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)

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 (any notes or leases issued by public utilities)
(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

14) **Sample list of electronic equipment in the Electronic Technical Workshop**

☐ Including names of devices, manufacturers and quantity

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)

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

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

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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