

保安公司牌照(第一類工作)所提交清單及預備文件指引【週年審查及新搬遷】

1.	<p>最新管理人員的架構圖和董事 / 高級管理階層的清單</p> <p><input type="checkbox"/> i. 公司最新的架構圖 <input type="checkbox"/> ii. 已向委員會申報人事變動之證明 (如有變更)</p> <p><input type="checkbox"/> iii. 所有現在的股權控制人及董事 (★ 需顯示下列資料及建議加上『個人資料』標誌)</p> <p><input type="checkbox"/> iv. 高級管理階層 (★ 需包括下列資料及建議加上『個人資料』標誌，但祇需提供與保安業務有關之人士)</p> <p><input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 公司登記證號碼 / 身份證號碼</p> <p><input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 委任日期</p>
2.	<p>有效的商業登記證</p> <p><input type="checkbox"/> 載有公司營運地址之商業登記證</p>
3.	<p>核數師報告</p> <p><input type="checkbox"/> i. 最新年度之核數師報告 (如未能呈交，須書面解釋及提交 ★ 銀行推薦書正本)</p> <p><input type="checkbox"/> ii. 如有虧損，須另提交文件 (例如：★ 銀行推薦書正本、資產負債表、損益表、母公司給予的財政擔保等)，證明公司財政穩健</p> <p><input type="checkbox"/> ★ 銀行推薦信須包括公司開戶日期，帳戶運作狀況及最新結餘</p>
4.	<p>最新的職員名單 (★ 需顯示下列資料及建議加上『個人資料』標誌)</p> <p><input type="checkbox"/> ★ 序號 <input type="checkbox"/> ★ 姓名</p> <p><input type="checkbox"/> ★ 身份證號碼 <input type="checkbox"/> ★ 出生日期</p> <p><input type="checkbox"/> ★ 入職日期 <input type="checkbox"/> ★ 職位</p> <p><input type="checkbox"/> ★ 保安人員許可證號碼 <input type="checkbox"/> ★ 許可證屆滿日期 (甲 / 乙類需分別註明)</p> <p><input type="checkbox"/> ★ 有效保安課程訓練之完成日期 (QAS / QAIHT) <input type="checkbox"/> ★ 保安人員總人數 (甲 / 乙類需分別註明)</p>
5.	<p>最新的管理地方名單 (★ 需顯示下列資料)</p> <p><input type="checkbox"/> ★ 序號 <input type="checkbox"/> ★ 物業名稱</p> <p><input type="checkbox"/> ★ 地址 <input type="checkbox"/> ★ 持牌公司聯絡人姓名、電話及職位</p> <p><input type="checkbox"/> ★ 物業類別 (商業 / 工業 / 商住 / 住宅 / 單幢式住宅)</p> <p><input type="checkbox"/> ★ 提供保安服務更份及時間 (如只提供物業管理地方需註明)</p> <p><input type="checkbox"/> ★ 管理物業總數 (商業 / 工業 / 商住 / 住宅 / 單幢式住宅需分別註明)</p>
6.	<p>有效之僱員補償保險保單副本 (★ 需顯示下列資料，如未能早交，須書面解釋)</p> <p><input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 必須替所有僱員購買僱員補償保險</p> <p><input type="checkbox"/> ★ 保險受保地點必須包括所有提供服務的地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買</p>
7.	<p>有效之公眾責任保險保單副本 (★ 需顯示下列資料，如未能早交，須書面解釋)</p> <p><input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 保額必須為每宗事故最少 1,000 萬港元</p> <p><input type="checkbox"/> ★ 保險受保地點必須包括所有提供服務的地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買</p>
8.	<p>工作指示及應變計劃 (可提交光碟)</p> <p><input type="checkbox"/> i. 提交最新的工作指示及應變計劃副本各一份</p> <p><input type="checkbox"/> ii. 保安公司必須在當值範圍存備完整的工作指示及應變計劃</p>
9.	<p>最近聘用的三名保安人員的人事檔案 (★ 需顯示下列資料及建議加上『個人資料』標誌)</p> <p><input type="checkbox"/> i. 入職申請表 <input type="checkbox"/> ii. 正式僱用合約</p> <p><input type="checkbox"/> iii. 個人資料(私隱)條例聲明 <input type="checkbox"/> iv. 保安人員許可證副本</p> <p><input type="checkbox"/> v. 體格檢驗報告(65歲以上) <input type="checkbox"/> vi. 『僱用』保安人員通知書</p> <p><input type="checkbox"/> vii. 訓練證明 (詳情請參閱第 10 項) <input type="checkbox"/> viii. 公司審查記錄 (★ 需包括下列資料)</p> <p><input type="checkbox"/> ★ 核實受僱記錄：公司必須審查求職者提供的受僱記錄是否真確 (三年內所有受僱記錄)</p> <p><input type="checkbox"/> ★ 向諮詢人查詢：須包括 2名非親屬的諮詢人，完整姓名，地址，關係，電話號碼，公司須向諮詢人查詢申請人過去的表现、品格，以及是否適宜擔任保安工作</p> <p><input type="checkbox"/> ★ 查核住址 (公用事業機構發出的單據或租約)</p> <p><input type="checkbox"/> ★ 查詢人的姓名，職位，查詢日期及方法</p>

保安公司牌照(第一類工作)所提交清單及預備文件指引【週年審查及新搬遷】

10.	<u>有效之訓練證明 (由上次週年審查後起計的新入職保安人員)</u> <input type="checkbox"/> i. 保安人員在執行保安職務前修畢保安及護衛業管理委員會認可訓練課程 (合乎質素保證系統標準)，證書由成功修畢該課程日期起計，有效期為三年，或 <input type="checkbox"/> ii. 保安人員在執行保安行動職務前，修畢由公司提供之內部培訓訓練課程QAIHT及並須顯示下列記錄 (只適用於已批准提供內部培訓質素控制計劃 QAIHT 之公司) <input type="checkbox"/> ★ 訓練人員之名單 (所有訓練人員必須經由警務處處長批准) <input type="checkbox"/> ★ 獲授權人員之名單 (最多為四人及已通知警務處處長) <input type="checkbox"/> ★ 訓練手冊 <input type="checkbox"/> ★ 試題及答案 <input type="checkbox"/> ★ “僱用及安排受訓通知書”(QAIHT表格1 第1至2頁) <input type="checkbox"/> ★ 課程時間表 <input type="checkbox"/> ★ 出席記錄
11.	<u>電話報更的詳情及接收記錄 (由上次週年審查後起計)</u> <input type="checkbox"/> 所有報更必須依照保安及護 業管理委員指引執行及記錄
12.	<u>督導記錄 (由上次週年審查後起計)</u> <input type="checkbox"/> 如有電話報更制度，場外地點的主管應最少每星期每更巡視一次，否則應為每日每更一次 <input type="checkbox"/> 所有督導巡視記錄需清晰顯示巡查時間、日期、巡查人員姓名及職位
13.	<u>處置機密文件程序的指引</u> <input type="checkbox"/> 根據保安及護 業管理委員會指引：【無須再用的機密文件須先切碎，方可丟棄】
14.	<u>『僱用』 / 『終止僱用』保安人員 (由上次週年審查後起計)</u> <input type="checkbox"/> 提交已向警察總部牌照科申報『僱用』 / 『終止僱用』保安人員之證明
15.	<u>處所平面圖並附簡單註釋 (★ 需顯示下列資料)</u> <input type="checkbox"/> ★ 處所間格及面積描述 <input type="checkbox"/> ★ 雙語之走火通道 / 路線 (及至走火後樓梯位置) <input type="checkbox"/> ★ 滅火設施位置 <input type="checkbox"/> ★ 訓練室 / 控制室及需提交獨立走火路線圖 (如適用)
16.	<u>處所彩色照片並附簡單註釋 (★ 需顯示下列資料)</u> <input type="checkbox"/> ★ 大廈大堂的指示牌 <input type="checkbox"/> ★ 公司內部 <input type="checkbox"/> ★ 碎紙機 <input type="checkbox"/> ★ 訓練室 (如適用) <input type="checkbox"/> ★ 公司正門 <input type="checkbox"/> ★ 金屬有鎖文件櫃 <input type="checkbox"/> ★ 滅火設施 <input type="checkbox"/> ★ 控制室 (如適用)
17.	<u>處所契據或租賃證明副本</u> <input type="checkbox"/> ★ 提交契據或租賃證明 <input type="checkbox"/> ★ 處所使用授權信 (如適用)

詳情請參閱【香港法例第460章保安及護衛服務條例】及
【保安公司牌照申請時所須考慮的事項指引】

有用網頁

保安及護 業管理委員會網址：<http://www.sb.gov.hk/chi/links/sgsia/index.htm>

私隱專員公署網址：<http://www.pcpd.org.hk/cindex.html>

資訊安全網站：http://www.infosec.gov.hk/tc_chi/main.html

Security Company Licence (Type I Work) List and Guideline of Documents Required [Annual Inspection & Relocation]

1.	<p><u>Up-to-date flow chart of management team and detailed list of directors / senior management</u></p> <p><input type="checkbox"/> i. Up-to-date chart of the company</p> <p><input type="checkbox"/> ii. Proof of personnel changes already reported to the SGSIA (if any)</p> <p><input type="checkbox"/> iii. All existing shareholders and directors ★ including following information and preferably with a "Personal Data" sign)</p> <p><input type="checkbox"/> iv. Senior management ★ including following information and preferably with a "Personal Data" sign, only applicable to personnel involved in security work)</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ Name</td> <td style="width: 50%;"><input type="checkbox"/> ★ Business Registration / HKID no.</td> </tr> <tr> <td><input type="checkbox"/> ★ Post</td> <td><input type="checkbox"/> ★ Date of appointment</td> </tr> </table>	<input type="checkbox"/> ★ Name	<input type="checkbox"/> ★ Business Registration / HKID no.	<input type="checkbox"/> ★ Post	<input type="checkbox"/> ★ Date of appointment												
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2.	<p><u>Valid Business Registration Certificate</u></p> <p><input type="checkbox"/> Business Registration showing accurate business address of the company</p>																
3.	<p><u>Auditor's report</u></p> <p><input type="checkbox"/> i. Up-to-date auditor's report (written explanation and original ★ bank reference letter are required if failing to submit)</p> <p><input type="checkbox"/> ii. For a negative balance, other documents are required★ e.g. original of bank reference letter, balance sheet, profit & loss account and financial guarantee given by the mother company) to prove a sound financial status</p> <p><input type="checkbox"/> ★ Bank reference letter should include the commencing date of account, account status and latest balance</p>																
4.	<p><u>Up-to-date list of employees ★ including following information and preferably with a "Personal Data" sign)</u></p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ Serial no.</td> <td style="width: 50%;"><input type="checkbox"/> ★ Name</td> </tr> <tr> <td><input type="checkbox"/> ★ HKID no.</td> <td><input type="checkbox"/> ★ Date of birth</td> </tr> <tr> <td><input type="checkbox"/> ★ Date joined company</td> <td><input type="checkbox"/> ★ Post</td> </tr> <tr> <td><input type="checkbox"/> ★ SPP no.</td> <td><input type="checkbox"/> ★ SPP expiry date (Types A & B should be specified separately)</td> </tr> <tr> <td><input type="checkbox"/> ★ Completion date of valid security training course (QAS/ QAIHT)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Total no. of SPP holders (Types A & B should be specified separately)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ Serial no.	<input type="checkbox"/> ★ Name	<input type="checkbox"/> ★ HKID no.	<input type="checkbox"/> ★ Date of birth	<input type="checkbox"/> ★ Date joined company	<input type="checkbox"/> ★ Post	<input type="checkbox"/> ★ SPP no.	<input type="checkbox"/> ★ SPP expiry date (Types A & B should be specified separately)	<input type="checkbox"/> ★ Completion date of valid security training course (QAS/ QAIHT)		<input type="checkbox"/> ★ Total no. of SPP holders (Types A & B should be specified separately)					
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5.	<p><u>Up-to-date list of sites (including following information)</u></p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ Serial no.</td> <td style="width: 50%;"><input type="checkbox"/> ★ Name of property</td> </tr> <tr> <td><input type="checkbox"/> ★ Address</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Category of property (commercial, industrial, commercial & residential, residential, single block residential)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Total No. of property (commercial, industrial, commercial & residential, residential, single block residential should be specified separately)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ Serial no.	<input type="checkbox"/> ★ Name of property	<input type="checkbox"/> ★ Address		<input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company		<input type="checkbox"/> ★ Category of property (commercial, industrial, commercial & residential, residential, single block residential)		<input type="checkbox"/> ★ No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)		<input type="checkbox"/> ★ Total No. of property (commercial, industrial, commercial & residential, residential, single block residential should be specified separately)					
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6.	<p><u>Copy of valid employees' compensation insurance policy</u> (★ including following information, written explanation is required if failing to submit)</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ The licensee's company must be the insured</td> <td style="width: 50%;"><input type="checkbox"/> ★ Employees' compensation insurance for all employees</td> </tr> <tr> <td><input type="checkbox"/> ★ Insurance should cover all sites under management</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ The licensee's company must be the insured	<input type="checkbox"/> ★ Employees' compensation insurance for all employees	<input type="checkbox"/> ★ Insurance should cover all sites under management		<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)											
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8.	<p><u>Assignment instructions and contingency plans (can be submitted on disc)</u></p> <p><input type="checkbox"/> i. Submission of up-to-date copies of assignment instructions and contingency plans</p> <p><input type="checkbox"/> ii. The company must maintain a full set of assignment instructions and contingency plans at all guard posts</p>																
9.	<p><u>Three personnel files of security staff recently employed</u> (★including following information and preferably with a "Personal Data" sign)</p> <table style="width:100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> i. Job application form</td> <td style="width: 50%;"><input type="checkbox"/> ii. Official employment contract</td> </tr> <tr> <td><input type="checkbox"/> iii. Statement in relation to Personal Data (Privacy) Ordinance</td> <td><input type="checkbox"/> iv. Copy of security personnel permit</td> </tr> <tr> <td><input type="checkbox"/> v. Health report (aged over 65)</td> <td><input type="checkbox"/> vi. Notice of Commencement of employment of security personnel</td> </tr> <tr> <td><input type="checkbox"/> vii. Training Certificate (please refer to Item 10 for details)</td> <td><input type="checkbox"/> viii. Company vetting records ★ including following information)</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> ★ Confirmation of employment history: the company must check whether the employment history provided by job applicant is true and correct (all employment records for the past 3 years)</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> ★ Conducting reference or character checks – requiring each applicant to provide two non-relative referees with full names, addresses, relationship and telephone numbers, so that the company may enquire about the applicant's past performance, integrity and suitability of doing security work</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> ★ Verification of address (any notes or leases issued by public entities)</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> ★ Date, method of vetting and name / post of vetting person</td> </tr> </table>	<input type="checkbox"/> i. Job application form	<input type="checkbox"/> ii. Official employment contract	<input type="checkbox"/> iii. Statement in relation to Personal Data (Privacy) Ordinance	<input type="checkbox"/> iv. Copy of security personnel permit	<input type="checkbox"/> v. Health report (aged over 65)	<input type="checkbox"/> vi. Notice of Commencement of employment of security personnel	<input type="checkbox"/> vii. Training Certificate (please refer to Item 10 for details)	<input type="checkbox"/> viii. Company vetting records ★ including following information)	<input type="checkbox"/> ★ Confirmation of employment history: the company must check whether the employment history provided by job applicant is true and correct (all employment records for the past 3 years)		<input type="checkbox"/> ★ Conducting reference or character checks – requiring each applicant to provide two non-relative referees with full names, addresses, relationship and telephone numbers, so that the company may enquire about the applicant's past performance, integrity and suitability of doing security work		<input type="checkbox"/> ★ Verification of address (any notes or leases issued by public entities)		<input type="checkbox"/> ★ Date, method of vetting and name / post of vetting person	
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Security Company Licence (Type I Work) List and Guideline of Documents Required [Annual Inspection & Relocation]

10.	<u>Valid training certificates (for newly recruited security staff since previous annual inspection)</u> <input type="checkbox"/> i. Security personnel should successfully complete the training course approved by the SGSIA before deployment. The certificate issued upon completion of training is valid for a period of 3 years, or <input type="checkbox"/> ii. Security personnel should successfully complete before deployment. The QAIHT is an internal training provided by the company itself (Only applicable to companies which have been granted QAIHT) (★ the company should provide following documents) <input type="checkbox"/> ★ List of trainers (all trainers must be approved by the Commissioner of Police) <input type="checkbox"/> ★ List of authorised persons (4 persons at most and must notify the Commissioner of Police) <input type="checkbox"/> ★ Training manual <input type="checkbox"/> ★ Course time table <input type="checkbox"/> ★ Test questions and answers <input type="checkbox"/> ★ Attendance record <input type="checkbox"/> ★ "Notice of employment and training" (Pages 1 and 2 of QAIHT form 1)
11.	<u>Details and records of teleprotection (since previous annual inspection)</u> <input type="checkbox"/> All teleprotection must be conducted and recorded according to the instructions issued by the SGSIA
12.	<u>Records of supervisory patrol (since previous annual inspection)</u> <input type="checkbox"/> The company must supervise all patrols on a shift basis through a minimum of one visit per week by the supervisor from an off-site location if teleprotection system is available, and one visit on each shift daily if otherwise <input type="checkbox"/> The time, date and name and post of the patrol officer shall be clearly stated on all records of supervisory patrol
13.	<u>Instructions on the procedure of disposal of confidential documents</u> <input type="checkbox"/> According to the guidelines of the SGSIA : 【 Confidential documents no longer required must be shredded before being discarded
14.	<u>Commencement/ termination of employment of security personnel (since previous annual inspection)</u> <input type="checkbox"/> Evidence already submitted to the Police Licensing Office to prove any commencement / termination of employment of security personnel
15.	<u>Floor plan of premises with brief notes ★ including following information)</u> <input type="checkbox"/> ★ Premises layout and size description <input type="checkbox"/> ★ Location of fire safety facilities <input type="checkbox"/> ★ Fire escape exits / routes with bilingual notes (displaying rear stairs) <input type="checkbox"/> ★ Fire escape routes with bilingual notes for Training Room / Control Room should be submitted separately (if applicable)
16.	<u>Colour photos of premises with brief notes ★ including following information)</u> <input type="checkbox"/> ★ Directory at lobby <input type="checkbox"/> ★ Main entrance of company <input type="checkbox"/> ★ Interior of company <input type="checkbox"/> ★ Metal cabinet with locks <input type="checkbox"/> ★ Shredding machine <input type="checkbox"/> ★ Fire safety facilities <input type="checkbox"/> ★ Training Room (if applicable) <input type="checkbox"/> ★ Control Room (if applicable)
17.	<u>Copy of Deed of premises or evidence of tenancy</u> <input type="checkbox"/> ★ Submission of deed or evidence of tenancy <input type="checkbox"/> ★ Letter of authorisation (if applicable)

For details, please refer to the **【 Security and Guarding Services Ordinance, Cap.460】** and **【Matters to which the Security and Guarding Services Industry Authority Shall Have Regard When Determining an Application for a Security Company Licence】**

Useful Web Sites

Security and Guarding Services Industry Authority : <http://www.sb.gov.hk/eng/links/sgsia/index.htm>

Office of the Privacy Commissioner for Personal Data, Hong Kong : <http://www.pcpd.org.hk/eng/index.html>

InfoSec : <http://www.infosec.gov.hk/english/main.htm>

保安公司牌照(第一類工作)所提交清單及預備文件指引【週年審查】

1.	<u>最新管理人員的架構圖和董事 / 高級管理階層的清單</u> <input type="checkbox"/> i. 公司最新的架構圖 <input type="checkbox"/> ii. 已向委員會申報人事變動之證明 (如有變更) <input type="checkbox"/> iii. 所有現在的股權控制人及董事 (★ 需顯示下列資料及建議加上『個人資料』標誌) <input type="checkbox"/> iv. 高級管理階層 (★ 需包括下列資料及建議加上『個人資料』標誌，但祇需提供與保安業務有關之人士) <input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 公司登記證號碼 / 身份證號碼 <input type="checkbox"/> ★ 委任日期
2.	<u>有效的商業登記證</u> <input type="checkbox"/> 載有公司營運地址之商業登記證
3.	<u>核數師報告</u> <input type="checkbox"/> i. 最新年度之核數師報告 (如未能呈交，須書面解釋及提交 ★ 銀行推薦書正本) <input type="checkbox"/> ii. 如有虧損，須另提交文件 (例如：★ 銀行推薦書正本、資產負債表、損益表、母公司給予的財政擔保等)，證明公司財政穩健 <input type="checkbox"/> ★ 銀行推薦信須包括公司開戶日期，帳戶運作狀況及最新結餘
4.	<u>最新的職員名單 (★ 需顯示下列資料及建議加上『個人資料』標誌)</u> <input type="checkbox"/> ★ 序號 <input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 身份證號碼 <input type="checkbox"/> ★ 出生日期 <input type="checkbox"/> ★ 入職日期 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 保安人員許可證號碼 <input type="checkbox"/> ★ 許可證屆滿日期 (甲 / 乙類需分別註明) <input type="checkbox"/> ★ 有效保安課程訓練之完成日期 (QAS / QAIHT) <input type="checkbox"/> ★ 保安人員總人數 (甲 / 乙類需分別註明)
5.	<u>最新的管理地方名單 (★ 需顯示下列資料)</u> <input type="checkbox"/> ★ 序號 <input type="checkbox"/> ★ 物業名稱 <input type="checkbox"/> ★ 地址 <input type="checkbox"/> ★ 持牌公司聯絡人姓名、電話及職位 <input type="checkbox"/> ★ 物業類別 (商業 / 工業 / 商住 / 住宅 / 單幢式住宅) <input type="checkbox"/> ★ 提供保安服務更份及時間 (如只提供物業管理地方需註明) <input type="checkbox"/> ★ 管理物業總數 (商業 / 工業 / 商住 / 住宅 / 單幢式住宅需分別註明)
6.	<u>有效之僱員補償保險保單副本 (★ 需顯示下列資料，如未能呈交，須書面解釋)</u> <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 必須替所有僱員購買僱員補償保險 <input type="checkbox"/> ★ 保險受保地點必須包括所有提供服務的地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
7.	<u>有效之公眾責任保險保單副本 (★ 需顯示下列資料，如未能呈交，須書面解釋)</u> <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 保額必須為每宗事故最少 1,000 萬港元 <input type="checkbox"/> ★ 保險受保地點必須包括所有提供服務的地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
8.	<u>工作指示及應變計劃 (可提交光碟)</u> <input type="checkbox"/> i. 提交最新的工作指示及應變計劃副本各一份 <input type="checkbox"/> ii. 保安公司必須在當值範圍存備完整的工作指示及應變計劃

保安公司牌照(第一類工作)所提交清單及預備文件指引【週年審查】

9.	<p><u>最近聘用的三名保安人員的人事檔案</u> (★ 需顯示下列資料及建議加上『個人資料』標誌)</p> <table><tr><td><input type="checkbox"/> i. 入職申請表</td><td><input type="checkbox"/> ii. 正式僱用合約</td></tr><tr><td><input type="checkbox"/> iii. 個人資料(私隱)條例聲明</td><td><input type="checkbox"/> iv. 保安人員許可證副本</td></tr><tr><td><input type="checkbox"/> v. 體格檢驗報告(65歲以上)</td><td><input type="checkbox"/> vi. 『僱用』保安人員通知書</td></tr><tr><td><input type="checkbox"/> vii. 訓練證明 (詳情請參閱第 10 項)</td><td><input type="checkbox"/> viii. 公司審查記錄 (★ 需包括下列資料)</td></tr></table> <p><input type="checkbox"/> ★ 核實受僱記錄：公司必須審查求職者提供的受僱記錄是否真確 (三年內所有受僱記錄)</p> <p><input type="checkbox"/> ★ 向諮詢人查詢：須包括 2名非親屬的諮詢人，完整姓名，地址，關係，電話號碼，公司須向諮詢人查詢申請人過去的表现、品格，以及是否適宜擔任保安工作</p> <p><input type="checkbox"/> ★ 查核住址 (公用事業機構發出的單據或租約)</p> <p><input type="checkbox"/> ★ 查詢人的姓名，職位，查詢日期及方法</p>	<input type="checkbox"/> i. 入職申請表	<input type="checkbox"/> ii. 正式僱用合約	<input type="checkbox"/> iii. 個人資料(私隱)條例聲明	<input type="checkbox"/> iv. 保安人員許可證副本	<input type="checkbox"/> v. 體格檢驗報告(65歲以上)	<input type="checkbox"/> vi. 『僱用』保安人員通知書	<input type="checkbox"/> vii. 訓練證明 (詳情請參閱第 10 項)	<input type="checkbox"/> viii. 公司審查記錄 (★ 需包括下列資料)		
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10.	<p><u>有效之訓練證明</u> (由上次週年審查後起計的新入職保安人員)</p> <p><input type="checkbox"/> i. 保安人員在執行保安職務前修畢保安及護衛業管理委員會認可訓練課程 (合乎質素保證系統標準)，證書由成功修畢該課程日期起計，有效期為三年，或</p> <p><input type="checkbox"/> ii. 保安人員在執行保安行動職務前，修畢由公司提供之內部培訓訓練課程QAIHT及並須提供下列資料 (只適用於已批准提供內部培訓質素控制計劃 QAIHT 之公司)</p> <table><tr><td><input type="checkbox"/> ★ 訓練人員之名單 (所有訓練人員必須經由警務處處長批准)</td><td></td></tr><tr><td><input type="checkbox"/> ★ 獲授權人員之名單 (最多為四人及已通知警務處處長)</td><td></td></tr><tr><td><input type="checkbox"/> ★ 訓練手冊</td><td><input type="checkbox"/> ★ 課程時間表</td></tr><tr><td><input type="checkbox"/> ★ 試題及答案</td><td><input type="checkbox"/> ★ 出席記錄</td></tr><tr><td><input type="checkbox"/> ★ “僱用及安排受訓通知書” (QAIHT表格1 第1至2頁)</td><td></td></tr></table>	<input type="checkbox"/> ★ 訓練人員之名單 (所有訓練人員必須經由警務處處長批准)		<input type="checkbox"/> ★ 獲授權人員之名單 (最多為四人及已通知警務處處長)		<input type="checkbox"/> ★ 訓練手冊	<input type="checkbox"/> ★ 課程時間表	<input type="checkbox"/> ★ 試題及答案	<input type="checkbox"/> ★ 出席記錄	<input type="checkbox"/> ★ “僱用及安排受訓通知書” (QAIHT表格1 第1至2頁)	
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11.	<p><u>電話報更的詳情及接收記錄</u> (由上次週年審查後起計)</p> <p><input type="checkbox"/> 所有報更必須依照保安及護 業管理委員指引執行及記錄</p>										
12.	<p><u>督導記錄</u> (由上次週年審查後起計)</p> <p><input type="checkbox"/> 如有電話報更制度，場外地點的主管應最少每星期每更巡視一次，否則應為每日每更一次</p> <p><input type="checkbox"/> 所有督導巡視記錄需清晰顯示巡查時間、日期、巡查人員姓名及職位</p>										
13.	<p><u>處置機密文件程序的指引</u></p> <p><input type="checkbox"/> 根據保安及護 業管理委員會指引：【無須再用的機密文件須先切碎，方可丟棄】</p>										
14.	<p><u>『僱用』 / 『終止僱用』保安人員</u> (由上次週年審查後起計)</p> <p><input type="checkbox"/> 提交已向警察總部牌照科申報『僱用』 / 『終止僱用』保安人員之證明</p>										

詳情請參閱【香港法例第460章保安及護衛服務條例】及
【保安公司牌照申請時所須考慮的事項指引】

有用網頁

保安及護 業管理委員會網址：<http://www.sb.gov.hk/chi/links/sgsia/index.htm>

私隱專員公署網址：<http://www.pcpd.org.hk/cindex.html>

資訊安全網站：http://www.infosec.gov.hk/tc_chi/main.html

Security Company Licence (Type I Work) List and Guideline of Documents Required [Annual Inspection]

1.	<p><u>Up-to-date flow chart of management team and detailed list of directors / senior management</u></p> <p><input type="checkbox"/> i. Up-to-date chart of the company</p> <p><input type="checkbox"/> ii. Proof of personnel changes already reported to the SGSIA (if any)</p> <p><input type="checkbox"/> iii. All existing shareholders and directors ★ including following information and preferably with a "Personal Data" sign)</p> <p><input type="checkbox"/> iv. Senior management ★ including following information and preferably with a "Personal Data" sign, only applicable to personnel involved in security work)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ Name</td> <td style="width: 50%;"><input type="checkbox"/> ★ Business Registration / HKID no.</td> </tr> <tr> <td><input type="checkbox"/> ★ Post</td> <td><input type="checkbox"/> ★ Date of appointment</td> </tr> </table>	<input type="checkbox"/> ★ Name	<input type="checkbox"/> ★ Business Registration / HKID no.	<input type="checkbox"/> ★ Post	<input type="checkbox"/> ★ Date of appointment								
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<input type="checkbox"/> ★ Post	<input type="checkbox"/> ★ Date of appointment												
2.	<p><u>Valid Business Registration Certificate</u></p> <p><input type="checkbox"/> Business Registration showing accurate business address of the company</p>												
3.	<p><u>Auditor's report</u></p> <p><input type="checkbox"/> i. Up-to-date auditor's report (written explanation and★ original of bank reference letter are required if failing to submit)</p> <p><input type="checkbox"/> ii. For a negative balance, other documents are required★ e.g. original of bank reference letter, balance sheet, profit & loss account and financial guarantee given by the mother company) to prove a sound financial status</p> <p><input type="checkbox"/> ★ Bank reference letter should include the commencing date of account, account status and latest balance</p>												
4.	<p><u>Up-to-date list of employees ★ including following information and preferably with a "Personal Data" sign)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ Serial no.</td> <td style="width: 50%;"><input type="checkbox"/> ★ Name</td> </tr> <tr> <td><input type="checkbox"/> ★ HKID no.</td> <td><input type="checkbox"/> ★ Date of birth</td> </tr> <tr> <td><input type="checkbox"/> ★ Date joined company</td> <td><input type="checkbox"/> ★ Post</td> </tr> <tr> <td><input type="checkbox"/> ★ SPP no.</td> <td><input type="checkbox"/> ★ SPP expiry date (Types A & B should be specified separately)</td> </tr> <tr> <td><input type="checkbox"/> ★ Completion date of valid security training course (QAS/ QAIHT)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Total no. of SPP holders (Types A & B should be specified separately)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ Serial no.	<input type="checkbox"/> ★ Name	<input type="checkbox"/> ★ HKID no.	<input type="checkbox"/> ★ Date of birth	<input type="checkbox"/> ★ Date joined company	<input type="checkbox"/> ★ Post	<input type="checkbox"/> ★ SPP no.	<input type="checkbox"/> ★ SPP expiry date (Types A & B should be specified separately)	<input type="checkbox"/> ★ Completion date of valid security training course (QAS/ QAIHT)		<input type="checkbox"/> ★ Total no. of SPP holders (Types A & B should be specified separately)	
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5.	<p><u>Up-to-date list of sites (including following information)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ Serial no.</td> <td style="width: 50%;"><input type="checkbox"/> ★ Name of property</td> </tr> <tr> <td><input type="checkbox"/> ★ Address</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Category of property (commercial, industrial, commercial & residential, residential, single block residential)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Total No. of property (commercial, industrial, commercial & residential, residential, single block residential should be specified separately)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ Serial no.	<input type="checkbox"/> ★ Name of property	<input type="checkbox"/> ★ Address		<input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company		<input type="checkbox"/> ★ Category of property (commercial, industrial, commercial & residential, residential, single block residential)		<input type="checkbox"/> ★ No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)		<input type="checkbox"/> ★ Total No. of property (commercial, industrial, commercial & residential, residential, single block residential should be specified separately)	
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6.	<p><u>Copy of valid employees' compensation insurance policy</u></p> <p><u>(★ including following information, written explanation is required if failing to submit)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ The licensee's company must be the insured</td> <td style="width: 50%;"><input type="checkbox"/> ★ Employees' compensation insurance for all employees</td> </tr> <tr> <td><input type="checkbox"/> ★ Insurance should cover all sites under management</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ The licensee's company must be the insured	<input type="checkbox"/> ★ Employees' compensation insurance for all employees	<input type="checkbox"/> ★ Insurance should cover all sites under management		<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)							
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<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)													
7.	<p><u>Copy of valid public liability insurance policy</u></p> <p><u>(★ including following information, written explanation is required if failing to submit)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> ★ The licensee's company must be the insured</td> <td style="width: 50%;"></td> </tr> <tr> <td><input type="checkbox"/> ★ Insurance should cover all sites where services are provided</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ The compensation should be at least HK\$10,000,000 per incident</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)</td> <td></td> </tr> </table>	<input type="checkbox"/> ★ The licensee's company must be the insured		<input type="checkbox"/> ★ Insurance should cover all sites where services are provided		<input type="checkbox"/> ★ The compensation should be at least HK\$10,000,000 per incident		<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)					
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8.	<p><u>Assignment instructions and contingency plans (can be submitted on disc)</u></p> <p><input type="checkbox"/> i. Submission of up-to-date copies of assignment instructions and contingency plans</p> <p><input type="checkbox"/> ii. The company must maintain a full set of assignment instructions and contingency plans at all guard posts</p>												

Security Company Licence (Type I Work) List and Guideline of Documents Required **【Annual Inspection】**

9. **Three personnel files of security staff recently employed**
(★including following information and preferably with a "Personal Data" sign)
- i. Job application form
 - ii. Official employment contract
 - iii. Statement in relation to Personal Data (Privacy) Ordinance
 - iv. Copy of security personnel permit
 - v. Health report (aged over 65)
 - vi. Notice of Commencement of employment of security personnel
 - vii. Training Certificate (please refer to Item 10 for details)
 - viii. Company vetting records **★ including following information)**
 - ★ Confirmation of employment history: the company must check whether the employment history provided by job applicant is true and correct (all employment records for the past 3 years)**
 - ★ Conducting reference or character checks – requiring each applicant to provide two non-relative referees with full names, addresses, relationship and telephone numbers, so that the company may enquire about the applicant's past performance, integrity and suitability of doing security work**
 - ★ Verification of address (any notes or leases issued by public entities)**
 - ★ Date, method of vetting and name / post of vetting person**

10. **Valid training certificates (for newly recruited security staff since previous annual inspection)**
- i. Security personnel should successfully complete the training course approved by the SGSIA before deployment. The certificate issued upon completion of training is valid for a period of 3 years, or
 - ii. Security personnel should successfully complete before deployment. The QAIHT is an internal training provided by the company itself (Only applicable to companies which have been granted QAIHT)
(★ the company should provide following documents)
 - ★ List of trainers (all trainers must be approved by the Commissioner of Police)**
 - ★ List of authorised persons (4 persons at most and must notify the Commissioner of Police)**
 - ★ Training manual**
 - ★ Course time table**
 - ★ Test questions and answers**
 - ★ Attendance record**
 - ★ "Notice of employment and training" (Pages 1 and 2 of QAIHT form 1)**

11. **Details and records of teleprotection (since previous annual inspection)**
- All teleprotection must be conducted and recorded according to the instructions issued by the SGSIA

12. **Records of supervisory patrol (since previous annual inspection)**
- The company must supervise all patrols on a shift basis through a minimum of one visit per week by the supervisor from an off-site location if teleprotection system is available, and one visit on each shift daily if otherwise
 - The time, date and name and post of the patrol officer shall be clearly stated on all records of supervisory patrol

13. **Instructions on the procedure of disposal of confidential documents**
- According to the guidelines of the SGSIA : **【 Confidential documents no longer required must be shredded before being discarded】**

14. **Commencement/ termination of employment of security personnel (since previous annual inspection)**
- Evidence already submitted to the Police Licensing Office to prove any commencement / termination of employment of security personnel

For details, please refer to the **【 Security and Guarding Services Ordinance, Cap.460】** and **【Matters to which the Security and Guarding Services Industry Authority Shall Have Regard When Determining an Application for a Security Company Licence】**

Useful Web Sites

Security and Guarding Services Industry Authority : <http://www.sb.gov.hk/eng/links/sgsia/index.htm>
Office of the Privacy Commissioner for Personal Data, Hong Kong : <http://www.pcpd.org.hk/eng/index.html>
InfoSec : <http://www.infosec.gov.hk/english/main.htm>

保安公司牌照(第一類工作)所提交清單及預備文件指引【新申請】

1.	<u>核數師報告或銀行推薦信正本</u>	
	<input type="checkbox"/> i. 最新年度之核數師報告或 <input type="checkbox"/> ii. 銀行推薦信須包括公司開戶日期，帳戶運作狀況及最新結餘	
2.	<u>處所平面圖並附簡單註釋 (★ 需顯示下列資料)</u>	
	<input type="checkbox"/> ★ 處所間格及面積描述 <input type="checkbox"/> ★ 雙語之走火通道 / 路線 (及至走火後樓梯位置)	<input type="checkbox"/> ★ 滅火設施位置 <input type="checkbox"/> ★ 訓練室 / 控制室及需提交獨立走火路線圖 (如適用)
3.	<u>處所彩色照片並附簡單註釋 (★ 需顯示下列資料)</u>	
	<input type="checkbox"/> ★ 大廈大堂的指示牌 <input type="checkbox"/> ★ 公司內部 <input type="checkbox"/> ★ 碎紙機 <input type="checkbox"/> ★ 訓練室 (如適用)	<input type="checkbox"/> ★ 公司正門 <input type="checkbox"/> ★ 金屬有鎖文件櫃 <input type="checkbox"/> ★ 滅火設施 <input type="checkbox"/> ★ 控制室 (如適用)
4.	<u>處所契據或租賃證明副本</u>	
	<input type="checkbox"/> ★ 提交契據或租賃證明	<input type="checkbox"/> ★ 處所使用授權信 (如適用)
5.	<u>職員名單樣本 (★ 需顯示下列資料及建議加上『個人資料』標誌)</u>	
	<input type="checkbox"/> ★ 編號 <input type="checkbox"/> ★ 身份證號碼 <input type="checkbox"/> ★ 入職日期 <input type="checkbox"/> ★ 保安人員許可證號碼 <input type="checkbox"/> ★ 有效保安課程訓練之完成日期 (QAS / QAIHT)	<input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 出生日期 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 許可證屆滿日期 (甲 / 乙類需分別註明) <input type="checkbox"/> ★ 保安人員總人數 (甲 / 乙類需分別註明)
6.	<u>管理地方名單樣本 (★ 需顯示下列資料)</u>	
	<input type="checkbox"/> ★ 編號 <input type="checkbox"/> ★ 地址 <input type="checkbox"/> ★ 物業類別 (商業 / 工業 / 商住 / 住宅 / 單幢式住宅) <input type="checkbox"/> ★ 提供保安服務更份及時間 (如只提供物業管理地方需註明) <input type="checkbox"/> ★ 管理物業總數 (商業 / 工業 / 商住 / 住宅 / 單幢式住宅需分別註明)	<input type="checkbox"/> ★ 物業名稱 <input type="checkbox"/> ★ 持牌公司聯絡人姓名、電話及職位
7.	<u>僱員補償保險保單副本 (★ 需顯示下列資料，如未能早交，須書面解釋)</u>	
	<input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 保險受保地點必須包括所有提供服務的地方	<input type="checkbox"/> ★ 必須替所有僱員購買僱員補償保險 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
8.	<u>公眾責任保險保單副本 (★ 需顯示下列資料，如未能早交，須書面解釋)</u>	
	<input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 保險受保地點必須包括所有提供服務的地方	<input type="checkbox"/> ★ 保額必須為每宗事故最少 1,000 萬港元 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
9.	<u>工作指示樣本 (★ 需顯示下列資料)</u>	
	<input type="checkbox"/> ★ 僱主姓名 <input type="checkbox"/> ★ 使用電話程序 (例如電話報更) <input type="checkbox"/> ★ 防火措施 <input type="checkbox"/> ★ 護 管制系統 (巡邏管理系統) <input type="checkbox"/> ★ 通道管制程序 <input type="checkbox"/> ★ 電話報更系統	<input type="checkbox"/> ★ 當值範圍地址 <input type="checkbox"/> ★ 緊急情況下應採取的行動 <input type="checkbox"/> ★ 防止罪案 <input type="checkbox"/> ★ 護 員巡邏程序 <input type="checkbox"/> ★ 保安系統操作程序 <input type="checkbox"/> ★ 其他特別指示 (如適用)

保安公司牌照(第一類工作)所提交清單及預備文件指引【新申請】

10.	人事檔案樣本 (★ 需顯示下列資料及建議加上『個人資料』標誌)		
<input type="checkbox"/>	i. 入職申請表	<input type="checkbox"/>	ii. 正式僱用合約
<input type="checkbox"/>	iii. 個人資料(私隱)條例聲明	<input type="checkbox"/>	iv. 保安人員許可證副本
<input type="checkbox"/>	v. 體格檢驗報告(65歲以上)	<input type="checkbox"/>	vi. 『僱用』保安人員通知書
<input type="checkbox"/>	vii. 訓練證明 (詳情請參閱第 15 項)	<input type="checkbox"/>	viii. 公司審查記錄 (★ 需包括下列資料)
<input type="checkbox"/>	★ 核實受僱記錄：公司必須審查求職者提供的受僱記錄是否真確 (三年內所有受僱記錄)		
<input type="checkbox"/>	★ 向諮詢人查詢：須包括 2名非親屬的諮詢人，完整姓名，地址，關係，電話號碼，公司須向諮詢人查詢申請人過去表現、品格，以及是否適宜擔任保安工作		
<input type="checkbox"/>	★ 查核住址 (公用事業機構發出的單據或租約)		
<input type="checkbox"/>	★ 查詢人的姓名，職位，查詢日期及方法		
11.	<input type="checkbox"/> 應變計劃樣本 (需為火警及其他災禍制定應變計劃)		
12.	<input type="checkbox"/> 保安員正面、側面、背面制服的彩色照片並附註顏色 / 款式簡介 (包括所有季節和職級的制服。) 職員証樣本、亦請提交以供審查。		
13.	所有有關記錄，例如日誌、督導記錄、電話報更記錄及訪客記錄簿冊之樣本		
<input type="checkbox"/>	i. 所有電話報更必須依照保安及護業管理委員會指引執行及記錄		
<input type="checkbox"/>	ii. 督導記錄 (如有電話報更制度)，場外地點的主管應最少每星期每更巡視一次，否則應為每日每更一次 / 所有督導巡視記錄需清晰顯示巡查時間、日期、巡查人員姓名及職位		
14.	處置機密文件程序指引樣本		
<input type="checkbox"/>	根據保安及護業管理委員會指引【無須再用的機密文件須先切碎，方可丟棄】		
15.	訓練記錄樣本		
<input type="checkbox"/>	i. 保安人員在執行保安職務前修畢保安及護業管理委員會認可訓練課程 (合乎質素保證系統標準)，證書由成功修畢該課程日期起計，有效期為三年，或		
<input type="checkbox"/>	ii. 保安人員在執行保安行動職務前，修畢由公司提供之內部培訓訓練課程QAIHT及並須顯示下列記錄 (只適用於已批准提供內部培訓質素控制計劃 QAIHT 之公司)		
<input type="checkbox"/>	★ 訓練手冊	<input type="checkbox"/>	★ 課程時間表
<input type="checkbox"/>	★ 試題及答案	<input type="checkbox"/>	★ 出席記錄
<input type="checkbox"/>	★ “僱用及安排受訓通知書”(QAIHT表格1 第1至2頁)		
16.	訓練人員的履歷 (只適用於已批准提供內部培訓質素控制計劃 QAIHT 之公司)		
<input type="checkbox"/>	★ 訓練人員之名單 (所有訓練人員必須經由警務處處長批准)		
17.	<input type="checkbox"/> 獲授權人員之名單(最多為四人) (只適用於已批准提供內部培訓質素控制計劃 QAIHT 之公司)		

詳情請參閱【香港法例第460章保安及護衛服務條例】及
【保安公司牌照申請時所須考慮的事項指引】

有用網頁

保安及護業管理委員會網址：<http://www.sb.gov.hk/chi/links/sgsia/index.htm>

私隱專員公署網址：<http://www.pcpd.org.hk/cindex.html>

資訊安全網站：http://www.infosec.gov.hk/tc_chi/main.html

Security Company Licence (Type I Work) List and Guideline of Documents Required [New Application]

1.	<u>Auditor's report or original of Bank reference letter</u>	
	<input type="checkbox"/> i. Up-to-date auditor's report or	
	<input type="checkbox"/> ii. Bank reference letter (including the commencing date of account, account status and latest balance)	
2.	<u>Floor plan of premises with brief notes ★ including following information)</u>	
	<input type="checkbox"/> ★ Premises layout and size description	<input type="checkbox"/> ★ Location of fire safety facilities
	<input type="checkbox"/> ★ Fire escape exits / routes with bilingual notes (displaying rear stairs)	
	<input type="checkbox"/> ★ Fire escape routes with bilingual notes for Training Room / Control Room should be submitted separately (if applicable)	
3.	<u>Colour photos of premises with brief notes ★ including following information)</u>	
	<input type="checkbox"/> ★ Directory at lobby	<input type="checkbox"/> ★ Main entrance of company
	<input type="checkbox"/> ★ Interior of company	<input type="checkbox"/> ★ Metal cabinet with locks
	<input type="checkbox"/> ★ Shredding machine	<input type="checkbox"/> ★ Fire safety facilities
	<input type="checkbox"/> ★ Training Room (if applicable)	<input type="checkbox"/> ★ Control Room (if applicable)
4.	<u>Copy of Deed of premises or evidence of tenancy</u>	
	<input type="checkbox"/> ★ Submission of deed or evidence of tenancy	<input type="checkbox"/> ★ Letter of authorisation (if applicable)
5.	<u>Sample list of employees ★ including following information and preferably with a "Personal Data" sign)</u>	
	<input type="checkbox"/> ★ Serial no.	<input type="checkbox"/> ★ Name
	<input type="checkbox"/> ★ HKID no.	<input type="checkbox"/> ★ Date of birth
	<input type="checkbox"/> ★ Date joined company	<input type="checkbox"/> ★ Post
	<input type="checkbox"/> ★ SPP no.	<input type="checkbox"/> ★ SPP expiry date (Types A & B should be specified separately)
	<input type="checkbox"/> ★ Completion date of valid security training course (QAS/ QAIHT)	
	<input type="checkbox"/> ★ Total no. of SPP holders (Types A & B should be specified separately)	
6.	<u>Sample list of sites (★ including following information)</u>	
	<input type="checkbox"/> ★ Serial no.	<input type="checkbox"/> ★ Name of property
	<input type="checkbox"/> ★ Address	
	<input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company	
	<input type="checkbox"/> ★ Category of property (commercial, industrial, commercial & residential, residential, single block residential)	
	<input type="checkbox"/> ★ No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)	
	<input type="checkbox"/> ★ Total No. of property (commercial, industrial, commercial & residential, residential, single block residential should be specified separately)	
7.	<u>Copy of valid employees' compensation insurance policy</u>	
	<u>(★ including following information, written explanation is required if failing to submit)</u>	
	<input type="checkbox"/> ★ The licensee's company must be the insured	<input type="checkbox"/> ★ Employees' compensation insurance for all employees
	<input type="checkbox"/> ★ Insurance should cover all sites where services are provided	
	<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)	
8.	<u>Copy of valid public liability insurance policy</u>	
	<u>(★ including following information, written explanation is required if failing to submit)</u>	
	<input type="checkbox"/> ★ The licensee's company must be the insured	
	<input type="checkbox"/> ★ Insurance should cover all sites where services are provided	
	<input type="checkbox"/> ★ The compensation should be at least HK\$10,000,000 per incident	
	<input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)	
9.	<u>Sample of Assignment instructions (★ including following information)</u>	
	<input type="checkbox"/> ★ Name of the Employer	<input type="checkbox"/> ★ Address of the Duty Area
	<input type="checkbox"/> ★ Telephone Procedures (such as those for teleprotection)	<input type="checkbox"/> ★ Actions taken in emergency
	<input type="checkbox"/> ★ Fire Precautions	<input type="checkbox"/> ★ Crime Prevention
	<input type="checkbox"/> ★ Guard Control Systems (Patrol Management System)	<input type="checkbox"/> ★ Guard Patrol Procedures
	<input type="checkbox"/> ★ Access Control Procedures	<input type="checkbox"/> ★ Security System Operation Procedures
	<input type="checkbox"/> ★ Teleprotection system	<input type="checkbox"/> ★ Other Special Instructions (if applicable)

Security Company Licence (Type I Work) List and Guideline of Documents Required [New Application]

10.	<u>Sample of personnel files</u> ★ including following information and preferably with a "Personal Data" sign		
<input type="checkbox"/>	i. Job application form	<input type="checkbox"/>	ii. Official employment contract
<input type="checkbox"/>	iii. Statement in relation to Personal Data (Privacy) Ordinance	<input type="checkbox"/>	iv. Copy of security personnel permit
<input type="checkbox"/>	v. Health report (aged over 65)	<input type="checkbox"/>	vi. Notice of Commencement of employment of security personnel
<input type="checkbox"/>	vii. Training Certificate (please refer to Item 15 for details)	<input type="checkbox"/>	viii. Company vetting records (★ including following information)
<input type="checkbox"/>	★ Confirmation of employment history: the company must check whether the employment history provided by job applicant is true and correct (all employment records for the past 3 years)		
<input type="checkbox"/>	★ Conducting reference or character checks – requiring each applicant to provide two non-relative referees with full names, addresses, relationship and telephone numbers, so that the company may enquire about the applicant's past performance, integrity and suitability of doing security work		
<input type="checkbox"/>	★ Verification of address (any notes or leases issued by public entities)		
<input type="checkbox"/>	★ Date, method of vetting and name / post of vetting person		
11.	<input type="checkbox"/> Sample of Contingency plans (required for any fire and other hazards)		
12.	<input type="checkbox"/> Colour photos showing the front / side / back view of uniformed security personnel, with brief notes of colour and style (including uniforms for various seasons and ranks) ; and samples of staff ID card.		
13.	<u>Samples of all relevant records, such as OB, supervisory records, teleprotection records and visitor registers</u>		
<input type="checkbox"/>	i. All teleprotection must be conducted and recorded according to the instructions issued by the SGSIA		
<input type="checkbox"/>	ii. Supervisory records: The company must supervise all patrols on a shift basis through a minimum of one visit per week by the supervisor from an off-site location if teleprotection system is available, and one visit on each shift daily if otherwise The time, date and name and post of the patrol officer shall be clearly stated on all records of supervisory patrol		
14.	<u>Sample of Instructions on the procedures of disposal of confidential documents</u>		
<input type="checkbox"/>	According to the guidelines of the SGSIA : 【 Confidential documents no longer required must be shredded before being discarded		
15.	<u>Sample of training Records</u>		
<input type="checkbox"/>	i. Security personnel should successfully complete the training course approved by the SGSIA before deployment. The certificate issued upon completion of training is valid for a period of 3 years, or		
<input type="checkbox"/>	ii. Security personnel should successfully complete before deployment. The QAIHT is an internal training provided by the company itself (Only applicable to companies which have been granted QAIHT)		
<input type="checkbox"/>	★ Training manual	<input type="checkbox"/>	★ Course time table
<input type="checkbox"/>	★ Test questions and answers	<input type="checkbox"/>	★ Attendance record
<input type="checkbox"/>	★ "Notice of employment and training" (Pages 1 and 2 of QAIHT form 1)		
16.	<u>Qualifications of trainers (only applicable to companies which are approved to provide QAIHT)</u>		
<input type="checkbox"/>	★ List of trainers (all trainers must be approved by the Commissioner of Police)		
17.	<input type="checkbox"/> List of authorised persons (4 persons at most) (only applicable to companies which are approved to provide QAIHT)		

For details, please refer to the **【 Security and Guarding Services Ordinance, Cap.460** and
【 Matters to which the Security and Guarding Services Industry Authority
Shall Have Regard When Determining an Application for a Security Company Licence

Useful Web Sites

Security and Guarding Services Industry Authority : <http://www.sb.gov.hk/eng/links/sgsia/index.htm>

Office of the Privacy Commissioner for Personal Data, Hong Kong : <http://www.pcpd.org.hk/eng/index.html>

InfoSec : <http://www.infosec.gov.hk/english/main.htm>

保安公司牌照(第一類工作)所提交清單及預備文件指引【牌照續期】

Security Company Licence (Type I Work) List and Guideline of Documents Required【Renewal of Licence】

1. 最新的董事 / 高級管理階層的清單 Up-to-date list of directors / senior management

- 所有現在的股權控制人及董事 (★ 需顯示下列資料及建議加上『個人資料』標誌)
All existing shareholders and directors (★ including following information and preferably with a "Personal Data" sign)
- 高級管理階層 (★ 需包括下列資料及建議加上『個人資料』標誌，但祇需提供與保安業務有關之人士)
Senior management (★ including following information and preferably with a "Personal Data" sign but only applicable to personnel involved in security work)
- | | |
|------------------------------------|--|
| <input type="checkbox"/> ★ 姓名 Name | <input type="checkbox"/> ★ 公司登記證號碼 / 身份證號碼 Business Registration/ HKID no. |
| <input type="checkbox"/> ★ 職位 Post | <input type="checkbox"/> ★ 委任日期 Date of appointment |

2. 有效之商業登記證副本 Copy of valid Business Registration Certificate

- 有效之商業登記證副本 Copy of valid business registration certificate

3. 有效之僱員補償保險保單副本 Copy of valid employees' compensation insurance policy

- ★ 持牌公司必須為受保者 The licensee's company must be the insured
- ★ 必須替所有僱員購買僱員補償保險 Employees' compensation insurance for all employees
- ★ 保險受保地點必須包括所有提供服務的地方 Insurance should cover all sites under management
- ★ 業務性質必須按業務範圍購買 Nature of business (the company is appropriately insured for the extent of its business subject)

4. 有效之公眾責任保險保單副本 Copy of valid public liability insurance policy

- ★ 持牌公司必須為受保者 The licensee's company must be the insured
- ★ 保額必須為每宗事故最少 1,000 萬港元 The compensation should be at least HK\$10,000,000 per incident
- ★ 保險受保地點必須包括所有提供服務的地方 Insurance should cover all sites under management
- ★ 業務性質必須按業務範圍購買 Nature of business (the company is appropriately insured for the extent of its business subject)

5. 最新的職員名單 (★ 需顯示下列資料及建議加上『個人資料』標誌)

Up-to-date list of employees (★ including following information and preferably with a "Personal Data" sign)

- | | |
|---|---|
| <input type="checkbox"/> ★ 序號 Serial no. | <input type="checkbox"/> ★ 姓名 Name |
| <input type="checkbox"/> ★ 身份證號碼 HKID no. | <input type="checkbox"/> ★ 出生日期 Date of birth |
| <input type="checkbox"/> ★ 入職日期 Date joined company | <input type="checkbox"/> ★ 職位 Post |
- ★ 保安人員許可證號碼 SPP no.
- ★ 許可證屆滿日期 (甲 / 乙類需分別註明) SPP expiry date (Types A & B should be specified separately)
- ★ 有效保安課程訓練之完成日期 (QAS / QAIHT) Completion date of valid security training course (QAS/ QAIHT)
- ★ 保安人員總人數 (甲 / 乙類需分別註明) Total no. of SPP holder (Types A & B should be specified separately)

6. 最新的管理地方名單 (★ 需顯示下列資料) Up-to-date list of sites (including following information)

- | | |
|--|--|
| <input type="checkbox"/> ★ 序號 Serial no. | <input type="checkbox"/> ★ 物業名稱 Name of property |
|--|--|
- ★ 地址 Address
- ★ 持牌公司聯絡人姓名、電話及職位 Name, phone no. and post of contact person of the Licensee's company
- ★ 物業類別 (商業 / 工業 / 商住 / 住宅 / 單幢式住宅)
Category of property (commercial, industrial, commercial & residential, residential, single block residential)
- ★ 提供保安服務更份及時間 (如只提供物業管理地方需註明)
No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)

保安公司牌照(第一類工作)所提交清單及預備文件指引【新搬遷】

Security Company Licence (Type I Work) List and Guideline of Documents Required (Relocation)

1. **有效之商業登記證副本 Copy of valid Business Registration Certificate**

已更改公司地址之商業登記證副本 Copy of Business Registration with amended company address

2. **有效之僱員補償保險保單副本 Copy of valid employees' compensation insurance policy**

已更改公司地址之僱員補償保險保單副本 Copy of employees' compensation insurance policy with amended company address

3. **有效之公眾責任保險保單副本 Copy of valid public liability insurance policy**

已更改公司地址之公眾責任保險保單副本 Copy of public liability insurance policy with amended company address

4. **處所平面圖並附簡單註釋 (★ 需顯示下列資料)**

Floor plan of premises with brief notes (★ including following information)

★ 處所間格及面積描述 Premises layout and size description

★ 滅火設施位置 Location of fire safety facilities

★ 雙語之走火通道 / 路線 (及至走火後樓梯位置) Fire escape exits / routes with bilingual notes (displaying rear stairs)

★ 訓練室 / 控制室之位置及需提交獨立走火路線圖 (如適用)

Location of Training Room / Control Room and the fire escape routes should be submitted separately (if applicable)

5. **處所彩色照片並附簡單註釋 (★ 需顯示下列資料)**

Colour photos of premises with brief notes (★ including following information)

★ 大廈大堂的指示牌 Directory at lobby

★ 公司正門 Main entrance of company

★ 公司內部 Interior of company

★ 金屬有鎖文件櫃 Metal cabinet with locks

★ 碎紙機 Shredding machine

★ 滅火設施 Fire safety facilities

★ 訓練室 / 控制室 (如適用) Location of Training Room / Control Room (if applicable)

6. **處所契據或租賃證明副本 Copy of Deed of premises or evidence of tenancy**

★ 提交契據或租賃證明 Submission of deed or evidence of tenancy

★ 處所使用授權信 (如適用) Letter of authorisation (if applicable)