

## **Information for Inspection regarding Application for Security Company Licence**

Where an application is made for a Security Company Licence (**SCL**), the Commissioner of Police (“**the Commissioner**”) may cause an investigation to be carried out in respect of the application for the purpose of determining whether, in the opinion of the Commissioner, there are grounds for objecting to the application. Section 20(2) of the Security and Guarding Services Ordinance (**SGSO**) stipulates that “For the purpose of carrying out an investigation under this section, the Commissioner may in writing require the applicant to produce books, records or documents or to furnish such information relating to the application or any business carried on or intended to be carried on by it as the Commissioner may specify.”

2. Common omissions are noted by the Security Companies Inspection Unit (**SCIU**) of the Hong Kong Police Force during their inspections for these applications. Incomplete information provided during inspection may result in a delay of the approval for any SCL. With a view to ensuring the smoothness of the inspection process, the applicants should pay special attention to the following aspects –

(a) Report on Change of Particulars

It is stipulated in the notes of the application form for an SCL that any changes in the particulars of the applicant company, its controllers and any persons concerned with its management should be reported to the Security and Guarding Services Industry Authority (**the Authority**) in writing **immediately**. The company should also send a copy to SCIU.

(b) Insurance

Under the “Matters to which the Authority shall have regard when determining an application for an SCL” (“**the Matters**”), a company should be appropriately insured for the extent of its business subject to a minimum of HK\$10 million per incident for public liability; and employees’ compensation insurance cover should be procured in accordance with the Employees’ Compensation Ordinance (Cap. 282). There have been occasions when the description of the nature of business, location of employment and number of employees have not been properly reflected on these documents. Applicants should ensure that they fully meet the insurance requirement.

(c) In-house Training

Companies carrying out In-house Training should ensure that their Training Officers are approved by the SCIU **before** they are deployed to carry out such training. The SCIU will review the experience and

qualification of the individual in both security work and instructional work before granting approval. Changes in Training Officers, facilities or location should be reported to the SCIU in the first instance.

(d) Report on Change of Place of Business

Under “the Matters”, the company should have a place of business, the size, layout, and facilities of which is commensurate with its scale and nature of operations. The SCIU will conduct a visit to the given place of business in order to ensure suitability. As such, any change of the place of business should be reported to the Authority and the SCIU in writing **immediately**.

(e) Employment Vetting

Under “the Matters”, all employment vetting of security personnel should be carried out **before** employment and should cover employment history, address, reference and character check. Companies commonly fail to make telephone enquiries to expedite this matter. The comments of referees, whether verbal or in writing, should be properly recorded.

(f) Completion of Basic Training before Deployment to Operational Duties

Under “the Matters”, all training of security personnel must be completed **before** deployment to operational duties. There have been instances where companies have deployed individuals to “on the job training” whilst waiting for a place on a training course. Such deployment is in contravention of “the Matters” as the very definition of “on the job” implies that the individual is performing operational duties in order to be trained. Such practices should not be permitted.

(g) Completion of Application Form of Security Personnel

Companies should ensure that the application forms of all security personnel are completed accurately and in full.

3. For enquiries, please call the SCIU at 2194 6424.