applicant wishes to have sutra chanting, incense sticks and offerings such as flowers and water during the interment, he/she will indicate this on the space provided for in the application form.
- The applicant is responsible for all the preparations and expenses of the aforementioned.
- The Japanese Association Cebu, Inc. will prepare the Interment Registry Book and will perpetually preserve it. (It may be viewed through the approval of the Board.)

## 8. INTERMENT

- The applicant shall be the one to prepare the necessary documents required for burial, handle the paperworks and pay the burial fees and facilitation charges at the administration office of the memorial park.
- The burial fees and facilitation charges are paid at the administration office of the memorial park as these are NOT covered by the contributions for the maintenance and care of the cemetery.

## 9. POST INTERMENT HANDLING

- After the elapse of the 13<sup>th</sup> death anniversary (the first year starts from the date of death), by the decision of the Board, sequentially, the ashes remains in the urn shall be stored in a burial chamber.

## 10. ANNUAL EVENT AND CONTRIBUTION RAISING ACTIVITY

- The Japanese Association Cebu Inc. will hold an annual memorial service around the Spring Equinox Day and the Autumnal Equinox Day. (to be posted in the Cebu-tou Newsletter and the homepage of the Japanese Association Cebu Inc.)
- The Board will endeavor to cover the expenses for the management of the cemetery such as repair and maintenance etc. solely from the contribution raising activities and NOT from the annual budget of the Japanese Association of Cebu, Inc.

## 11. OTHERS

- In case conflict or inconsistency will arise under this Policy, the Board will convene for discussion. This Policy may be subject to change without prior notice.
- The revised portion will be posted through the Cebu-tou Newsletter and in the homepage of the Association.