Security Company Licence (Type I Work) List and Guideline of Documents Required【New Application】

1) **Letter of authorisation**

☐ If vetting of new applicant is not attended by the applicant / director in person, a letter of authorisation signed by the applicant / director must be submitted

2) **Up-to-date list of directors / senior management (preferably labeled with "Personal Data")**

i. ☐ Organisation chart ii. ☐ Companies Registry annual returns (if any)

iii. ☐ **HKID** of shareholders and directors for vetting (copies will also be accepted)

iv. ☐ **List** of all existing shareholders and directors

v. ☐ **List** of senior management (**only applicable to personnel involved in security work)**

The lists must include the following four items:

(1) ☐ Name (2) ☐ HKID no./ Business Registration no. (3) ☐ Post (4) ☐ Date of appointment

3) **Valid Business Registration Certificate**

☐ Business Registration must show the company address and its nature of business must include **Security guarding services**

4) **Auditor's report or original of bank reference letter**

i. ☐ **Up-to-date** auditor's report or

ii. ☐ Bank reference letter (including (1) ☐ commencing date of account (2) ☐ account status and (3) ☐ latest balance)

5) **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)

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

7) **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)

8) **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)

9) **Sample list of employees (preferably labeled with "Personal Data")**

(must include the following eleven pieces of information. Names must be arranged in temporal order, with employees joining the company earlier listed out first)

(1) ☐ Serial no. (2) ☐ Name (3) ☐ HKID no. (4) ☐ Date of birth (5) ☐ Date joined company

(6) ☐ Date of commencement of employment for doing security work (7) ☐ Post (8) ☐ SPP no.

(9) ☐ SPP expiry date (Types A & B should be specified separately)

(10) ☐ Completion date of valid security training course (QAS / QAIHT)

(11) ☐ Total no. of SPP holders (Types A & B should be specified separately)

10) **Up-to-date sample list of sites (must include the following seven pieces of information)**

(1) ☐ Serial no. (2) ☐ Name of property (3) ☐ Address (4) ☐ Name, phone no. and post of contact person of your company

(5) ☐ Type of property (please specify: commercial / industrial / commercial & residential / residential / single block residential)

(6) ☐ No. of shifts and time that security services are provided (please specify if services are only provided for sites under management)

(7) ☐ Total no. of property (commercial, industrial, commercial & residential, residential, single block residential - should be specified separately)

11) **Copy of valid employees' compensation insurance policy (If a security company licence is still in the process of application, letter of declaration can be submitted in lieu of insurance policy)**

(insurance policy must include the following four pieces of information)

(1) ☐ The licensee's company must be the insured (2) ☐ Insurance should cover all sites where services are provided

(3) ☐ 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)

(4) ☐ Nature of business (the company should be insured for the extent of its business subject, which includes **Security guarding services)**

12) **Copy of valid public liability insurance policy (If a security company licence is still in the process of application, letter of declaration can be submitted in lieu of insurance policy)**
(insurance policy must include the following four pieces of information)

(1) ☐ The licensee's company must be the insured (2) ☐ The compensation should 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 business subject, which includes **Security guarding services**)

13) **Sample of assignment instructions (with index and page number)**
must include the following 12 pieces of information

(1) ☐ Name of the company (2) ☐ Address of the property (3) ☐ Fire Precautions (4) ☐ Crime Prevention
(5) ☐ Actions taken in emergency (6) ☐ Guard Patrol Procedures (7) ☐ Access Control Procedures
(8) ☐ Guard Control Systems (Patrol Management System) (9) ☐ Security System Operation Procedures
(10) ☐ Teleprotection system (11) ☐ Handling of complaints about noise or other issues (12) ☐ Other Special Instructions (if applicable)

14) **Sample of personnel files (preferably labeled with "Personal Data")**
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 (QAS / QAIHT certificate) (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 (any notes or leases issued by public utilities)
(4) ☐ Verification of security personnel permit revoked list from Police Licensing Office website
(5) ☐ Date, method of vetting, name and post of the vetting person

15) **Sample of contingency plans - required for working out contingency plans of the following situations and hazards**

(1) ☐ Fire (2) ☐ Typhoon (3) ☐ Red and black rainstorm warning signals (4) ☐ Other Special Instructions (if applicable)

16) **Uniforms of security personnel and samples of staff ID card for verification (Please be reminded that all uniforms and staff ID cards must be approved by the Security Companies Inspection Unit, Hong Kong Police Force)**
(If a security company licence is still in the process of application, letter of declaration can be submitted in lieu of licence)

☐ Sample of Uniform (including uniforms for various seasons and ranks):
Colour photos showing the (1) front (2) side (3) back view of the uniform (4) brief notes on colour / style
☐ Company logo, badge or name plate in close-up colour photos iii) ☐ Sample staff ID card

17) **Samples of all relevant records and registers**

(1) ☐ OB (2) ☐ supervisory records (3) ☐ teleprotection records (4) ☐ visitor registers
(5) ☐ other records and registers (if applicable)

Supervisory records (by the supervisor from an off-site location)

i. A minimum of one visit on each shift per week if teleprotection system is available; if otherwise, one visit on each shift daily
ii. (1) Date (2) Time and (3) Name and post of the patrol officer shall be clearly stated on all records of supervisory patrol

Teleprotection - All teleprotection must be conducted and recorded according to the instructions issued by the SGSIA

18) **Instructions on the procedures of disposal of confidential documents**

(1) ☐ classification of confidential documents (2) ☐ Storage of confidential documents
(3) ☐ Name and post of staff who rules that the confidential documents are no longer required
(4) ☐ Handling of confidential documents no longer required (according to the guidelines of the SGSIA, these documents must be shredded before being discarded)

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

Only applicable to companies which have been granted QAIHT internal training:

A) Regarding security personnel who have successfully completed QAIHT before deployment, please provide:

(for companies which apply for QAIHT)

(must include the following seven items)

(1) ☐ List of trainers (all trainers must be approved by the Commissioner of Police) and their job application forms

(2) ☐ List of authorised persons (4 persons at most. Commissioner of Police must be notified)

(3) ☐ Training manual (4) ☐ Course time table (5) ☐ Test questions and answers (6) ☐ Attendance record

(7) ☐ 〝Notice of employment and training〞 (Pages 1 and 2 of QAIHT form 1)