



AUM
**CLARE ESTATE UMGANI HINDU
CREMATORIUM SOCIETY**
(EST. 1904)

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To All Undertakers

(Circular 04-05/23)

Date: 26 May 2023

Subject: Procedure for Cremation, Fees and Documentation / Identification and Collection of Ashes

Cremation fees, and all other charges, as determined by the Board shall be paid before any cremation takes place.

Step 1: No later than when the hearse enters the property the undertaker must proceed to the Main office with the compulsory documents listed below and the proof of payments. Once documentation is approved then only will the body proceed to the Hall. Please be mindful of the internal parking arrangements to ensure that we always comply with Fire and Safety Regulations and do not block the main entrances to the Halls after removing the coffin from the hearse.

Step 2: Compulsory Documentation

Prior to cremation the undertaker and the designated employee of the Society shall ensure that the undertaker has furnished all relevant documents required by the Society and Laws of the Republic of South Africa that govern the Cremation of Cadavers. **The Society will Not Proceed** with any cremation unless the required documentation is legally compliant in all respects. The documentation to be furnished in hard copies only and shall specifically include, but not be limited to, the following:

1. DHA-14A Burial Order (**Original**) or DHA-1663A (**Copy**) from the Department of Home Affairs
2. Schedule A – Application for Cremation with Declaration (Original Commissioner signature and stamp)
3. Schedule B – Certificate of Medical Attendant (Original Doctor/ Hospital signature and stamp)
4. Schedule F – Confirmatory Medical Certificate (Original Referee Doctor signature and stamp)
5. Schedule G – Certificate after postmortem and examination (Original signature and stamp)
6. Schedule H – Authority to cremate (Original Referee Doctor signature and stamp)
7. Copy of the Identity document of the Deceased and Informant
8. Copy of Death Certificate (Optional)

Step 3: Prior to any cremation the undertaker and the designated employee shall identify the cadaver being cremated and verify such identification by producing the Identity document of the deceased/cadaver.

Step 4: After the cremation the ashes shall only be released to an authorized member of the family who has been identified, as such, by the undertaker, and has produced proper identification. Such an authorized person (or the Undertakers Representative with identification) shall sign a “Certificate of Cremation” prior to receiving ashes. The cremated remains must be collected within 7 days after the cremation failing which the Society absolves itself against all and any claims that may arise in respect thereof thereafter, howsoever arising. Society reserves the sole and absolute discretion to dispose of ash that is not claimed 7 days from the date of cremation.

IMPORTANT: *Undertakers need to notify the next of kin on the documents to carry their ID and produce it when signing the Ash Certificate to collect the human remains. The Society will not issue copies of any documents in terms of the POPI ACT. If any documents are requested, then The Promotion to Access of Information Act will apply. (Board of Management 2023)*

TH Kassie

Hon Secretary