

「擬結婚人士須知」

資料單張



前言

恭喜你決定步入人生的新階段。

這份資料單張由婚姻登記官¹(下稱「登記官」)編製及免費派發，目的是說明一旦你決定由婚姻監禮人主持婚禮後，有什麼應該做和注意的事項。請細閱單張的內容，以便確保能夠順利安排你的婚禮。

確定時間及地點

- 由婚姻監禮人主持的婚禮可在每一天任何時間舉行。
- 舉行婚禮的地點必須在香港，但《婚姻條例》所指的特許禮拜場所或婚姻登記處除外，並須在法律許可的地方舉行。如有疑問，請向有關場所的業主或負責人 / 機構聯絡。
- 婚禮的儀式須包括《婚姻條例》中訂明的程序，而婚禮形式不應損害婚姻的莊嚴性，當一對新人須根據《婚姻條例》宣讀誓詞時，儀式須可讓新人清晰可聞地宣讀誓詞。

聘用婚姻監禮人

- 只有符合有關法定條件的執業律師和公證人才可獲委任為婚姻監禮人。獲有效委任的婚姻監禮人可出示委任證，以證明已獲委任。
- 有關婚姻監禮人名單的最新資料，請瀏覽以下網址：

香港入境事務處 <http://www.immd.gov.hk>

香港律師會 <http://www.hklawsoc.org.hk>

香港國際公證人協會 <http://www.notaries.org.hk>

你亦可致電 (852) 2824 6111 或以傳真 (852) 2877 7711 或電郵 enquiry@immd.gov.hk 向香港入境事務處查詢及聯絡組查詢。

向婚姻監禮人遞交擬結婚通知書

你應在預定結婚日期前的三個月內通知你選定的婚姻監禮人有關你的結婚計劃。由於處理需時，你應與婚姻監禮人商討遞交擬結婚通知書的最適當時間，並預留充足時間讓婚姻監禮人處理通知書及把通知書和其他有關文件送交登記官，而登記官亦會作出處理，並在其辦事處公開展示通知書最少 15 整天，然後發出婚姻登記官證明書。

¹ 入境事務處處長已獲行政長官委任為婚姻登記官。

步驟指引

舉行婚禮前

- 步驟一 : 與婚姻監禮人會面，並向他提供所需的資料。
- 步驟二 : 與婚姻監禮人議定他會收取的服務費用。根據《婚姻監禮人實務守則》，婚姻監禮人必須向你提供一份書面的收費通知。該守則並規定婚姻監禮人不可收取多於雙方協議的費用。
- 步驟三 : 填妥擬結婚通知書及向婚姻監禮人出示你們的香港身份證或旅行證件和其他證明文件，並附上這些文件的副本。如準新人其中一方未滿 21 歲，便須根據《婚姻條例》出示有關人士的同意書，而給予同意的人士亦須與婚姻監禮人會面。
- 步驟四 : 你或你的未來配偶須在婚姻監禮人前作出誓章，表明就你們所知，並無法律上的理由使你們不能結婚。
- 步驟五 : 須向政府繳付一筆用以存檔及展示擬結婚通知書的費用。這筆費用會由婚姻監禮人代政府收取。婚姻監禮人把款項送交登記官後，政府便會發出正式收據。你可選擇直接向登記官遞交擬結婚通知書或經婚姻監禮人遞交。
- 步驟六 : 在婚禮舉行前，你會經婚姻監禮人收到婚姻登記官證明書，以證明婚禮可以進行。
- 步驟七 : 如準新人任何一方不懂說中文或英文，須安排翻譯員出席婚禮。

舉行婚禮前一日

- 步驟八 : 與婚姻監禮人安排核對結婚證書上的資料，確保資料準確。與該婚姻監禮人覆實婚禮的詳情，並確保他能如期出席婚禮。
- 步驟九 : 確保兩位年滿 18 歲的見證人出席婚禮。如需要翻譯員（見步驟七），請提醒他出席婚禮。

舉行婚禮當日

- 步驟十： 帶備你們的香港身份證或旅行證件及婚姻登記官證明書。
- 步驟十一： 結婚儀式開始前，在婚姻監禮人面前作出聲明及簽署。
- 步驟十二： 結婚儀式開始。在婚姻監禮人指引下，宣讀願意與對方結為夫婦的誓詞。
- 步驟十三： 一對新人、兩位見證人及婚姻監禮人在結婚證書上簽署。
- 步驟十四： 婚姻監禮人將結婚證書交給新人。

常見問題

- 問 我應否在婚禮日期舉行前三個月聘用婚姻監禮人？
- 答 可以。但應注意，由於擬結婚通知書必須在結婚日期前三個月內遞交，如過早聘用婚姻監禮人，便須前往他的辦事處多一次。
- 問 我可否在遞交結婚通知書後更改舉行婚禮地點？
- 答 可以，詳情請參閱上文「確定時間及地點」。
- 問 我可否在遞交擬結婚通知書後更改結婚日期？
- 答 可以，但新訂的結婚日期不能在遞交通知書後的 15 天內，亦不可遲於遞交通知書後三個月。如你不能夠在遞交結婚通知書後三個月內結婚，需要另訂較遲的結婚日期，便須再次遞交擬結婚通知書，重新辦理手續。你必須確保登記官已發出婚姻登記官證明書才可舉行婚禮。
- 問 我可否轉換婚姻監禮人？
- 答 可以。你可聘用一位婚姻監禮人辦理婚禮前的手續，而由另一位婚姻監禮人主持婚禮。因此，你必須妥善保存婚姻登記官證明書。新的婚姻監禮人需查閱該證明書，以確保登記官已准許婚禮進行。
- 你的婚姻監禮人可能因某些不能預知的情況，不能為你們主持婚禮，所以你們應事先與婚姻監禮人商討是否需要安排後備的婚姻監禮人。

問 若不滿意婚姻監禮人的服務水平，應怎麼辦？

答 你們的婚姻監禮人有責任免費給你一份《婚姻監禮人實務守則》。該守則就婚姻監禮人的專業行為提供實務指引。若你們不滿意所聘用的婚姻監禮人的工作表現，可向登記官、香港律師會及香港國際公證人協會 (視乎該婚姻監禮人的職業而定) 投訴。

如欲向登記官投訴婚姻監禮人，可致函

總入境事務主任 (生死及婚姻登記) 支援 (地址：香港灣仔告士打道 7 號入境事務大樓 1501 室)。

如欲向專業團體投訴，可致函

- 香港律師會 (地址：香港中環德輔道中 71 號永安集團大廈 3 樓)；或
- 香港國際公證人協會 (地址：香港中環夏慤道 12 號美國銀行中心 2604 室)。

問 我應向婚姻監禮人繳付多少費用？

答 法例並沒有規定婚姻監禮人的收費，而繳付服務費用的方式和時間完全由你和婚姻監禮人自行議定。根據《婚姻監禮人實務守則》，在婚姻監禮人同意為你們主持婚禮前，他必須向你發出書面通知，列明服務費金額或其計算方法。

其他查詢

如有疑問，請致電 (852) 2824 6111 或以傳真 (852) 2877 7711 或電郵 enquiry@immd.gov.hk 向香港入境事務處查詢及聯絡組查詢。

婚姻登記官
香港

Information Leaflet for the Marrying Parties



Foreword

Congratulations on your decision to enter a new stage of your life.

This information leaflet is issued by the Registrar of Marriages¹ (“Registrar”) for free. It tells you what you have to do and note if you decide to have your marriage celebrated by a civil celebrant of marriages (“civil celebrant”). You are advised to read through the contents to ensure smooth arrangements for your marriage ceremony.

Fixing time and venue

- A marriage can be celebrated by a civil celebrant at any time of the day.
- The venue must be in Hong Kong. It must not be a place of worship licensed under the Marriage Ordinance or a marriage registry. It must be a place where marriages can be lawfully celebrated. If you are in doubt, please contact the owner or the responsible person / organisation of the venue.
- The stipulated procedures in the Ordinance shall form part of the ceremony. The form of the ceremony must not prejudice the solemnity of marriage. It must allow parties to make clear, audible statement when required to do so under the Ordinance.

Engaging a civil celebrant

- Only practising solicitors and notaries public who meet certain statutory criteria may be appointed as civil celebrants. A validly appointed civil celebrant will be able to show you proof of his appointment.
- For information on the up-dated list of civil celebrants, please visit the following websites:

Hong Kong Immigration Department
The Law Society of Hong Kong
Hong Kong Society of Notaries

<http://www.immd.gov.hk>
<http://www.hklawsoc.org.hk>
<http://www.notaries.org.hk>

You may also call the Information and Liaison Section of the Hong Kong Immigration Department at (852) 2824 6111, by fax at (852) 2877 7711 or by E-mail: enquiry@immd.gov.hk.

Giving of notice of intended marriage to a civil celebrant

You should inform your chosen civil celebrant of your plans for the marriage within the 3 months before the proposed date of marriage. You should discuss with your civil celebrant the appropriate time to give notice, bearing in mind that sufficient time should be allowed for the civil celebrant to handle and transmit the

¹ The Director of Immigration has been appointed by the Chief Executive as the Registrar of Marriages.

notice and other documents to the Registrar and for the Registrar to process and exhibit the notice in his office for at least 15 clear days and to issue the Certificate of Registrar of Marriages.

Step-by-step guide

Before wedding

- Step 1 : Meet the civil celebrant to provide information required by him.
- Step 2 : Agree on the fee to be charged by the civil celebrant for his service. Under the Code of Practice for Civil Celebrants of Marriages, the civil celebrant must provide you with a written notice of the fees to be charged. Charging more than the agreed fee is prohibited by the said Code.
- Step 3 : Complete a notice of intended marriage and present your Hong Kong identity cards or travel documents and other supporting documents with copies of these documents to the civil celebrant. If a party is under the age of 21 and a consent to the marriage is required under the Marriage Ordinance, the person giving the consent must also meet the civil celebrant.
- Step 4 : You or your future spouse has to make an affidavit stating that you know of no legal reason why you cannot marry before the civil celebrant.
- Step 5 : You will have to pay to the Government a fee for filing and exhibition of the notice of intended marriage. The fee will be collected by the civil celebrant on behalf of the Government. An official receipt will be issued by the Government after the civil celebrant has transmitted the fee to the Registrar. You may choose to file the notice of intended marriage directly to the Registrar or through the civil celebrant.
- Step 6 : Before the wedding date, you will receive the Certificate of Registrar of Marriages from the civil celebrant indicating that the marriage is allowed to proceed.
- Step 7 : Arrange for an interpreter to attend the marriage ceremony if any party to the marriage speaks neither Chinese nor English.

On the day before the wedding

- Step 8 : Arrange with the civil celebrant to check the accuracy of the information on the marriage certificate and reconfirm the details of the ceremony. Make sure he can turn up.

- Step 9** : Make sure 2 witnesses who have attained the age of 18 will attend the wedding ceremony. If an interpreter is needed (see Step 7), remind him to attend.

On the wedding day

- Step 10** : Bring your Hong Kong identity cards or travel documents and the Certificate of Registrar of Marriages.
- Step 11** : Make and sign a declaration in front of the civil celebrant before the ceremony begins.
- Step 12** : Ceremony begins. Make the statement of willingness to marry at the instruction of the civil celebrant.
- Step 13** : The parties, witnesses and civil celebrant sign the marriage certificate.
- Step 14** : Receive the marriage certificate from the civil celebrant.

Commonly Asked Questions

- Q.** Should I engage a civil celebrant before the 3 months preceding the date of marriage?
- A.** You can. But as the notice of intended marriage must be filed during the 3 months preceding the date of marriage, engaging a civil celebrant too early means you have to attend his office one more time.
- Q.** Can I change the venue after giving the notice of intended marriage?
- A.** Yes, but see the part on “Fixing time and venue”.
- Q.** Can I change the date of marriage after filing the notice of intended marriage?
- A.** Yes, but the new date must not be within the 15 days after the date of the notice. It must also be not later than the 3 months after the date of the notice. If you cannot get married within the 3 months after the date of the notice and have to fix a later date of marriage, you must file another notice of intended marriage and start the procedure afresh. Please ensure that a certificate of Registrar of Marriages is issued by the Registrar before the marriage ceremony.
- Q.** Can I change the civil celebrant?
- A.** Yes. You can engage one civil celebrant to handle the pre-celebration procedure and another to conduct the ceremony. That is why you have to keep the Certificate of Registrar of Marriages in safe custody. The new civil celebrant needs to check the Certificate to ensure that the Registrar has allowed the marriage to proceed.

Your civil celebrant may be prevented from conducting the ceremony for reasons beyond his control. Discuss with your civil celebrant beforehand on whether a back-up is required.

- Q. What if the standard of service of the civil celebrant is not satisfactory?
- A. Your civil celebrant is obliged to let you have a copy of the Code of Practice for Civil Celebrants of Marriages free of charge. The Code provides practical guidance in respect of professional conduct of civil celebrants. If you are not satisfied with the performance of your civil celebrant, you may complain to the Registrar and, depending on the profession of the civil celebrant, The Law Society of Hong Kong and the Hong Kong Society of Notaries.

If you wish to lodge a complaint against the civil celebrant to the Registrar, you should write to the Chief Immigration Officer (Births, Deaths and Marriage Registration) Support, at Room 1501, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.

In case a complaint is lodged to either of the professional bodies, you should:

- > Write to The Law Society of Hong Kong at 3rd Floor, Wing On House, 71 Des Voeux Road, Central, Hong Kong; or
- > Write to the Hong Kong Society of Notaries at Room 2604, Bank of America Tower, 12 Harcourt Road, Central, Hong Kong.

- Q. How much should I pay the civil celebrant?
- A. The law makes no provision as regards the fee charged by civil celebrants. It is entirely for you and your civil celebrant to agree how and when you pay. Under the Code of Practice for Civil Celebrants of Marriages, he must let you have a written notice of how much he is going to charge before agreeing to act for you.

Further enquiries

For further enquiries, please contact the Information and Liaison Section of the Hong Kong Immigration Department at (852) 2824 6111; by fax at (852) 2877 7711 or by E-mail: enquiry@immd.gov.hk.

Registrar of Marriages
Hong Kong