

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

保安公司牌照号码 **Licence no. of security company:** \_\_\_\_\_

1) **授权信 Letter of authorisation**

- 如非持牌人或董事出席新搬迁审查, 请呈交 持牌人或董事签署 的授权信 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) **有效之商业登记证副本 Valid Business Registration Certificate**

- 已更改公司地址之商业登记证副本 Copy of Business Registration with amended company address  
(业务性质需包含: 保安护卫服务)( its nature of business must include Security guarding services)

3) **有效之雇员补偿保险保单副本 Valid employees' compensation insurance policy**

- 已更改公司地址之雇员补偿保险保单副本 Copy of employees' compensation insurance policy with amended company address

4) **有效之公众责任保险保单副本 Valid public liability insurance policy**

- 已更改公司地址之公众责任保险保单副本 Copy of public liability insurance policy with amended company address

5) **处所平面图 Floor plan of premises**

**并附简单注释及需列齐下列 5 项资料 with brief notes and the following 5 pieces of information**

- i.  处所间格描述 Premises layout descriptions                      ii.  处所面积 **Size of premises**  
iii.  灭火设施位置 Location of fire safety facilities  
iv.  双语之走火通道 / 路线 (及至走火后楼梯位置)  
Fire escape exits / routes (rear stairs for fire escape indicated) with bilingual notes  
v.  训练室 / 控制室 **需提交独立走火路线图** (如适用)  
Fire escape routes with bilingual notes for Training Room / Control Room **should be submitted separately**  
(if applicable)

6)  **消防处消防装置及设备证书副本 (表格FS 251) Copy of Certificate of Fire Service Installations and Equipment (Forms FS 251)**

7) **处所彩色照片 Colour photos of premises** (一张 A4 纸最多两张相) (maximum two photos on each A4-size paper)

需附有 (i) 公司名称及地址; (ii) 相片标题 及 需列齐下列 9 项资料

**with (i) company name and address (ii) photo captions and the following 9 pieces of information**

- (1)  大厦大门 (远景) Main entrance of the building (telephoto view) (2)  地下公司水牌 Directory at the ground floor lobby  
(3)  公司正门 Main entrance of company (4)  公司内部 Interior of company  
(5)  有锁金属文件柜 Metal cabinet with locks (6)  碎纸机 Shredding machine (7)  灭火设施 Fire safety facilities  
(8)  训练室 (如有) Training Room (if applicable) (9)  控制室 (如有) Control Room (if applicable)

8) **处所契据或租赁证明副本 Copy of deed of premises or evidence of tenancy**

- i.  如公司自置或租用, 提交契据或租约副本  
For rented or self-owned premise, submission of copy of deed or tenancy is required 或 or  
ii.  如授权使用, 呈交 For premise used by authorisation, submission of  
(1)  业主或租客的授权信 letter of authorisation from owner / tenant 及 and  
(2)  契据或租约副本 copy of deed or tenancy  
**\*\* (授权信须包括 the letter of authorisation must include:**  
(a)  授权使用期限 duration of authorised use  
(b)  是否需要缴交租金, 如需要, 租金多少 whether or not rent is required, if any, and the amount)

详情请参阅【香港法例第460章保安及护卫服务条例】、【保安公司牌照申请时所需考虑的事项】及『保安及护衛业管理委员会』网址：<http://www.sb.gov.hk/chi/links/sqgia/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/sqgia/index.htm>.