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

L	Licence no. of security company:	Date of last inspection:
1) Letter of authorisation		
/-	☐ If vetting of annual inspection is not attended by the applicant / director in person, a	letter of authorisation signed by the licensee /
	director must be submitted	5 <u>,</u>
2)		preferably labeled with "Personal Data")
_,	i. Companies Registry annual returns (if any)	······································
	ii.  Up-to-date organisation chart of the company	
	iii.  Proof of personnel changes already reported to the SGSIA (if any changed)	
	$iV. \square$ List of all existing shareholders and directors and	
	V. List of senior management (only applicable to personnel involved in securi	tv work)
1	The list must include the following four items:	<b>, , , , , , , , , ,</b>
		e of appointment
3)		
•,	<ul> <li>Business Registration must show the company address and its nature of business m</li> </ul>	nust include Security quarding services
4)		and molidio <u>occurry gaarding oor nooo</u>
, ד	i. Up-to-date auditor's report: (i) written explanation and (ii) original of bank referen	nce letter are required if failing to submit
	ii.  For a <u>negative balance</u> , other documents are required ( e.g. <u>original</u> of bank refe	
	account and financial guarantee given by the mother company) to prove a sound	
*		
5)		
3)	(must include the following eleven pieces of information. Names must be arrange	d in temporal order, with employees joining
	the company earlier listed out first)	
	(1) $\Box$ Serial no. (2) $\Box$ Name (3) $\Box$ HKID no. (4) $\Box$ Date of birth (5) $\Box$	Date joined company
	(6) $\Box$ Date of commencement of employment for doing security work (7) $\Box$ Post	
	(a) $\square$ SPP no. (9) $\square$ SPP expiry date (Types A & B should be specified separately	A
	(0) Completion date of valid security training course (QAS/ QAIHT)	)
	(10) $\square$ Total no. of SPP holders (Types A & B should be specified separately)	
6)		a submit conies of outsourcing agreement
0)	and outsourced company's security licence** (must include the following seven	
	(1) $\square$ Serial no. (2) $\square$ Name of property (3) $\square$ Address	
	(4) <u>Name, phone no. and post of contact person of your company</u>	
	<ul> <li>(5) Type of property (please specify: commercial / industrial / commercial &amp; resident</li> </ul>	ial / residential / single block residential)
	<ul> <li>(6) No. of shifts and time that security services are provided (please specify if service)</li> </ul>	
	(7) Total no. of property (commercial, industrial, commercial & residential, re	
	specified separately)	
7)		equired if failing to submit)
.,	(must include the following four pieces of information)	
	(1) $\Box$ The licensee's company must be the insured (2) $\Box$ Insurance should cover a	all sites where services are provided
	(3) Employees' compensation insurance for all employees (the compensation should	-
	persons or less, or, at least HK\$200,000,000 per incident for more than 200 per	
	(4) A Nature of business (the company should be insured for the extent of its business	
	services)	<u> </u>
8)		ailing to submit)
,	(must include the following four pieces of information)	
		d be at least HK\$10,000,000 per incident
	(3) Insurance should cover all sites where services are provided	
	(4) ☐ Nature of business (the company should be insured for the extent of its busin	ness subject, which includes Security guarding
	services)	· · · · · · · · · · · · · · · · · · ·
9)		changes have been made since the previous
,	inspection, a letter of declaration can be submitted)	
	i. Up-to-date copies of assignment instructions	
	ii.  Up-to-date copies of contingency plans	
1	iii.  The company must maintain a full set of assignment instructions and contingend	cy plans at all quard posts

10) Three personnel files of security staff recently employed (preferably labeled with "Personal Data")			
(If no new security personnel has been recruited since the previous annual inspection, a letter of declaration can be submitted)			
(Must include the following eight items)			
(1) Job application form (2) Official employment contract			
(3) 🗌 Statement in relation to Personal Data (Privacy) Ordinance			
(4) Copy of security personnel permit (5) Training Certificate (please refer to item (12))			
(6) 🗌 Company vetting records			
(7)  Notice of Commencement of employment of security personnel			
(8) 🗌 Medical Examination report (for security personnel aged 65 or above)			
★ Company vetting records must include the following five items:			
(1) Confirmation of employment history: the company must check whether the employment history provided by the job applicant is true and correct (all employment records for the past three years)			
(2) Conducting reference or character checks: requiring each applicant to provide two non-relative referees along with their full			
names, residential addresses, relationship and telephone numbers, so that the company may enquire about the applicant's past			
performance, integrity and suitability of doing security work			
(3) Verification of residential address (such as any public utilities, bills, bank statements and phone statements etc)			
(4) ☐ Verification of security personnel permit revoked list from Police Licensing Office website			
(5) Date, method of vetting, name and post of <u>the vetting person</u>			
11) <u>Health report</u>			
Medical Examination reports of all security personnel aged 65 or above			
12) <u>Valid training certificates (for newly recruited security staff since the previous annual inspection)</u> (If more than 50 newly			
security guards, produce maximum 50 no. of certificates of the latest recruitment only)			
i. Security personnel should have successfully completed the training course approved by the SGSIA before deployment.			
The certificate issued upon completion of training is valid for a period of 5 years, <u>or,</u>			
(The following is only applicable to companies which have been granted QAIHT)			
ii. Security personnel should have successfully completed the QAIHT, an internal training provided by the company itself,			
before deployment. (The following seven items must be included)			
(1) List of trainers (all trainers must be approved by the Commissioner of Police)			
<ul> <li>(1) List of authorised persons (4 persons at most. Commissioner of Police must be notified)</li> </ul>			
<ul> <li>(3) □ Training manual</li> <li>(4) □ Course time table</li> <li>(5) □ Test questions and answers</li> <li>(6) □ Attendance record</li> </ul>			
(7) [ "Notice of employment and training" (Pages 1 and 2 of QAIHT form 1)			
**(If no QAIHT courses has been held; and/or if no amendment of the above mentioned items (1) to (5) since the previous			
annual inspection, letter of declaration(s) is/are required)			
13) Details and records of teleprotection ** (If teleprotection has been outsourced, please submit copies of the outsourcing			
agreement and outsourced company's security licence)			
Teleprotection records and <b>OB</b> of sites under management:			
(1) from(year)(month)(day) to(year) (month)(day)			
(2) from(year)(month)(day) to(year) (month)(day)			
(3) from(year)(month)(day) to(year)(month)(day)			
14) <u>Supervisory records</u>			
<u>Originals</u> of supervisory records and <b>OB</b> of sites under management:			
(1) from(year)(day) to(year)(month)(day)			
(2)			
(3) from(year)(month)(day) to(year) (month)(day)			
15) Instructions on the procedures of disposal of confidential documents (If no changes have been made since the previous			
inspection, a Letter of Declaration can be submitted)			
According to the guidelines of the SGSIA : Confidential documents no longer required must be shredded before being discarded			
16) <u>Commencement/ termination of employment of security personnel (since the previous annual inspection)</u>			
Evidence already submitted to the Police Licensing Office to prove any commencement / termination of employment of security			
personnel			

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)	) <u>Colour photos of premises</u> (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)		
<u>20)</u>	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)		
	letails, please refer to the Security and Guarding Services Ordinance (Cap.460), Matters to which the Security and Guarding ices 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

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