

# GUIDANCE IN THE CASE OF DEATH

INFORMATIONS AROUND THE FUNERAL

City of Berne and area / International transportations

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## *Dear Reader*

The death of a loved one is associated with a painful parting. In addition to the loss suffered there are arrangements to be made. It confronts the survivors with questions which they have probably barely considered and which represent a great challenge in the midst of sadness and grief.

It is important that the last words are the last homage to the spirit of the deceased. In addition to the formalities concerning the announcement of the death, the organisation of the funeral there are other aspects of the burial to take care of, such as future planting and care of the grave and commissioning the relevant people.

Since 1975 the company Egli Bestattungen Bern has been in the service of the bereaved, public authorities, hospitals, old people's homes and communities. Thanks to decades of experience and constant training, up to undertaker with federal certificate, we are able to inform you competently and professionally on all services relating to a fatality and to handling this in a dignified way.

This brochure will help you find your way around the most important organisational areas. Even by putting people and their individual needs as reverently as possible in the foreground, we still can't get around the fact that the death must be factually correctly processed and laws and regulations must be complied with. We want to support you, to shape and use the space available to you according to your wishes.

On the following pages you will find assistance, to help ease the burden of dealing with a death. We will be glad to assist you with any questions or uncertainties.

*With kind regards  
Your Egli Team Bern*



# EGLI BESTATTUNGEN

Bern und Region

seit 1975

**Telephone** 031 333 88 00  
**Day and night**

**Internet** [www.egli-ag.ch](http://www.egli-ag.ch)  
[office@egli-ag.ch](mailto:office@egli-ag.ch)

**Fax** 031 333 88 30

**Address** 3014 Bern Breitenrainplatz 42 (Corner Elisabethenstrasse)

**Office hours** Monday until Friday 08.00 h - 12.00 und 13.30 - 17.30 h

## Our team

**Undertakers** Urs Gyger, managing director,  
Reto Zumstein, delegate of managing director, Christian Sulzer,  
Stefan Duff Beat Burkhard

**Telephone switchboard** Monika Janz and Annemarie Oehrli

**Colleagues  
on call** Stefan Manazza, Hans-Rudolf Guggisberg  
Andreas Fürst and André Duss

## Our location in Berne

Breitenrainplatz 42 3014 Bern



Breitenrainplatz 42 in 3014 Bern  
(Corner Breitenrainstrasse - Elisabethenstrasse)

You will reach us by public transports  
Tram: line 9, RBS-Bus: line 36

Enough parking place close to our institut

## First measures in the case of death

### ■ Death at home

Call your family or treating doctor

### ■ In case of absence call:

-The emergency medical service: TEL. 0900 57 67 47 (CHF 1.98/min. conventional tel. network)

-City Emergency: TEL. 031 326 20 00 - daily from 07.00 to 22.00 h

Ambulance centre at the main station: TEL. 031 335 50 00 Mon - Fri: 07:00 h - 21:00 h  
Sat/Sun: 09:00 h - 18:00 h

Each police station will support you: TEL. 031 634 41 11

The doctor in charge will issue the obituary-certificate.

### ■ Death resulting from an accident

An accidental death must be reported immediately to the police in order to clarify the events and cause of the accident.

Important: This does not just include traffic accidents but all accidents occurring at work, at home or during leisure activities.

The police will inform the responsible public health official.

The funeral parlour will take over transportation to the Institute for Forensic Medicine on order from the responsible Public Health Office.

The release of the deceased will be communicated to the family by the examining magistrate (Medical Examiner) or the police.

### ■ Death in hospital/retirement home or nursing home

The hospital will issue the report of a death and will take care to make sure that physician's death certificate is issued.

### A death must be reported within two days

On request, we will deal with all services and formalities.

We are on-call 24 hours a day - 365 days a year

Therefore the following documents are important for registration:

Swiss citizens:

Family book (if married)

Identity card and/or passport

Residence permit

Persons with residence abroad:

Passport, birth certificate with full names of parents

Marriage record (for married persons only)

Further documents may be required.

## Short guide in the case of death

### ■ Documents needed for the official registration

- Residence permit and/or family book.
- Obituary-certificate issued by the doctor.
- Form “Anmeldung eines Todesfalles” issued by the hospital/home or a relevant authorization.

Persons with residence abroad will need their passport, birth certificate or marriage certificate with names of parents.

### ■ Official registration of the death at the place of death

- The registration has to be carried out within two days

### ■ Funeral home

- By desire we take care of registering the dates for cremation, burial and funeral services and help you by the choice of the gravesite.

### ■ Priest/clergy/speaker

- Contacting a priest and arrange the dates.
- Can be asked: curriculum vitae.

### ■ Death announcement

- You draw up the text (yourself or with our assistance).
- Selecting the design and the number of copies.
- Pre-order of envelopes, stamping and addressing on request.

### ■ Obituary

- Selecting the newspaper in which the obituary shall appear

### ■ Floral decorations

- Flower in coffin
- Decoration in church or chapel
- Coffin bouquet, wreath, unbound flowers, grave decorations

### ■ Normally organised by the family

- Funeral dinner
- Reservation in restaurant,
- Indicate number of guests, select menu

### ■ Funeral home Egli Bestattungen Berne

Team – Egli Berne supports you on all above listed procedures.

We will be glad to discuss with you the necessary actions at our office or at your home.

Tel. 031 333 88 00 day and night.

## Our services

### ■ Official registration / needed documents

- Residency permit and/or family book
- Obituary-certificate issued by the doctor

### ■ Bestattungsdienst

- Consulting service 24 hours day and night
- Coffin delivery
- Dressing, to coffin
- Transportation service
- Laying out
- Transportation of flowers and urns
- Attendance at funeral and interment

### ■ Printing materials

- In house printing of death announcements within 3-4 hours, also on weekends and holidays.
- Submission of obituaries to newspapers
- Printing thank-you cards approximately 10 days after the funeral
- Designs, a couple of samples from our assortment on page 18

### ■ Funeral service

- Disposition priest/clergy/speaker
- Scheduling
- Call up organ players and/or soloists

### ■ Floral services

- Floral decorations
- Chapel/church arrangements
- Coffin bouquet
- Flower arrangements
- Wreaths

### ■ Individual services by request

- Transfer by bus or taxi
- Photo service
- Candle arrangements
- Multi-media, video, slides, flat-screen and large-screen projections



## International services

Included in our speciality is international transportation of deceased persons to foreign countries or repatriation of persons who died abroad at favourable terms.

### ■ The following services are available:

- Consulting 24 hours day and night

### ■ Formalities and services

- Coffin delivery compliant with international guidelines
- Dressing, embedding the deceased

### ■ Document service

- Laissez-passer for a corpse
- Medical transportation certificate
- Laissez-passer for a corpse
- Medical certificate of transportation
- Coffin certificate
- International death certificate
- Embassy
- Flight booking for the deceased person
- Transport with specially equipped hearses
- Soldering the zinc lining, sealing the coffin
- Settling costs with insurers

### ■ By desire we organize

- Parting accordingly the respective religion
- Room reservation for ritual washing
- Organisation of embalment and/or treatment by formalin
- Laying out with 24 hours death watch

### ■ On request we organize

- Ceremony conforming to religion
- Ritual washing
- Embalming /formaldehyde treatment
- Laying out with death watch

### ■ Consultation available in following languages:

- German, french, italian and english.

### ■ Important

- Before you award a contract, demand an offer from companies that do not provide transparent rates. The prices can be very different.

# Community funeral by the city of Berne

## ■ Excerpt from the Burial and Funeral Regulations in the Community of Berne

**Art. 8 Para. 1:** If a person holding legal residence in the community of Bern passes away without estate, that person entitled to free burial.

**Para. 2:** The Family members of the deceased must submit an application and demonstrate that the conditions for the entitlement are fulfilled.

**Art. 9 Para. 1:** Any person who requests additional services for fee funeral must bear financial responsibility for the expenses. The application will be approved or denied in conformity with the Burial and Funeral Regulations of the Police Directorate of the City of Berne and in compliance with the Sealing Protocol.

## ■ You may obtain forms

- at the Burial Registry for Berne (Bestattungsamt), Predigergasse 5, Office 111,
- at the community coffin supplier, Egli Bestattungen Berne.

The following services will be provided by the city of Berne if community funeral is granted:

Community coffin, coffin pillow and burial shroud, embedding and clothing the deceased, laying out  
Transportation within the metropolitan area (beyond them at the expense of the client)

Simple coffin, pillow, ental of the visitation room

Rental of the chapel and costs for the organ player

Cremation costs

Simple urns

Linear coffin grave/linear urn grave or common grave respective burial into an existing grave.

- die Bestattung in einem Sargreihengrab oder die Feuerbestattung, die Urne und ein Urnenreihengrab bzw. die Beisetzung der Urne in einem bestehenden Grab oder im Gemeinschaftsgrab.

## ■ The following services are not included and will be billed to the client:

Setting all official formalities, recovery with stretcher and body bag,  
emergency response team costs, as well as other additional requested services.

## ■ Informations about Community funeral services for other communities are available on request.

## Sealing in the case of death

■ ZGB Art. 552 / EG ZGB Art. 58 /

The tax law of the city of Bern requires that an inventory of any estate must be taken. In order to secure this estate, it is to be officially sealed initially. So that this seal fulfils its intended function at first, action must be taken immediately after death. Whether a marriage contract, inheritance contract or last will and testament exists is irrelevant. This seal allows a provision and abbreviated inventory to be taken. As a rule, only the sealing protocol will be filled out. In rare cases objects or even the residence itself will be sealed. The responsible Seal Clerk will receive the report of death from the Civil Registry Office. By appointment, the clerk is obligated to meet with the family of the deceased at most three or four days after the death. Those present are obligated to provide information about the assets of the deceased. This includes disclosures about securities, valuables, life insurance, pensions or accident insurance policies and real estate. If the duty to disclose is violated by those present at the sealing or if there is a suspicion that something was not disclosed, this can result in tax penalties. In the seal protocol, the Clerk will also establish whether assets had been designated as advancements on the inheritance or as bequests. The Sealing Clerk will determine what is a legal bequest, who is a legal heir, and whether there are wills, marriage contracts or inheritance contracts.

Based in the Sealing Protocol, the Government Official will determine whether an official inventory from a Bern Notary Officer is to be included in the public documentation. This inventory will be required, if the testator paid taxes in the Canton of Berne and her/his assets total more than Fr. 100'000, if there are minor heirs or if an heir is under legal guardianship or if an heir demands it.

ASSOCIATION OF BERNE NOTARY OFFICERS

Secretariat: Waisenhausplatz 14

Postbox, 3001 Bern

Tel. 031 311 09 79

Fax 031 311 09 82

[www.bernernotar.ch](http://www.bernernotar.ch)

Sealing Estate on Death

## Legal questions concerning the inheritance

### ■ Last will and testament:

If the deceased has left behind one or more will/s, they must be immediately presented unopened to the Office of Wills and Inheritance/Seal Office, even if they are deemed invalid.

### ■ Inheritance contracts:

If there are inheritance contracts, they will be Opened by the Notary Office on the order of the testator or on demand of an heir or legatee. In the event that heirs are appointed in the inheritance contract or legal heirs waive their inheritance, it is recommended that you demand an official opening. Otherwise an heir cannot be listed as such in the official certificate of inheritance or a legal heir will make note in that document that he/she may wish to waive his/her portion of the inheritance. If inheritance contracts exist, the surviving spouse can demand official opening. He/she can also assert any claims deriving from the marriage contract against the other inheritors himself/herself. A marriage contract must be brought to the attention of the tax authorities.

### ■ Public inventory:

The request for a public inventory must be submitted within one month to the local government official. This procedure is recommended if the suspicion exists that the deceased has left unknown debts behind. Keep in mind that every heir is liable for all debts of the deceased, and that with his/her entire fortune. This liability can only be restricted by a public inventory will debt call, through liquidation or renunciation of inheritance.

### ■ Renunciation of inheritance:

A renunciation of inheritance must be registered within three months of the local government official's becoming aware of a death. Any extension of this deadline is only possible for due and sufficient cause. Please note that the person renouncing the inheritance may not in any way become involved in matters affecting the estate, and if that person does so, then he/she may no longer renounce the inheritance.

### ■ Tax inventory:

The estate may not be disposed of before inventory is taken without the permission of the Wills and Inheritances Office.

Distribution of the Estate: The legal succession of heirs and the shares of individual heirs can be modified within certain limits by a last will and testament or inheritance contract.

In the case of ambiguities we recommend that you consult a Notary Officer.

## Terms of pre-arranged funeral contract

### ■ The contract

We all must depart from this world at some time. We know this, but often we suppress this fact. But basically we all need to confront it. When we pass away, our family and friends will be confronted with a number of questions that are often not easy to decide. With this consideration in mind, we have created the pre-arranged funeral contract. With its help, you can assert your last wishes for your funeral and burial. Moreover, you can rest assured that those you leave behind will not face a financial burden.

We will be glad to present our prearranged funeral arrangements proposal in a personal preliminary consultation. This first consultation is free of charge and takes you only 20 to 30 minutes.

### ■ The most important parts of the contract are:

You specify in detail how you would like to be buried and conclude the contract.

We enter the obligation to perform all selected services with all due care and consideration.

The lump sum amount resulting from the services selected will be paid to an account with the Swiss Association for Funeral and Burial Services SSBV, 6003 Lucerne, to which only you and we have shared access.



<b>■ Choise of the coffin / Embedding</b>	
Cofins, veneer or solid	starting at Fr. 845.-
Upholstery, white, standard	starting at Fr. 90.-
Coffin pillow	Fr. 55.-
Coffin lid	Fr. 60.-
Coloured upholstery, set of 3 pieces	Fr. 180.-
Burial shroud	Fr. 70.-
Dressing and embedding with 2 men	starting at Fr. 240.-
Transportation in and around Berne area	Fr. 240.-
<b>■ Formalities, organisation und printed matters</b>	
Settling the official formalities	per hour Fr. 195.-
Organisation and working hours by effort	Fr. 110.-
Death announcements starting at 30 pieces (per 10 extra Fr. 20.-)	Fr. 210.-
<b>■ Parting</b>	
Laying out in church incl. vehicules	depending on time and effort
Transportations of the urne/flowers Berne area	Fr. 85.-
Grave cross including legend	Fr. 180.-
<b>■ Flowers and candles</b>	
Bouch of flowers put into the hands	starting at Fr. 35.-
Floral decoration ind the coffin	starting at Fr. 65.-
Decoration of the urne	starting at Fr. 120.-
Coffin bouquet with seasonal flowers	starting at Fr. 180.-
Floral heart	starting at Fr. 130.-
<b>■ Average costs for funeral parlour servies ca excl. VAT</b>	Fr. 2'500.-
<b>■ Futher informations available at:</b>	
Stiftung für Konsumentenschutz SKS	
Broschüre „ Was tun wenn jemand stirbt “	
Monbijoustrasse 61, Postfach, 3000 Bern 23	
www.konsumentenschutz.ch Telefon: 031 370 24 24	

Those seeking to make advanced funeral arrangements will receive detailed informations in a personal consultation.

### ■ Laying out / cooling

Rent of mortuary room for a maximum of 3 days	Fr.	230.-
each additional day	Fr.	65.-
Rent of floral decorations in the mortuary room	Fr.	98.-
Candle services in the mortuary room	Fr.	65.-
Use of the cooling room for a maximum of 2 days	Fr.	120.-
each additional day	Fr.	65.-

### ■ Chapels

Use of the little chapel (with floral decoration only)	Fr.	250.-
Use of the big chapel without floral decoration	Fr.	200.-
Use of the big chapel with floral decoration in rent	Fr.	300.-
Candle service	Fr.	38.-
Organ playing	Fr.	150.-
Practice honorarium for organist (if needed)	Fr.	85.-
Use of organ (instruction included)	Fr.	105.-
Organ playing and use of disc player (service included)	Fr.	200.-
Use of disc player (service included)	Fr.	80.-
Replacement of 3rd partie flowers, floral wreath	Fr.	35.-
Flower transportation inside the cemetery	Fr.	15.-

### ■ Cremation

Cremation of adult with standard urne	Fr.	600.-
Cremation of adult with special coffin	Fr.	700.-
Cremation of adult with loaned urne	Fr.	570.-
Cremation of adult with special coffin/loaned urne	Fr.	670.-
Cremation of children/youth with standard urne	Fr.	450.-
Cremation of children/youth with loaned urne	Fr.	420.-
Cremation of stillborn infand with chuild urne	Fr.	180.-
Cremation of stillborn with loaned urne	Fr.	150.-

### ■ Buriel niches for urnes

On request

## ■ Visitation room / without VAT

Use of visitation room max. 3 days	Fr.	216.-
each extra day (without Sat/Sun and public holidays)	Fr.	72.-
Rent of floral decorations in the visitation room	Fr.	140.-
Candle service in the visitation room	Fr.	72.-

## ■ Chapells / without VAT

Rent of the chapel incl. music system	Fr.	130.-
Rent of flower decorations	Fr.	140.-
Candle service	Fr.	42.-
Organ playing	Fr.	135.-
Practice honorarium for organist if needed	Fr.	100.-
Use of music system incl. controls	Fr.	140.-

## ■ Burial

Administration fees	Fr.	55.-
Common grave in lawn for urns (tomb / field)	Fr.	270.-
Urnen Themengrab	Fr.	1'934.-
Linear urn grave	Fr.	2'550.-
Urn grave in grove	Fr.	3'366.-
Urn in family grave	Fr.	9'510.-
Burial niche for urns	Fr.	2'616.-
Children under 14 years / urn	Fr.	1'134.-
Common grave in lawn for coffins	Fr.	270.-
Linear coffin grave / Muslim grave	Fr.	3'714.-
Family grave	Fr.	10'374.-
Children under 14 years / coffin in child grave	Fr.	1'134.-

These terms shall apply as of 1 January 2014. They are subject to change.

## ■ Name placement on common graves incl VAT

Urns: Bremgartenfriedhof	Fr.	324.-
Urns: Schosshaldenfriedhof	Fr.	389.-
Urns: Bümpliz	Fr.	162.-
Coffins: only Bremgartenfriedhof	Fr.	162.-



		Telefon
■ <b>Stadt Bern / <a href="http://www.bern.ch">www.bern.ch</a> / <a href="http://www.krematorium.ch">www.krematorium.ch</a></b>		
Bremgartenfriedhof	Murtenstrasse 51 3008 Bern	031 381 04 04
Friedhof Bümpliz	Bottigenstrasse 40 3018 Bern	031 321 23 73
Schosshaldenfriedhof	Ostermundigenstrasse 116 3006 Bern	031 321 23 02
Krematorium Bern	Weyermannsstrasse 1 3008 Bern	031 387 20 20
■ <b>Belp / <a href="http://www.friedhof-belp.ch">www.friedhof-belp.ch</a></b>		<b>031 818 22 22</b>
Cemetery Belp	Friedhofweg 3123 Belp	031 819 41 86
■ <b>Bolligen, Ittigen, Worblaufen, Habstetten / <a href="http://www.bolligen.ch">www.bolligen.ch</a></b>		<b>031 924 70 20</b>
Cemetery / Gardener	Kirchstrasse 31 3065 Boligen (GEWA Zollikofen)	079 352 64 33
■ <b>Bremgarten bei Bern / <a href="http://www.bremgarten-be.ch">www.bremgarten-be.ch</a></b>		<b>031 306 64 64</b>
Cemetery / Gardener	Kirchweg 3047 Bremgarten bei Bern	031 301 55 89
■ <b>Kirchlindach / <a href="http://www.kirchlindach.ch">www.kirchlindach.ch</a></b>		<b>031 828 21 21</b>
Cemetery	Lindachstrasse 3038 Kirchlindach	031 302 07 08
■ <b>Köniz / <a href="http://www.koeniz.ch">www.koeniz.ch</a></b>		<b>031 970 97 24</b>
Köniz	Mösliweg 37 3098 Köniz	031 971 92 08
Niederscherli	Rifishaltenstrasse 3145 Niederscherli	031 849 00 54
Oberwangen	Mühlestrasse 3173 Oberwangen	031 980 05 80
Wabern Nesslerenholz	Lindenweg 3084 Wabern	031 961 56 96
■ <b>Muri - Gümligen / <a href="http://www.muri-guemligen.ch">www.muri-guemligen.ch</a></b>		<b>031 950 54 54</b>
Seidenberg / Aebnit	Friedhofstrasse 3074 Muri bei Bern	031 950 54 54
■ <b>Ostermundigen / <a href="http://www.ostermundigen.ch">www.ostermundigen.ch</a></b>		
Cemetery see Bern Schosshaldenfriedhof or Bolligen		
■ <b>Stettlen / <a href="http://www.stettlen.ch">www.stettlen.ch</a></b>		<b>031 930 88 30</b>
Cemetery	Bernstrasse 41 3063 Stettlen	031 930 88 39
■ <b>Wohlen b. Bern / <a href="http://www.wohlen-be.ch">www.wohlen-be.ch</a></b>		<b>031 828 81 11</b>
Cemetery	Hauptstrasse 3033 Wohlen bei Bern	031 829 05 34
■ <b>Zollikofen / <a href="http://www.zollikofen.ch">www.zollikofen.ch</a></b>		<b>031 910 91 11</b>
Cemetery	Wahlackerstrasse 3052 Zollikofen	031 910 91 33

## Death notices and newspapers inserts

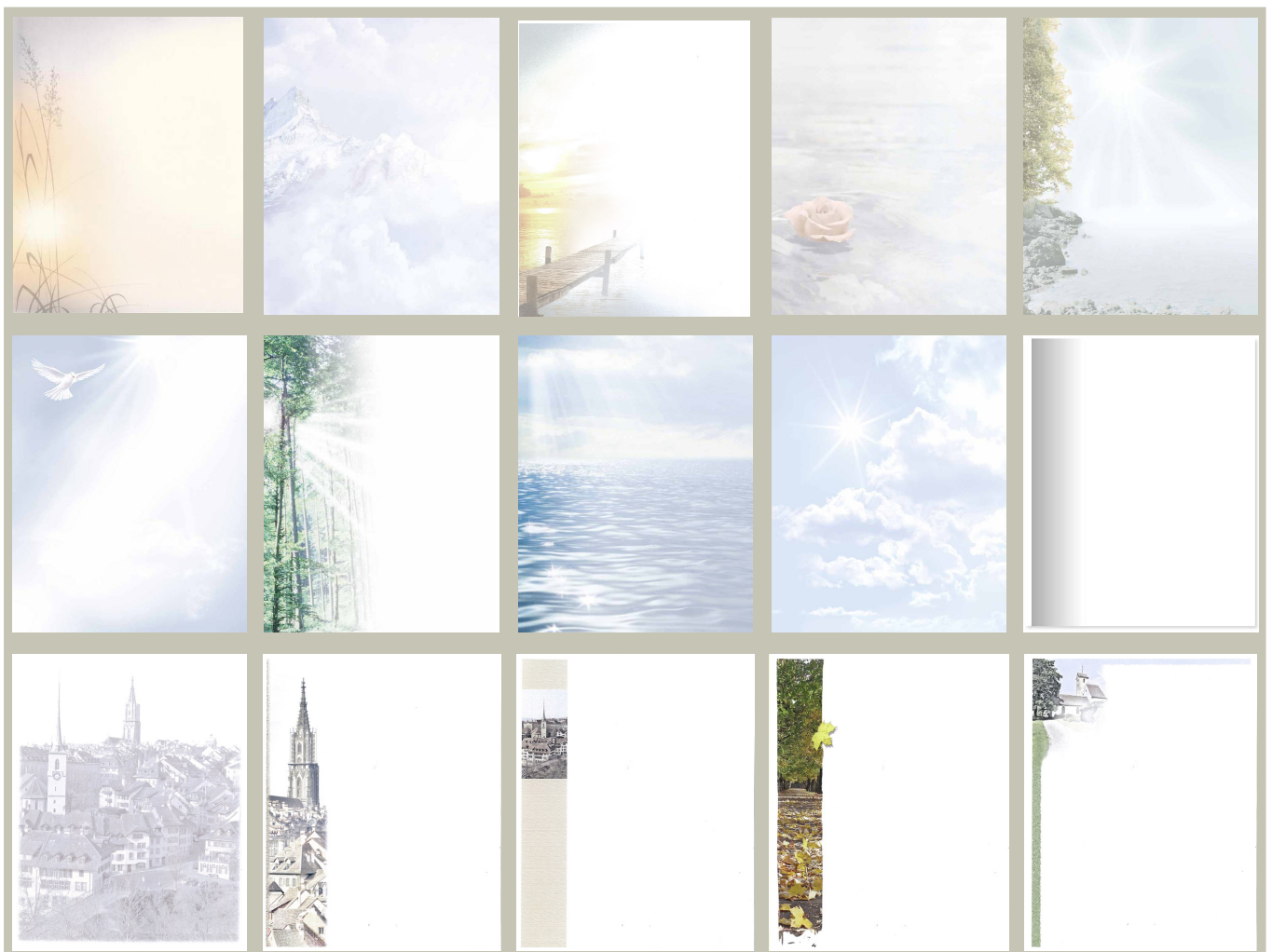
### Printed matters

30 circulars	Fr.	210.-
incl. are composition/printing/folding and envelopes		
further 10 specimens	Fr.	20.-
Duplex-Druck: 2. Seite bedrucken / pro Seite	Fr.	0.50
Farbdruck möglich / Scanservice / Bildbearbeitung oder Direktversand nach Aufwand		

### Informations about donation accounts

[www.zewo.ch](http://www.zewo.ch) / [www.spendenspiegel.ch](http://www.spendenspiegel.ch) / [www.spendenplattform.ch](http://www.spendenplattform.ch)

### Our range of products



These terms shall apply as of September 2019. They are subject to change.

## Text templates

### Death notice in newspapers

We advise and launch your death notice in newspapers desired.

### Selection of local newspapers

Anzeiger Region Bern

Edition on Wednesday and Friday

Berner Zeitung / Der Bund

daily except Sunday

Costs depend on space

(Average costs: Fr. 600.- to 1'200.-)

#### Todesanzeige

*Sinnspruch ev. Foto*

In stiller Trauer nehmen wir Abschied von ....

Vorname Name - Name als ledig

Geburtsdatum - Sterbedatum

Nach einem reich erfüllten Leben ist er, von den Beschwerden des Alters, sanft erlöst worden. *Ev. persönliche Anmerkung.*

PLZ, Wohnort, Datum

Die Trauernden:

Adresse

Ehegatte

oder

Kinder, Geschwister

Traueradresse:

Anverwandte...

Die Trauerfeier findet statt, Tag/Datum/Zeit, in der Kirche/Kapelle Ort/ ev. Adresse.

#### Herzlichen Dank

für die liebevolle Anteilnahme die wir beim Abschied von

Vorname Name - Name als ledig

erfahren durften.

*Eventuell  
ein Foto*

Es ist schwer, einen geliebten Menschen zu verlieren. Jedoch zu wissen, wie viele ihn schätzten und gern hatten, gibt uns Trost.

Danken möchten wir *PferrerIn / RednerIn / Orgelspiel / Vereine für den letzten Fahngegruss / sowie weiteren Personen für die Unterstützung / Begleitung wie auch den Ärzten / Pflegenden / Spitex* für die liebevolle und gute Betreuung, allen, die der Verstorbenen Person im Leben in Freundschaft begegnet sind.

Ort, im Monat

Die Trauerfamilie



## ■ Our brochures

■ **Wegleitung im Todesfall (german)** „Informationen rund um die Bestattung“

■ **Guide en cas de décès (french)** „Informations autour du funérailles“

■ **Für meine Angehörigen (german)** „Vertrauliche Angaben für den Abschluss meiner Lebensreise“

■ **Pour mes proches (french)** „Informations confidentielles pour la fin de ma vie“

■ **Sterbevorsorge Informationen (german)**

*„Die weitere Lebensreise befreit angehen“*

Regelung der Bestattung im Vertrag der Stiftung Schweizerische Bestattungsvorsorge SSBV.  
Für Interessierte besteht die Möglichkeit, die Bestattung zu Lebzeiten zu Regeln.

