

Change of Authorized Person

Please complete and return to the Authority by mail, fax or email.

To: Secretary, Security and Guarding Services Industry Authority
Address: Room 813, 8/F, Kowloon East Government Offices,
12 Lei Yue Mun Road, Kwun Tong, Kowloon
Tel No.: 2801 6181
Fax No.: 2537 5118
Email: sb-sgsia@sb.gov.hk

With reference to the Security Company Licence of _____ (Company Name) _____ (Licence No.: _____), I wish to inform you that the particulars of the authorized person of the licence has changed to the following with effect from ____ (dd/mm/yyyy) ____.

English Name: _____ Mr./ Ms./ Mrs./ Miss¹

Chinese Name: _____ 先生/女士/太太/小姐¹

HKID/ Passport No.¹: _____

Position: _____

Telephone Number: _____ (Office) _____ (Others)

Company E-mail Address: _____

Specimen of Signature: _____

Signature of Original
Authorized Person² &
Company Chop:

Name:

Position:

Contact Number:

Date:

Note:

¹ Delete whichever is inappropriate

² If the original authorized person has left the company, the letter should be signed by the director of the company.