

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

1) **Letter of authorisation**

- If vetting of new application 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.  **List** of all existing shareholders and directors
- iv.  **HKID** of shareholders and directors for vetting (copies will also be accepted)
- v.  **List** of senior management (**only applicable to personnel involved in security work**)

**The list 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 **installation, maintenance and repairing of a security device and designing a security system incorporating a security device**

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)  Position of Electronic Technical Workshop and fire escape routes for Electronic Technical Workshop should be submitted separately.

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

- FS251

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 eight 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)  Electronic Technical Workshop

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 are required

(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 ten 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 technician no.    (9)  SPP technician (Type D) expiry date    (10)  Total no. of SPP technicians

10) **Sample list of clients (must include the following seven pieces of information)**

- (1)  Serial no.    (2)  Name of client    (3)  Address of security system devices for repair and maintenance
- (4)  Name, phone no. and post of contact person of your company
- (5)  Security services provided (such as design, installation, repair and maintenance)
- (6)  Security devices provided (such as CCTV or alarm systems)    (7)  Total no. of clients

11) **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)**

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

- (1)  The licensee's company must be the insured    (2)  Insurance should cover anywhere 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 **installation, maintenance and repairing of a security device and designing a security system incorporating a security device.**

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)  The compensation should be at least HK\$10,000,000 per incident  
(3)  Insurance should cover anywhere in Hong Kong  
(4)  Nature of business (the company should be insured for the extent of its business subject; same as paragraph (11) above)

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13) **Sample of personnel files (preferably labeled with "Personal Data")**  
**(Must include the following seven 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)  Certificate of any approved technical qualifications  
(6)  Company vetting records (7)  Notice of Commencement of employment of security personnel

★ **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)  Verification of security personnel permit revoked list from Police Licensing Office website  
(5)  Date, method of vetting, name and post of the vetting person

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14) **Sample list of electronic equipment in the Electronic Technical Workshop**  
 Including names of devices, manufacturers and quantity

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

(1)  Fire (2)  Electric shock (3)  Typhoon (4)  Red and black rainstorm warning signals  
(5)  Other hazards (if applicable)

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16) **Sample of standard specifications of security devices**  
 According to the guidelines of the SGSIA : all security devices designed, installed, maintained and repaired should be done according to the relevant British Standards (B.S.) or Underwriters Laboratories Inc. (U.L.) Standard or equivalent

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17) **Uniforms of SPP technicians and samples of staff ID card for verification**

- ✧ Uniform is not a must for SPP technicians (Type D)
- ✧ All uniforms for SPP technicians (Type D) 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 in lieu of uniform or staff ID card samples
- ✧ If SPP technicians (Type D) are not required to wear uniform, please also submit a letter of declaration

i)  Sample of Uniform (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

ii)  Company logo, badge or name plate in close-up colour photos iii)  Sample of staff ID card

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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>

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