

Security Company Licence (Type II Work) List and Guideline of Documents Required (New Application)

1) <u>Letter of authorisation</u> <input type="checkbox"/> If vetting of new application is not attended by the applicant / director in person, a letter of authorisation signed by the <u>applicant / director</u> must be submitted
2) <u>Up-to-date list of directors / senior management (preferably labeled with "Personal Data")</u> i. <input type="checkbox"/> Organisation chart ii. <input type="checkbox"/> Companies Registry annual returns (if any) iii. <input type="checkbox"/> HKID of shareholders and directors for vetting (<u>copies will also be accepted</u>) iv. <input type="checkbox"/> List of all existing shareholders and directors v. <input type="checkbox"/> List of senior management (only applicable to personnel involved in security work) The list must include the following four items: (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
3) <u>Valid Business Registration Certificate</u> <input type="checkbox"/> Business Registration must show the company address and its nature of business must include: <u>security guarding services</u>
4) <u>Auditor's report or original of bank reference letter</u> i. <input type="checkbox"/> Up-to-date auditor's report, or ii. <input type="checkbox"/> Bank reference letter (including (1) <input type="checkbox"/> commencing date of account (2) <input type="checkbox"/> account status and (3) <input type="checkbox"/> latest balance)
5) <u>Floor plan of premises</u> with brief notes and the following five pieces of information (i) <input type="checkbox"/> Premises layout descriptions (ii) <input type="checkbox"/> Size of premises (iii) <input type="checkbox"/> Location of fire safety facilities (iv) <input type="checkbox"/> Fire escape exits / routes (rear stairs for fire escape indicated) with bilingual notes (v) <input type="checkbox"/> Fire escape routes with bilingual notes for Training Room / Control Room should be submitted separately (if applicable)
6) <input type="checkbox"/> <u>Copy of Certificate of Fire Service Installations and Equipment (Forms FS 251)</u>
7) <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 12 pieces of information (1) <input type="checkbox"/> Main entrance of the building (telephoto view) (2) <input type="checkbox"/> Directory at the ground floor lobby (3) <input type="checkbox"/> Main entrance of company (4) <input type="checkbox"/> Interior of company (5) <input type="checkbox"/> Metal cabinet with locks (6) <input type="checkbox"/> Shredding machine (7) <input type="checkbox"/> Fire safety facilities (8) <input type="checkbox"/> Training Room (if applicable) (9) <input type="checkbox"/> Control Room (if applicable) (10) <input type="checkbox"/> Vault (11) <input type="checkbox"/> Armoury (12) Cash escort vehicles
8) <u>Copy of deed of premises or evidence of tenancy</u> i. <input type="checkbox"/> For rented or self-owned premise, submission of copy of deed or tenancy is required, or ii. <input type="checkbox"/> For premise used by authorisation, submission of (1) <input type="checkbox"/> letter of authorisation from owner / tenant and (2) <input type="checkbox"/> copy of deed or tenancy are required (the letter of authorisation must include: (a) <input type="checkbox"/> duration of authorised use (b) <input type="checkbox"/> whether or not rent is required (if any, and the amount)
9) <u>Sample list of employees (preferably labeled with "Personal Data")</u> (must include the following 11 pieces of information. Names must be arranged in temporal order, with employees joining the company earlier listed out first) (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 (6) <input type="checkbox"/> Date of commencement of employment for doing security work (7) <input type="checkbox"/> Post (8) <input type="checkbox"/> SPP no. (Type C) (9) <input type="checkbox"/> SPP expiry date (Type C) (10) <input type="checkbox"/> Completion date of valid security training course (QAS/ QAIHT) (11) <input type="checkbox"/> Total no. of SPP holders (Type C)
10) <u>List of cash escort vehicles (including the following information)</u> (1) <input type="checkbox"/> List of cash escort vehicles (2) <input type="checkbox"/> Copy of permits of cash escort vehicles (3) <input type="checkbox"/> Copy of third party risk insurance policy (4) <input type="checkbox"/> Vehicle examination report (passed) and repair notice
11) <u>Copy of valid employees' compensation insurance policy (If a security company licence is still in the process of application, a letter of declaration can be submitted in lieu of insurance policy)</u> (insurance policy must include the following four pieces of information) (1) <input type="checkbox"/> The licensee's company must be the insured (2) <input type="checkbox"/> Insurance should cover <u>all sites where services are provided</u> (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) (4) <input type="checkbox"/> 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, **a 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) 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 **security guarding services**)

13) **Copy of valid cash fidelity insurance policy** (If a security company licence is still in the process of application, **a letter of declaration can be submitted in lieu of insurance policy**)

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

- (1) The licensee's company must be the insured (2) Insurance should cover all sites where services are provided
(3) Nature of business (the company should be insured for the extent of its business subject, which includes **Security guarding services**)

14) **Samples of assignment instructions and contingency plans** (printed with indexes and page numbers)

- Submission of up-to-date copies of assignment instructions and contingency plans. **One each.**

15) **Samples of personnel file of staff** (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 Certificates (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 (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 the vetting person

16) **Copy of training certificates (QAIHT / QASRS) (Must include the following items)**

- (1) Records of basic training course that security personnel should have successfully completed before deployment
(2) Records of training course approved by the SGSIA and successfully completed by security personnel before deployment. The certificates issued upon completion of training are valid for a period of 5 years, **or,**
(3) Prior to deployment, security personnel should have successfully completed QAIHT, which is an internal training provided by the company itself, with the following records presented. (***Only applicable to companies which have been granted QAIHT***)
 List of trainers (all trainers must be approved by the Commissioner of Police)
 List of authorised persons (4 persons at most. Commissioner of Police must be notified)
 Training manual Course time table Test questions and answers Attendance record
 "Notice of employment and training" (Pages 1 and 2 of QAIHT form 1)

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

- (1) List of authorised persons to hire trainers, such as company directors (4 persons at most and must notify the Commissioner of Police)
(2) Resume of trainers and other documents that can prove their relevant work experience
 Basic training records of security personnel for 3 full working days before performing Type II security work
 Training manual (including training manual for both fleet members, fleet commanders and above)
 Course time table Test questions and answers attendance record
 Notice of training
(3) List and training manual for staff promoted to fleet commanders and above
 training manual for fleet commanders and above Test questions and answers attendance record

18) **Information on armoury checks** (Please prepare the following documents for on-site inspection)

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

Samples of documents of armoury recording the following items:

- Repair of firearms
- Other inventory
- Any unarmed / armed staff members on duty making access to armoury

19) **Uniforms of security personnel and samples of staff ID card for verification** **(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, a letter of declaration can be submitted instead)

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

20) **Instructions on the procedures of handling 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)

21) **Occupational safety and health**

- (1) Location, facility and measures of loading / unloading ammunition (with photos and copies of documents)
- (2) Details of personal protective gear (such as bullet-proof vest and helmet)
- (3) Implementation of the OSH order related to Type II works (eg. Manual lifting)

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 apply for the provision of QAIHT internal training

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

(For companies which apply for the provision of QAIHT internal training)

(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)