

保安公司牌照(第三類工作)所提交清單及預備文件指引【週年審查及新搬遷】

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"/> ★ 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.	<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"/> ★ 保安技術員許可證號碼 <input type="checkbox"/> ★ 丁類許可證屆滿日期 <input type="checkbox"/> ★ 保安技術員總人數
5.	<u>最新的客戶名單 (★ 需顯示下列資料)</u> <input type="checkbox"/> ★ 序號 <input type="checkbox"/> ★ 客戶名稱 <input type="checkbox"/> ★ 保安系統裝置 / 保養維修之地址 <input type="checkbox"/> ★ 持牌公司聯絡人姓名、電話及職位 <input type="checkbox"/> ★ 提供保安服務種類 (如設計、安裝、保養及修理) <input type="checkbox"/> ★ 保安系統裝置種類 (如閉路電視系統，警報系統) <input type="checkbox"/> ★ 客戶總數
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"/> ★ 保險受保地點必須為香港任何地方 <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"/> ★ 保險受保地點必須為香港任何地方 <input type="checkbox"/> ★ 業務性質必須按業務範圍購買
8.	<u>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)</u> <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. 『僱用』保安人員通知書 <input type="checkbox"/> vi. 認可技術資格證明 <input type="checkbox"/> vii. 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

保安公司牌照(第三類工作)所提交清單及預備文件指引【週年審查及新搬遷】

9.	<input type="checkbox"/> 最新的電子技術室器材清單(包括工具名稱, 廠名及數量)								
10.	<u>應變計劃(可提交光碟)</u> <input type="checkbox"/> 應變計劃樣本(需為火警、觸電或其他災禍制定應變計劃)								
11.	<u>有關保安裝置規格之標準</u> <input type="checkbox"/> 根據保安及護業管理委員會指引:【所有保安裝置均須按照有關英國標準、保險庫製造廠標準或同類標準設計、安裝、保養及修理】								
12.	<u>處置機密文件程序指引</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】								
13.	<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								
14.	<u>處所平面圖並附簡單註釋(★需顯示下列資料)</u> <table><tr><td><input type="checkbox"/> ★ 處所間格及面積描述</td><td><input type="checkbox"/> ★ 滅火設施位置</td></tr><tr><td><input type="checkbox"/> ★ 雙語之走火通道/路線(及至走火後樓梯位置)</td><td><input type="checkbox"/> ★ 電子技術室位置及需提交獨立走火路線圖</td></tr></table>	<input type="checkbox"/> ★ 處所間格及面積描述	<input type="checkbox"/> ★ 滅火設施位置	<input type="checkbox"/> ★ 雙語之走火通道/路線(及至走火後樓梯位置)	<input type="checkbox"/> ★ 電子技術室位置及需提交獨立走火路線圖				
<input type="checkbox"/> ★ 處所間格及面積描述	<input type="checkbox"/> ★ 滅火設施位置								
<input type="checkbox"/> ★ 雙語之走火通道/路線(及至走火後樓梯位置)	<input type="checkbox"/> ★ 電子技術室位置及需提交獨立走火路線圖								
15.	<u>處所彩色照片並附簡單註釋(★需顯示下列資料)</u> <table><tr><td><input type="checkbox"/> ★ 大廈大堂的指示牌</td><td><input type="checkbox"/> ★ 公司正門</td></tr><tr><td><input type="checkbox"/> ★ 公司內部</td><td><input type="checkbox"/> ★ 金屬有鎖文件櫃</td></tr><tr><td><input type="checkbox"/> ★ 碎紙機</td><td><input type="checkbox"/> ★ 滅火設施</td></tr><tr><td><input type="checkbox"/> ★ 電子技術室</td><td></td></tr></table>	<input type="checkbox"/> ★ 大廈大堂的指示牌	<input type="checkbox"/> ★ 公司正門	<input type="checkbox"/> ★ 公司內部	<input type="checkbox"/> ★ 金屬有鎖文件櫃	<input type="checkbox"/> ★ 碎紙機	<input type="checkbox"/> ★ 滅火設施	<input type="checkbox"/> ★ 電子技術室	
<input type="checkbox"/> ★ 大廈大堂的指示牌	<input type="checkbox"/> ★ 公司正門								
<input type="checkbox"/> ★ 公司內部	<input type="checkbox"/> ★ 金屬有鎖文件櫃								
<input type="checkbox"/> ★ 碎紙機	<input type="checkbox"/> ★ 滅火設施								
<input type="checkbox"/> ★ 電子技術室									
16.	<u>處所契據或租賃證明副本</u> <table><tr><td><input type="checkbox"/> ★ 提交契據或租賃證明</td><td><input type="checkbox"/> ★ 處所使用授權信(如適用)</td></tr></table>	<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)						
<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 III Work) List and Guideline of Documents Required [Annual Inspection & Relocation]

1.	<u>Up-to-date flow chart of management team and detailed list of directors / senior management</u> <input type="checkbox"/> i. Up-to-date chart of the company <input type="checkbox"/> ii. Proof of personnel changes already reported to the SGSIA (if any) <input type="checkbox"/> iii. All existing shareholders and directors★ including following information and preferably with a "Personal Data" sign) <input type="checkbox"/> iv. Senior management (★ including following information and preferably with a "Personal Data" sign, only applicable to personnel personnel involved in security work) <input type="checkbox"/> ★ Name <input type="checkbox"/> ★ Business Registration / HKID no. <input type="checkbox"/> ★ Post <input type="checkbox"/> ★ Date of appointment
2.	<u>Valid Business Registration Certificate</u> <input type="checkbox"/> Business Registration showing accurate business address of the company
3.	<u>Auditor's report</u> <input type="checkbox"/> i. Up-to-date auditor's report (written explanation and original★ bank reference letter are required if failing to submit) <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 <input type="checkbox"/> ★ Bank reference letter should include the commencing date of account, account status and latest balance
4.	<u>Up-to-date 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 technician no. <input type="checkbox"/> ★ SPP technician (Type D) expiry date <input type="checkbox"/> ★ Total no. of SPP technician (Types D)
5.	<u>Up-to-date list of clients (including following information)</u> <input type="checkbox"/> ★ Serial no. <input type="checkbox"/> ★ Name of client <input type="checkbox"/> ★ Address of security system devices/ repair and maintenance <input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company <input type="checkbox"/> ★ Security services provided (such as design, installation, repair and maintenance) <input type="checkbox"/> ★ Security devices provided (such as CCTV or alarm systems) <input type="checkbox"/> ★ Total no. of client
6.	<u>Copy of valid employees' compensation insurance policy</u> (★ including following information, written explanation is required if failing to submit) <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 any places in Hong Kong <input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)
7.	<u>Copy of valid public liability insurance policy</u> (★ including following information, written explanation is required if failing to submit) <input type="checkbox"/> ★ The licensee's company must be the insured <input type="checkbox"/> ★ The compensation should be at least HK\$10,000,000 per incident <input type="checkbox"/> ★ Insurance should cover any places in Hong Kong <input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)

保安公司牌照(第三類工作)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"/>	★ 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.	<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"/>	★ 保安技術員許可證號碼	<input type="checkbox"/>	★ 丁類許可證屆滿日期
<input type="checkbox"/>	★ 保安技術員總人數		
5.	<u>最新的客戶名單 (★ 需顯示下列資料)</u>		
<input type="checkbox"/>	★ 序號	<input type="checkbox"/>	★ 客戶名稱
<input type="checkbox"/>	★ 保安系統裝置 / 保養維修之地址	<input type="checkbox"/>	★ 持牌公司聯絡人姓名、電話及職位
<input type="checkbox"/>	★ 提供保安服務種類 (如設計、安裝、保養及修理)	<input type="checkbox"/>	★ 保安系統裝置種類 (如閉路電視系統，警報系統)
<input type="checkbox"/>	★ 客戶總數		
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"/>	★ 保險受保地點必須為香港任何地方	<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"/>	★ 保險受保地點必須為香港任何地方	<input type="checkbox"/>	★ 業務性質必須按業務範圍購買

保安公司牌照(第三類工作)所提交清單及預備文件指引【週年審查】

8.	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)		
<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. 『僱用』保安人員通知書	<input type="checkbox"/>	vi. 認可技術資格證明
<input type="checkbox"/>	vii. 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的表现、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		
9.	<input type="checkbox"/> 最新的電子技術室器材清單 (包括工具名稱，廠名及數量)		
10.	<u>應變計劃 (可提交光碟)</u>		
<input type="checkbox"/>	應變計劃樣本 (需為火警、觸電或其他災禍制定應變計劃)		
11.	<u>有關保安裝置規格之標準</u>		
<input type="checkbox"/>	根據保安及護業管理委員會指引：【所有保安裝置均須按照有關英國標準、保險庫製造廠標準或同類標準設計、安裝、保養及修理】		
12.	<u>處置機密文件程序指引</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】		
13.	<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		

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 III Work) List and Guideline of Documents Required 【Annual Inspection】

1.	<u>Up-to-date flow chart of management team and detailed list of directors / senior management</u> <input type="checkbox"/> i. Up-to-date chart of the company <input type="checkbox"/> ii. Proof of personnel changes already reported to the SGSIA (if any) <input type="checkbox"/> iii. All existing shareholders and directors ★ including following information and preferably with a "Personal Data" sign) <input type="checkbox"/> iv. Senior management (★ including following information and preferably with a "Personal Data" sign, only applicable to personnel involved in security work) <input type="checkbox"/> ★ Name <input type="checkbox"/> ★ Business Registration / HKID no. <input type="checkbox"/> ★ Post <input type="checkbox"/> ★ Date of appointment
2.	<u>Valid Business Registration Certificate</u> <input type="checkbox"/> Business Registration showing accurate business address of the company
3.	<u>Auditor's report</u> <input type="checkbox"/> i. Up-to-date auditor's report (written explanation and original o★ bank reference letter are required if failing to submit) <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 <input type="checkbox"/> ★ Bank reference letter should include the commencing date of account, account status and latest balance
4.	<u>Up-to-date 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 technician no. <input type="checkbox"/> ★ SPP technician (Type D) expiry date <input type="checkbox"/> ★ Total no. of SPP technician (Types D)
5.	<u>Up-to-date list of clients (including following information)</u> <input type="checkbox"/> ★ Serial no. <input type="checkbox"/> ★ Name of client <input type="checkbox"/> ★ Address of security system devices/ repair and maintenance <input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company <input type="checkbox"/> ★ Security services provided (such as design, installation, repair and maintenance) <input type="checkbox"/> ★ Security devices provided (such as CCTV or alarm systems) <input type="checkbox"/> ★ Total no. of client
6.	<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 any places in Hong Kong <input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)
7.	<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"/> ★ The compensation should be at least HK\$10,000,000 per incident <input type="checkbox"/> ★ Insurance should cover any places in Hong Kong <input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)

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

8.	<p><u>Three personnel files of security staff recently employed</u></p> <p><u>(★including following information and preferably with a "Personal Data" sign)</u></p> <p><input type="checkbox"/> i. Job application form</p> <p><input type="checkbox"/> ii. Official employment contract</p> <p><input type="checkbox"/> iii. Statement in relation to Personal Data (Privacy) Ordinance</p> <p><input type="checkbox"/> iv. Copy of security personnel permit</p> <p><input type="checkbox"/> v. Notice of Commencement of employment of security personnel</p> <p><input type="checkbox"/> vi. Certificate of any approved technical qualifications</p> <p><input type="checkbox"/> vii. Company vetting records (★ including following information)</p> <p><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)</p> <p><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</p> <p><input type="checkbox"/> ★ Verification of address (any notes or leases issued by public entities)</p> <p><input type="checkbox"/> ★ Date, method of vetting and name / post of vetting person</p>
9.	<input type="checkbox"/> <u>Up-to-date list of electronic equipment (including names of devices, manufacturers and quantity)</u>
10.	<p><u>Contingency plans (can be submitted on disc)</u></p> <p><input type="checkbox"/> Submission of up-to-date copies of contingency plan (required for any fire, electrical or any other hazards)</p>
11.	<p><u>Standard specifications of security devices</u></p> <p><input type="checkbox"/> According to the guidelines of the SGSIA : 【All Security Devices designed, installed, maintained and repaired should be done according to the relevant British Standards (B.S.) or Underwriters Laboratories Inc. (U.L.) Standard or equivalent】</p>
12.	<p><u>Instructions on the procedures of disposal of confidential documents</u></p> <p><input type="checkbox"/> According to the guidelines of the SGSIA : 【Confidential documents no longer required must be shredded before being discarded】</p>
13.	<p><u>Commencement/ termination of employment of security personnel (since previous annual inspection)</u></p> <p><input type="checkbox"/> Evidence already submitted to the Police Licensing Office to prove any commencement / termination of employment of security personnel</p>

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 SitesSecurity 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>

保安公司牌照(第三類工作)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"/> ★ 電子技術室位置及需提交獨立走火路線圖
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"/> ★ 電子技術室 <input type="checkbox"/> ★ 公司正門 <input type="checkbox"/> ★ 金屬有鎖文件櫃 <input type="checkbox"/> ★ 滅火設施
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"/> ★ 序號 <input type="checkbox"/> ★ 身份證號碼 <input type="checkbox"/> ★ 入職日期 <input type="checkbox"/> ★ 保安技術員許可證號碼 <input type="checkbox"/> ★ 保安技術員總人數 <input type="checkbox"/> ★ 姓名 <input type="checkbox"/> ★ 出生日期 <input type="checkbox"/> ★ 職位 <input type="checkbox"/> ★ 丁類許可證屆滿日期
6.	<u>客戶名單樣本 (★ 需顯示下列資料)</u> <input type="checkbox"/> ★ 序號 <input type="checkbox"/> ★ 保安系統裝置 / 保養維修之地址 <input type="checkbox"/> ★ 提供保安服務種類 (如設計、安裝、保養及修理) <input type="checkbox"/> ★ 客戶總數 <input type="checkbox"/> ★ 客戶名稱 <input type="checkbox"/> ★ 持牌公司聯絡人姓名、電話及職位 <input type="checkbox"/> ★ 保安系統裝置種類 (如閉路電視系統，警報系統)
7.	<u>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)</u> <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 保險受保地點必須為香港任何地方 <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>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)</u> <input type="checkbox"/> ★ 持牌公司必須為受保者 <input type="checkbox"/> ★ 保險受保地點必須為香港任何地方 <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

保安公司牌照(第三類工作)所提交清單及預備文件指引【新申請】

9.	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. 『僱用』保安人員通知書	<input type="checkbox"/>	vi. 認可技術資格證明
<input type="checkbox"/>	vii. 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的表現、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		
10.	<input type="checkbox"/> 最新的電子技術室器材清單樣本 (包括工具名稱，廠名及數量)		
11.	<input type="checkbox"/> 應變計劃樣本 (需為火警、觸電或其他災禍制定應變計劃)		
12.	有關保安裝置規格之標準		
<input type="checkbox"/>	根據保安及護 業管理委員會指引：【所有保安裝置均須按照有關英國標準、保險庫製造廠標準或同類標準設計、安裝、保養及修理】		
13.	處置機密文件程序指引		
<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】		

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 III 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 Electronic Technical Workshop should be submitted separately
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"/> ★ Electronic Technical Workshop
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 authorization (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 technician no. <input type="checkbox"/> ★ SPP technician (Type D) expiry date <input type="checkbox"/> ★ Total no. of SPP technician (Types D)
6.	<u>Sample list of clients (including following information)</u> <input type="checkbox"/> ★ Serial no. <input type="checkbox"/> ★ Name of client <input type="checkbox"/> ★ Address of security system devices/ repair and maintenance <input type="checkbox"/> ★ Name, phone no. and post of contact person of the Licensee's company <input type="checkbox"/> ★ Security services provided (such as design, installation, repair and maintenance) <input type="checkbox"/> ★ Security devices provided (such as CCTV or alarm systems) <input type="checkbox"/> ★ Total no. of client
7.	<u>Copy of a 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 any places in Hong Kong <input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)
8.	<u>Copy of a 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"/> ★ The compensation should be at least HK\$10,000,000 per incident <input type="checkbox"/> ★ Insurance should cover any places in Hong Kong <input type="checkbox"/> ★ Nature of business (the company is appropriately insured for the extent of its business subject)

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

9.	<p><u>Sample of personnel files (★including following information and preferably with a "Personal Data" sign)</u></p> <p><u>(★including following information and preferably with a "Personal Data" sign)</u></p> <p><input type="checkbox"/> i. Job application form</p> <p><input type="checkbox"/> ii. Official employment contract</p> <p><input type="checkbox"/> iii. Statement in relation to Personal Data (Privacy) Ordinance</p> <p><input type="checkbox"/> iv. Copy of security personnel permit</p> <p><input type="checkbox"/> v. Notice of Commencement of employment of security personnel</p> <p><input type="checkbox"/> vi. Certificate of any approved technical qualifications</p> <p><input type="checkbox"/> vii. Company vetting records (★ including following information)</p> <p><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)</p> <p><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</p> <p><input type="checkbox"/> ★ Verification of address (any notes or leases issued by public entities)</p> <p><input type="checkbox"/> ★ Date, method of vetting and name / post of vetting person</p>
10.	<p><input type="checkbox"/> <u>Sample list of electronic equipment (including names of devices, manufacturers and quantity)</u></p>
11.	<p><input type="checkbox"/> <u>Sample of Contingency plans (required for any fire, electrical or any other hazards)</u></p>
12.	<p><u>Sample of Standard specifications of security devices</u></p> <p><input type="checkbox"/> According to the guidelines of the SGSIA : 【 All Security Devices designed, installed, maintained and repaired should be done according to the relevant British Standards (B.S.) or Underwriters Laboratories Inc. (U.L.) Standard or equivalent】</p>
13.	<p><u>Sample of Instructions on the procedures of disposal of confidential documents</u></p> <p><input type="checkbox"/> According to the guidelines of the SGSIA : 【 Confidential documents no longer required must be shredded before being discarded】</p>

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>

第三類牌照所提交清單及預備文件指引【牌照續期】

List and Guideline of Documents Required for Type III Licence【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
- ★ 保險受保地點必須為香港任何地方 Insurance should cover any places in Hong Kong
- ★ 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
- ★ 保險受保地點必須為香港任何地方 Insurance should cover any places in Hong Kong
- ★ 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 |
| <input type="checkbox"/> ★ 保安技術員許可證號碼 SPP no. | <input type="checkbox"/> ★ 許可證屆滿日期 (丁類) SPP expiry date (Types D) |
| <input type="checkbox"/> ★ 保安技術員總人數 Total no. of SPP holder Technicians | |

6. 最新的客戶名單 (★ 需顯示下列資料) Up-to-date list of sites (including following information)

- ★ 序號 Serial no. ★ 客戶名稱 Name of client
- ★ 保安系統裝置 / 保養維修之地址 Address of security system devices/ repair and maintenance
- ★ 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
- ★ 提供保安服務種類 (如設計、安裝、保養及修理) Security services provided (such as design, installation, repair and maintenance)
- ★ 保安系統裝置種類 (如閉路電視系統、警報系統) Security devices provided (such as CCTV or alarm systems)

第三類牌照所提交清單及預備文件指引【新搬遷】

List and Guideline of Documents Required for Type III Licence【Relocation】

1. **有效的商業登記證副本 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)
- ★ 電子技術室位置及需提交獨立走火路線圖

Location of Electronic Technical Workshop and the fire escape routes should be submitted separately

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
- ★ 電子技術室 Electronic Technical Workshop

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)