

Common Omissions by Security Companies (Type III Security Work)

Omissions

Company Background

- 1) Failing to report changes of name, address or director of company to the Security and Guarding Services Industry Authority (“SGSIA”).
- 2) Failing to notify the Commissioner of Police (“*The Commissioner*”) in writing of any criminal proceedings against the controller(s), director(s) and senior executive(s), and all security personnel permit (“SPP”) holders of the company within 14 days after the licensee has become aware of the institution of such proceedings in accordance with the licence conditions.
- 3) Lacks proof of sound financial background to demonstrate sufficient working capital for the company's continuous operation.

Insurance

- 1) Failing to purchase Employees' Compensation Insurance and Public Liabilities Insurance as specified in the Matters to which the Security and Guarding Services Authority shall have regard when determining an application for a Security Company Licence (“*Matters*”) including:
 - (a) The licensee's company must be the insured;
 - (b) Insurance should cover all sites where security services are provided;
 - (c) Employees' Compensation Insurance should cover all employees (the compensation should be at least HK\$100 million per incident for 200 persons or less, and at least HK\$200 million per incident for more than 200 persons).
 - (d) The company should purchase a minimum of HK\$10 million per incident for public liabilities; and
 - (e) The company should be insured for the extent of its business subject.

Premises

- 1) Operating a security company from a place of business that is not commensurate with the scale and nature of operations.

Personnel

- 1) Failing to give written notification to the Commissioner (Police Licensing Office) within 14 days for commencement / termination of employment of persons to do security work.
- 2) Supplying an individual to do security work whilst the individual does not possess a valid permit for that type of work.
- 3) Failing to conduct adequate staff vetting before deployment of security personnel.
- 4) Failing to conduct SPP validity check before deployment of security personnel (e.g. Check the SGSIA's website).

Contract out

- 1) Contract out the security work to an unlicensed security company.

Electronic Technical Workshop

- 1) Workshop is not commensurate with the scale and nature of the licensee's business.

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Security Devices Requirements

- 1) Failing to comply with the security device requirements (i.e. all security devices designed, installed, maintained and repaired should be done according to the relevant British Standards (B.S.), Underwriters Laboratories Inc. (U.L.) Standard or equivalent) as stipulated in the Matters.

For enquiries, please refer to the SGSIA website: <http://www.sb.gov.hk/eng/links/sgsia/index.htm> or contact SCIU at 2194 6424.