

## Security Company Licence (Type I Work) List and Guideline of Documents Required (Annual Inspection & Relocation)

Licence no. of security company: \_\_\_\_\_

Date of last inspection: \_\_\_\_\_

<p>1) <b>Letter of authorisation</b></p> <p><input type="checkbox"/> If vetting of annual inspection is not attended by the applicant / director in person, a letter of authorisation signed by <b><u>the licensee / director</u></b> must be submitted</p>
<p>2) <b>Up-to-date chart of management team and List of directors / senior management (preferably labeled with "Personal Data")</b></p> <p>i. <input type="checkbox"/> Companies Registry annual returns (if any)</p> <p>ii. <input type="checkbox"/> Up-to-date organisation chart of the company</p> <p>iii. <input type="checkbox"/> Proof of personnel changes already reported to the SGSIA (if any changed)</p> <p>iv. <input type="checkbox"/> <u>List</u> of all existing shareholders and directors and</p> <p>v. <input type="checkbox"/> <u>List</u> of senior management (<b>only applicable to personnel involved in security work</b>)</p> <p><b>The list must include the following four items:</b></p> <p>(1) <input type="checkbox"/> Name (2) <input type="checkbox"/> HKID no. /Business Registration no. (3) <input type="checkbox"/> Post (4) <input type="checkbox"/> Date of appointment</p>
<p>3) <b>Valid Business Registration Certificate</b></p> <p><input type="checkbox"/> Business Registration must show the company address and its nature of business must include <u>Security guarding services</u></p>
<p>4) <b>Auditor's report</b></p> <p>i. <input type="checkbox"/> <u>Up-to-date</u> auditor's report: (i) written explanation and (ii) original of bank reference letter are required if failing to submit</p> <p>ii. <input type="checkbox"/> For a <u>negative balance</u>, other documents are required ( e.g. <u>original</u> of bank reference letter, balance sheet, profit &amp; loss account and financial guarantee given by the mother company) to prove a sound financial status.</p> <p>★ <input type="checkbox"/> <b>Bank reference letter</b> should include (1) <input type="checkbox"/> commencing date of account (2) <input type="checkbox"/> account status and (3) <input type="checkbox"/> latest balance</p>
<p>5) <b>Up-to-date list of employees (preferably labeled "Personal Data")</b></p> <p><b>(must include the following eleven pieces of information. Names must be arranged in temporal order, with employees joining the company earlier listed out first)</b></p> <p>(1) <input type="checkbox"/> Serial no. (2) <input type="checkbox"/> Name (3) <input type="checkbox"/> HKID no. (4) <input type="checkbox"/> Date of birth (5) <input type="checkbox"/> Date joined company</p> <p>(6) <input type="checkbox"/> Date of commencement of employment for doing security work (7) <input type="checkbox"/> Post</p> <p>(8) <input type="checkbox"/> SPP no. (9) <input type="checkbox"/> SPP expiry date (Types A &amp; B should be specified separately)</p> <p>(10) <input type="checkbox"/> Completion date of valid security training course (QAS/ QAIHT)</p> <p>(11) <input type="checkbox"/> Total no. of SPP holders (Types A &amp; B should be specified separately)</p>
<p>6) <b>Up-to-date list of sites</b> <b>**If management of sites has been outsourced, please submit copies of outsourcing agreement and outsourced company's security licence** (must include the following seven pieces of information)</b></p> <p>(1) <input type="checkbox"/> Serial no. (2) <input type="checkbox"/> Name of property (3) <input type="checkbox"/> Address</p> <p>(4) <input type="checkbox"/> <u>Name, phone no. and post</u> of contact person of your company</p> <p>(5) <input type="checkbox"/> Type of property (please specify: commercial / industrial / commercial &amp; residential / residential / single block residential)</p> <p>(6) <input type="checkbox"/> No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)</p> <p>(7) <input type="checkbox"/> Total no. of property (commercial, industrial, commercial &amp; residential, residential, single block residential - should be specified separately)</p>
<p>7) <b>Copy of valid employees' compensation insurance policy (written explanation is required if failing to submit)</b></p> <p><b>(must include the following four pieces of information)</b></p> <p>(1) <input type="checkbox"/> The licensee's company must be the insured (2) <input type="checkbox"/> Insurance should cover all sites where services are provided</p> <p>(3) <input type="checkbox"/> Employees' compensation insurance for all employees (the compensation should be at least HK\$100,000,000 per incident for 200 persons or less, or, at least HK\$200,000,000 per incident for more than 200 persons)</p> <p>(4) <input type="checkbox"/> Nature of business (the company should be insured for the extent of its business subject, which includes <b><u>Security guarding services</u></b>)</p>
<p>8) <b>Copy of valid public liability insurance policy (written explanation is required if failing to submit)</b></p> <p><b>(must include the following four pieces of information)</b></p> <p>(1) <input type="checkbox"/> The licensee's company must be the insured (2) <input type="checkbox"/> The compensation should be at least HK\$10,000,000 per incident</p> <p>(3) <input type="checkbox"/> Insurance should cover <u>all sites where services are provided</u></p> <p>(4) <input type="checkbox"/> Nature of business (the company should be insured for the extent of its business subject, which includes <b><u>Security guarding services</u></b>)</p>
<p>9) <b>Assignment instructions and contingency plans (can be submitted on disc) (If no changes have been made since the previous inspection, a letter of declaration can be submitted)</b></p> <p>i. <input type="checkbox"/> Up-to-date copies of assignment instructions</p> <p>ii. <input type="checkbox"/> Up-to-date copies of contingency plans</p> <p>iii. <input type="checkbox"/> The company must maintain a full set of assignment instructions and contingency plans at all guard posts</p>



17) **Floor plan of premises**

**with brief notes and the following five pieces of information**

- (1)  Premises layout descriptions                      (2)  **Size of premises**                      (3)  Location of fire safety facilities  
(4)  Fire escape exits / routes (rear stairs for fire escape indicated) with bilingual notes  
(5)  Fire escape routes with bilingual notes for Training Room / Control Room should be submitted separately (if applicable)

18)  **Copy of Certificate of Fire Service Installations and Equipment (Forms FS 251)**

19) **Colour photos of premises** (maximum two photos on each A4-size paper)

**with (i) company name and address (ii) photo captions and the following nine pieces of information**

- (1)  Main entrance of the building (telephoto view)    (2)  Directory at the ground floor lobby    (3)  Main entrance of company  
(4)  Interior of company    (5)  Metal cabinet with locks    (6)  Shredding machine    (7)  Fire safety facilities  
(8)  Training Room (if applicable)    (9)  Control Room (if applicable)

20) **Copy of deed of premises or evidence of tenancy**

- i.  For rented or self-owned premise, submission of copy of deed or tenancy is required or  
ii.  For premise used by authorisation, submission of (1)  letter of authorisation from owner / tenant and  
(2)  copy of deed or tenancy

**\*\* (the letter of authorisation must include:** (a)  duration of authorised use  
(b)  whether or not rent is required, if any, and the amount)

For details, please refer to the **Security and Guarding Services Ordinance** (Cap.460), **Matters to which the Security and Guarding Services Industry Authority Shall Have Regard When Determining an Application for a Security Company Licence**, and the website of SGSIA : <http://www.sb.gov.hk/chi/links/sgsia/index.htm>