

Security Company Licence (Type I Work) List and Guideline of Documents Required (Relocation)

保安公司牌照號碼 **Licence no. of security company:** _____

<p>1) 授權信 Letter of authorisation</p> <p><input type="checkbox"/> 如非持牌人或董事出席新搬遷審查，請呈交持牌人或董事簽署的授權信 If vetting of relocation inspection is not attended by the applicant / director in person, a letter of authorisation signed by the licensee / director must be submitted</p>
<p>2) 有效之商業登記証副本 Valid Business Registration Certificate</p> <p><input type="checkbox"/> 已更改公司地址之商業登記副本 Copy of Business Registration with amended company address (業務性質需包含: 保安護衛服務)(its nature of business must include Security guarding services)</p>
<p>3) 有效之僱員補償保險保單副本 Valid employees' compensation insurance policy</p> <p><input type="checkbox"/> 已更改公司地址之僱員補償保險保單副本 Copy of employees' compensation insurance policy with amended company address</p>
<p>4) 有效之公眾責任保險保單副本 Valid public liability insurance policy</p> <p><input type="checkbox"/> 已更改公司地址之公眾責任保險保單副本 Copy of public liability insurance policy with amended company address</p>
<p>5) 處所平面圖 Floor plan of premises</p> <p>並附簡單註釋及需列齊下列 5 項資料 with brief notes and the following 5 pieces of information</p> <p>i. <input type="checkbox"/> 處所間格描述 Premises layout descriptions ii. <input type="checkbox"/> 處所面積 Size of premises</p> <p>iii. <input type="checkbox"/> 滅火設施位置 Location of fire safety facilities</p> <p>iv. <input type="checkbox"/> 雙語之走火通道 / 路線 (及至走火後樓梯位置) Fire escape exits / routes (rear stairs for fire escape indicated) with bilingual notes</p> <p>v. <input type="checkbox"/> 訓練室 / 控制室需提交獨立走火路線圖 (如適用) Fire escape routes with bilingual notes for Training Room / Control Room should be submitted separately (if applicable)</p>
<p>6) <input type="checkbox"/> 消防處消防裝置及設備證書副本 (表格FS 251) Copy of Certificate of Fire Service Installations and Equipment (Forms FS 251)</p>
<p>7) 處所彩色照片 Colour photos of premises (一張 A4 紙最多兩張相) (maximum two photos on each A4-size paper)</p> <p>需附有 (i) 公司名稱及地址; (ii) 相片標題 及 需列齊下列 9 項資料 with (i) company name and address (ii) photo captions and the following 9 pieces of information</p> <p>(1) <input type="checkbox"/> 大廈大門 (遠景) Main entrance of the building (telephoto view) (2) <input type="checkbox"/> 地下公司水牌 Directory at the ground floor lobby</p> <p>(3) <input type="checkbox"/> 公司正門 Main entrance of company (4) <input type="checkbox"/> 公司內部 Interior of company</p> <p>(5) <input type="checkbox"/> 有鎖金屬文件櫃 Metal cabinet with locks (6) <input type="checkbox"/> 碎紙機 Shredding machine (7) <input type="checkbox"/> 滅火設施 Fire safety facilities</p> <p>(8) <input type="checkbox"/> 訓練室 (如有) Training Room (if applicable) (9) <input type="checkbox"/> 控制室 (如有) Control Room (if applicable)</p>
<p>8) 處所契據或租賃證明副本 Copy of deed of premises or evidence of tenancy</p> <p>i. <input type="checkbox"/> 如公司自置或租用，提交契據或租約副本 For rented or self-owned premise, submission of copy of deed or tenancy is required 或 or</p> <p>ii. <input type="checkbox"/> 如授權使用，呈交 For premise used by authorisation, submission of</p> <p>(1) <input type="checkbox"/> 業主或租客的授權信 letter of authorisation from owner / tenant 及 and</p> <p>(2) <input type="checkbox"/> 契據或租約副本 copy of deed or tenancy</p> <p>** (授權信須包括 the letter of authorisation must include:</p> <p>(a) <input type="checkbox"/> 授權使用期限 duration of authorised use</p> <p>(b) <input type="checkbox"/> 是否需要繳交租金，如需要，租金多少 whether or not rent is required, if any, and the amount)</p>

詳情請參閱【香港法例第460章保安及護衛服務條例】、【保安公司牌照申請時所須考慮的事項】及『保安及護衛業管理委員會』網址：<http://www.sb.gov.hk/chi/links/sgsia/index.htm>

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>.