

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> <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 & Relocation]

8.	Three personnel files of security staff recently employed (★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. Notice of Commencement of employment of security personnel <input type="checkbox"/> vi. Certificate of any approved technical qualifications <input type="checkbox"/> vii. 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
9.	<input type="checkbox"/> Up-to-date list of electronic equipment, including names of devices, manufacturers and quantity
10.	Contingency plans (can be submitted on disc) <input type="checkbox"/> Submission of up-to-date copies of contingency plan (required for any fire, electrical or any other hazards)
11.	Standard specifications of security devices <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】
12.	Instructions on the procedures of disposal of confidential documents <input type="checkbox"/> According to the guidelines of the SGSIA : 【Confidential documents no longer required must be shredded before being discarded】
13.	Commencement/ termination of employment of security personnel (since previous annual inspection) <input type="checkbox"/> Evidence already submitted to the Police Licensing Office to prove any commencement / termination of employment of security personnel
14.	Floor plan of premises with brief notes ★ including following information) <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
15.	Colour photos of premises with brief notes★ including following information) <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
16.	Copy of Deed of premises or evidence of tenancy <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.	應變計劃 (可提交光碟)		
<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.	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】		
12.	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】		
13.	『僱用』 / 『終止僱用』保安人員 (由上次週年審查後起計)		
<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/eng/index.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)

- | | |
|--|--|
| <input type="checkbox"/> ★ 序號 Serial no. | <input type="checkbox"/> ★ 客戶名稱 Name of client |
| <input type="checkbox"/> ★ 保安系統裝置 / 保養維修之地址 Address of security system devices/ repair and maintenance | |
| <input type="checkbox"/> ★ 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 | |
| <input type="checkbox"/> ★ 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) | |
| <input type="checkbox"/> ★ 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)