

Security Company Licence (Type II Work) List and Guideline of Documents Required (Annual Inspection)

Licence no. of security company: _____

Date of last annual 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 applicant / director** must be submitted

2) Up-to-date chart of management team and directors / List of senior management **(preferably labeled with "Personal Data")**

- i. Companies Registry annual returns (if any)
- ii. Up-to-date organisation chart
- iii. Proof of personnel changes already reported to the SGSIA (if any)
- iv. List of all existing shareholders and directors and
- v. List of senior management (**only applicable to personnel involved in security work**)

The list must include the following four items:

- (1) Name (2) Business Registration no./HKID 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 **provision of armoured transportation services**

4) Auditor's report

- i. Up-to-date auditor's report: (i) written explanation and (ii) original of bank reference letter are required if failing to submit
- ii. For a negative balance, other documents are required (e.g. original of bank reference letter, balance sheet, profit & loss account and financial guarantee given by the mother company) to prove a sound financial status.

- ★ **Bank reference letter** must include (1) commencing date of account (2) account status and (3) latest balance

5) Up-to-date list of employees (preferably labeled "Personal Data")

- (a) List of trainers (b) List of vault staff (c) List of armoury staff (d) List of cash escort staff
(e) List of authorised persons (f) List of security personnel (Type C)
(g) List of other staff (h) Firearms and Ammunition Ordinance, Cap. 238

(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) Post
(7) SPP no. (8) SPP (Type C) expiry date
(9) Completion date of valid security training course (QAS/ QAIHT)
(10) Completion date of basic training for Type II security work (11) Total no. of SPP holders (Type C)

6) Up-to-date list of cash escort vehicles

- (1) List of cash escort vehicles (2) Copy of permits of cash escort vehicles
(3) Copy of third party risk insurance policy (4) Vehicle examination report (passed) and repair notice

7) Copy of valid employees' compensation insurance policy (written explanation is required if failing to submit) **(Must include the following four pieces of information)**

- (1) The licensee's company must be the insured (2) Insurance should cover all places in Hong Kong
(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 **the provision of armoured transportation services**)

8) Copy of valid public liability insurance policy (written explanation is required if failing to submit)

(Must include the following four pieces of information)

- (1) The licensee's company must be the insured (2) Insurance should cover all places in Hong Kong
(3) The compensation should be at least HK\$10,000,000 per incident
(4) Nature of business (the company should be insured for the extent of its business subject, which includes **the provision of armoured transportation services**)

9) **Copy of valid cash fidelity insurance policy (written explanation is required if failing to submit)**

- (1) The licensee's company must be the insured
- (2) Nature of business (the company is appropriately insured for the extent of its business subject)
- (3) Insurance should cover all places in Hong Kong

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 (11))
- (6) Company vetting records
- (7) Notice of Commencement of employment of security personnel
- (8) Records of basic training on Type II security work (please refer to item (12))

★ **Company vetting records must include the following four 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) Date, method of vetting, name and post of the vetting person

11) **Valid training certificates (for newly recruited security staff since the previous annual inspection) (QAIHT / QASRS)**

- i. Security personnel should have successfully completed basic training on security work before deployment.
- ii. Security personnel should have successfully completed the training course approved by the SGSIA before deployment. (QAS) The certificate issued upon completion of training is valid for a period of 5 years, **or**,

(The following is only applicable to companies which have been granted QAIHT)

- iii. Security personnel should have successfully complete 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)
- (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)

12) **Basic training information on three full working days concerning Type II security work**

- i. Training records of security personnel for three full working days before performing Type II security work
- ii. List of trainers (all trainers should be approved by the Commissioner of Police) (same format as that of staff list)
- iii. List of authorised persons (4 persons at most and must notify the Commissioner of Police)
 - (1) Training manual
 - (2) Course time table for three full working days
 - (3) Test questions and answers
 - (4) Attendance record
 - (5) Notice of training
- iv. The list of officers promoted to fleet commanders or more senior posts and related training manual (a written declaration should be presented if no such promotion training has been organised since the previous annual inspection) Security personnel should have successfully completed and passed the training course organised by company trainer before commencement of employment [same format as that of List of employees at Item 5]
 - (1) Training manual for fleet commanders or more senior officers
 - (2) Test questions and answers
 - (3) Attendance record

13) **Information on armoury checks**

Please prepare the following documents for on-site inspection:

- (1) Copy of Licence for Possession (Pol. 662(s))
- (2) Copy of firearms and ammunition register (the previous month)
- (3) Maintenance record of firearms and ammunition (including dummy bullets)

All documents of armoury recording the following items:

- (1) Repair of firearms (2) Duty record at armoury
- (3) Any staff members (other than those on duty at armoury) making access to armoury

14) **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

15) **Assignment instructions and contingency plans (can be submitted on disc)**

- Up-to-date copies of assignment instructions
- Up-to-date copies of contingency plans

16) **Records of any personnel entering and leaving the control room**

- From ____ (year) ____ (month) ____ (day) to ____ (year) ____ (month) ____ (day)

17) **Commencement/ Termination of employment of security personnel (since the previous annual inspection)**

- Evidence already submitted to the Police Licensing Office to prove any commencement / termination of employment of security personnel

18) **Occupational safety and health**

(If no changes have been made since the previous inspection, a Letter of Declaration can be submitted)

- i. Location, facility and measures of loading / unloading ammunition (with photos and copies of documents)
- ii. Details of personal protective gear (such as bullet-proof vest and helmet)

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>

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