

**Guidelines for the New Numbering System  
for New Security Company Licences of Security Companies**

A set of guidelines on the implementation of a new numbering system (i.e. an old licence number with a suffix in bracket) for new security company licences (“*licences*”) of a security company (“*company*”) is appended below –

- (a) A re-configured number (with suffix) under the new numbering system will automatically be assigned to any new licence(s) of a company which is holding a valid licence except in the circumstances stated in item (d) below.
- (b) The suffix to be assigned to each new licence of the same company will be in alphabetical order (e.g. existing licence no. “1000” will be re-configured as “1000(A)” for the first additional licence and “1000(B)” for the second additional licence).
- (c) If a company is currently holding two valid licences with two different licence numbers under the original sequential numbering system (say “1000” and “2000”), the company could choose to be assigned with a re-configured number based on either one of its existing numbers (i.e. the number of its third licence would either be “1000(A)” or “2000(A)”).
- (d) Subject to the circumstances stated in item (e) below, if the licence of a company was revoked or has not been renewed after its expiry, and the company subsequently applies for a new licence and wishes to be allotted a re-configured number to its new licence, the company concerned must submit an application to the Authority setting out the justifications upon which the company bases its application for allotment of a re-configured number. The Authority must be satisfied that the company concerned has valid justification for a re-configured number before it will agree to allotment of a re-configured number to the company’s new licence. If no application for allotment of a re-configured number is made, the company concerned will be allotted a new number for its new licence.
- (e) A re-configured number for the new licence will not be allotted to the company if the company’s previous licence was revoked under section 25 of the Security and Guarding Services Ordinance (Cap. 460).
- (f) For renewal or replacement of a licence, the existing licence number would be retained.
- (g) If a licence number has to be quoted, the new licence number with suffix, if applicable, should be used.