

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

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

1) **授權信 Letter of authorisation**

- 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

2) **有效之商業登記証副本 Valid Business Registration Certificate**

- 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)

3) **有效之僱員補償保險保單副本 Valid employees' compensation insurance policy**

- 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

4) **有效之公眾責任保險保單副本 Valid public liability insurance policy**

- 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

4) **有效之現金忠誠保險保單副本 Valid cash fidelity insurance policy**

- 已更改公司地址之公眾責任保險保單副本 Copy of cash fidelity insurance policy with amended company address

5) **處所平面圖 Floor plan of premises**

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

- i. 處所間格描述 Premises layout descriptions ii. 處所面積 Size of premises
iii. 滅火設施位置 Location of fire safety facilities
iv. 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
v. 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)

6) **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)**

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)

需附有 (i) 公司名稱及地址; (ii) 相片標題 及 需列齊下列 11 項資料

with (i) company name and address (ii) photo captions and the following 11 pieces of information

- (1) 大廈大門 (遠景) Main entrance of the building (telephoto view) (2) 地下公司水牌 Directory at the ground floor lobby
(3) 公司正門 Main entrance of company (4) 公司內部 Interior of company (5) 滅火設施 Fire safety facilities
(6) 有鎖金屬文件櫃 Metal cabinet with locks (7) 碎紙機 Shredding machine
(8) 訓練室 (如有) Training Room (if applicable) (9) 控制室 (如有) Control Room (if applicable)
(10) 保險庫 (如有) Vaults and Vaulting Area (if applicable) (11) 槍械庫 (如有) Armoury (if applicable)

8) **處所契據或租賃證明副本 Copy of deed of premises or evidence of tenancy**

- i. 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

- ii. 如授權使用，呈交 For premise used by authorisation, submission of

- (1) 業主或租客的授權信 letter of authorisation from owner / tenant 及 and

- (2) 契據或租約副本 copy of deed or tenancy

****授權信須包括 the letter of authorisation must include:**

- (a) 授權使用期限 duration of authorised use

- (b) 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)

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>.