

保安公司牌照(第二類工作)所提交清單及預備文件指引【新申請】

1.	最新管理人員的架構圖和董事 / 高級管理階層的清單 <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"/> ★ 公司登記證號碼 / 身份證號碼 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 委任日期
2.	有效的商業登記證 <input type="checkbox"/> 載有公司營運地址之商業登記證
3.	核數師報告 <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.	職員名單樣本 (★ 需顯示下列資料及建議加上『個人資料』標誌) <input type="checkbox"/> i. 培訓人員名單 <input type="checkbox"/> ii. 保險庫職員名單 <input type="checkbox"/> iii. 槍械庫職員名單 <input type="checkbox"/> iv. 護 押運車隊職員名單 <input type="checkbox"/> v. 認可代理人名單 <input type="checkbox"/> vi. 保安人員名單 (丙類) <input type="checkbox"/> vii. 其他職員名單 <input type="checkbox"/> viii. 香港法例第238章火器及彈藥條例 <input type="checkbox"/> ★ 序號 <input type="checkbox"/> 管有權牌照 (保安護 員) (Pol.661(s)(Rev.2005)) <input type="checkbox"/> ★ 身份證號碼 <input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 入職日期 <input type="checkbox"/> ★ 出生日期 <input type="checkbox"/> ★ 保安人員許可證號碼 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 許可證屆滿日期 (丙類) <input type="checkbox"/> ★ 有效保安課程訓練之完成日期 (QAS / QAIHT) <input type="checkbox"/> ★ 第二類保安工作基本訓練課程之完成日期 <input type="checkbox"/> ★ 保安人員總人數 (丙類)
5.	護 押運車輛名單樣本 (★ 包括下列資料) <input type="checkbox"/> i. 護 押運車輛名單 <input type="checkbox"/> ii. 護 押運車輛行車證副本 <input type="checkbox"/> iii. 車輛第三保單副本 <input type="checkbox"/> iv. 合格車輛檢驗報告及修理通知令
6.	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) <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"/> ★ 保險受保地點必須為香港任何地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
7.	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) <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"/> ★ 保險受保地點必須為香港任何地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
8.	有效之現金忠誠保險證明副本 (★ 需顯示下列資料，如未能呈交，須書面解釋) <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買 <input type="checkbox"/> ★ 保險受保地點必須為香港任何地方

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9. 保安人員的人事檔案樣本 (★ 需顯示下列資料及建議加上『個人資料』標誌)

- i. 入職申請表
- ii. 正式僱用合約
- iii. 個人資料(私隱)條例聲明
- iv. 保安人員許可證副本
- v. 『僱用』保安人員通知書
- vi. 訓練證明 (詳情請參閱第 10 項)
- vii. 第二類工作的基本訓練課程記錄 (詳情請參閱第 11項)
- viii. 公司審查記錄 (★ 需包括下列資料)
- ★ 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)
- ★ 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
- ★ 查核住址 (公用事業機構發出的單據或租約)
- ★ 查詢人的姓名，職位，查詢日期及方法

10. 訓練證書樣本 (QAIHT / QASRS)

- i. 保安人員在執行保安職務前修畢保安工作之基本訓練課程記錄
- ii. 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
- iii. 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)
- ★ 訓練人員之名單 (所有訓練人員必須經由警務處處長批准)
- ★ 獲授權人員之名單 (最多為四人及已通知警務處處長)
- ★ 訓練手冊
- ★ 課程時間表
- ★ 試題及答案
- ★ 出席記錄
- ★ “僱用及安排受訓通知書” (QAIHT表格1 第1至2頁)

11. 與第二類工作有關的三個完整工作天的基本訓練資料

- (a) 公司訓練導師之授權人員名單例如：公司董事 (最多為四人及已通知警務處處長)
- (b) 訓練導師之履歷及以往有關工作經驗的證明文件

- i. 保安人員在執行第二類行動職務前之三個完整工作天之基本訓練課程記錄樣本
- ★ 訓練手冊 (包括普通隊員及車隊指揮或以上職級訓練手冊)
- ★ 課程時間表
- ★ 試題及答案
- ★ 出席記錄之樣本
- ★ 安排受訓通知書

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12.	檢查槍械庫有關的資料 請準備以下簿冊樣本以供即場查核：- <input type="checkbox"/> ★ 槍械彈藥牌照 (Licence for Possession) (Pol. 662(s))的副本 <input type="checkbox"/> ★ 槍械及彈藥交收和存量記錄冊 (上月度)的副本 <input type="checkbox"/> ★ 練習用的模擬彈的存量記錄 (包括練習用的模擬彈) 槍械庫樣本記錄下列事宜：- <input type="checkbox"/> ★ 槍械維修記錄流水簿 <input type="checkbox"/> ★ 其他裝備貯存冊 <input type="checkbox"/> ★ 槍械庫的當值及非槍械庫當值人員進出記錄
13.	工作指示及應變計劃 (可提交光碟) <input type="checkbox"/> 提交最新的工作指示及應變計劃副本各一份
14.	處置機密文件程序的指引 <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.	控制室 <input type="checkbox"/> 請參閱"須考慮事項(f)段"之規定
16.	保險庫 <input type="checkbox"/> 請參閱"須考慮事項(g)段"之規定
17.	槍械庫 <input type="checkbox"/> 請參閱"須考慮事項(h)段"之規定
18.	職業安全及健康 <input type="checkbox"/> ★ 入彈／退彈場所，設施和措施 (圖片和文件影印本) <input type="checkbox"/> ★ 個人保護裝備 (例如防彈背心和頭盔) 的詳情 <input type="checkbox"/> ★ 執行二類工作性質有關之職安健訓令(例如人力提舉等)

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>

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

1. Up-to-date flow chart of management team and detailed list of directors / senior management
- i. Up-to-date chart of the company
 - ii. Proof of personnel changes already reported to the SGSIA (if any)
 - iii. All existing shareholders and directors ★ including following information and preferably with a "Personal Data" sign)
 - iv. Senior management ★ including following information and preferably with a "Personal Data" sign, only applicable to personnel involved in security work)
 - ★ Name ★ Business Registration / HKID no.
 - ★ Post ★ Date of appointment
2. Valid Business Registration Certificate
- Business Registration showing accurate business address of the company
3. Auditor's report
- i. Up-to-date auditor's report (written explanation and original of bank reference letter are required if failing to submit)
 - 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
 - ★ Bank reference letter should include the commencing date of account, account status and latest balance
4. Sample list of employees ★ including following information and preferably with a "Personal Data" sign)
- i. List of trainers ii. List of vault staff
 - iii. List of armoury staff iv. List of cash escort staff
 - v. List of authorised persons vi. List of security personnel (Type C)
 - vii. List of other staff viii Firearms and Ammunition Ordinance, Cap 238
 - ★ Staff no. Licence for Possession (Security Guard) (Pol.661(s)(Rev. 2005))
 - ★ HKID no. ★ Name
 - ★ Date joined company ★ Date of birth
 - ★ SPP no. ★ Post
 - ★ SPP expiry date (Type C) ★ Completion date of valid security training course (QAS/ QAIHT)
 - ★ Completion date of basic training for Type II security work ★ Total no. of SPP holders (Type C)
5. Sample list of cash escort vehicles ★ including following information)
- i. List of cash escort vehicles ii. Copy of permits of cash escort vehicles
 - iii. Copy of third party risk insurance policy iv. Vehicle examination report (passed) and repair notice
6. Copy of valid employees' compensation insurance policy
(★ including following information, written explanation is required if failing to submit)
- ★ The licensee's company must be the insured ★ Employees' compensation insurance for all employees
 - ★ Insurance should cover any places in Hong Kong
 - ★ Nature of business (the company must be appropriately insured for the extent of its business subject)
7. Copy of valid public liability insurance policy
(★ including following information, written explanation is required if failing to submit)
- ★ The licensee's company must be the insured
 - ★ The compensation should be at least HK\$10,000,000 per incident
 - ★ Insurance should cover any places in Hong Kong
 - ★ Nature of business (the company must be appropriately insured for the extent of its business subject)

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

8. Copy of a valid cash fidelity insurance policy ★ including following information, written explanation is required if failing to submit)

- ★ The licensee's company must be the insured ★ Insurance should cover any places in Hong Kong
 ★ Nature of business (the company must be appropriately insured for the extent of its business subject)

9. Sample of 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. Notice of Commencement of employment of security personnel
 vi. Training Certificate (please refer to Item 10 for details)
 vii. Initial Basic Training Course records on Type II security work (please refer to Item 11 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. Sample of training certificates (QAIHT / QASRS)

- i. Records of basic training course that security personnel should have successfully completed before deployment
 ii. Records of training course approved by the SGSIA and successfully completed by security personnel before deployment
The certificates issued upon completion of training are valid for a period of 3 years, or
 iii. Prior to deployment, security personnel should have successfully completed QAIHT, which is an internal training provided by the company itself, with the following records presented: (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. Basic training information on three full working days concerning Type II security work

- (a) List of authorised persons to hire trainers, such as company directors (4 persons at most and must notify the Commissioner of Police)
(b) Resume of trainers and other documents that can prove their relevant work experience
 i. Basic training records of security personnel for 3 full working days before performing Type II security work
 ★ Training manual, including training manual for both fleet members, fleet commanders and above ★ Course time table
 ★ Test questions and answers ★ Sample of attendance record
 ★ Notice of training

Security Company Licence (Type II Work) List and Guideline of Documents Required 【New Applicant】

12. Information on armoury checks

Please prepare the following documents for on-site inspection :

- ★ Copy of Licence for Possession (Pol. 662(s))
- ★ Copy of firearms and ammunition register (last month)
- ★ Maintenance record of firearms and ammunition (including dummy bullets)

All documents of armoury recording the following items :

- ★ Repair of firearms ★ Other inventory
- ★ Duty record at armoury/ record of non-armoury staff members making access to armoury

13. Assignment instructions and contingency plans (can be submitted on disc)

- Submission of up-to-date copies of assignment instructions and contingency plans

14. 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】

15. Control room

- Please refer to Section (f) of Matters

16. Vault

- Please refer to Section (g) of Matters

17. Armoury

- Please refer to Section (h) of Matters

18. Occupational safety and health

- ★ Location, facility and measures of loading/ unloading ammunition (with photos and photocopies of documents)
- ★ Details of personal protective gear such as bullet-proof vest and helmet
- ★ Instructions on occupational safety regarding Type II security work, such as manual lifting

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/engindex.html>

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