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PRIVATE SECURITY INDUSTRY ACT (CHAPTER 250A)

PRIVATE SECURITY INDUSTRY (PRIVATE INVESTIGATION AND SECURITY AGENCIES) REGULATIONS 2009

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In exercise of the powers conferred by section 39 of the Private Security Industry Act, the Minister for Home Affairs hereby makes the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Private Security Industry (Private Investigation and Security Agencies) Regulations 2009 and shall come into operation on 27th April 2009.

Application for private investigation agency's licence and security agency's licence

2. Every application for a private investigation agency's licence or a security agency's licence shall be made using the electronic service provided by the licensing officer.

Private investigation agency's licence

3. A private investigation agency's licence shall be in Form 1 in the Schedule.

Fee for private investigation agency's licence

4.—(1) The fee payable for a private investigation agency's licence shall be \$400.

(2) The fee payable for each copy or a replacement of a private investigation agency's licence shall be \$10.

Security agency's licence

5. A security agency's licence shall be in Form 2 in the Schedule.

Fee for security agency's licence

6.—(1) The fee payable for a security agency's licence shall be \$400.

(2) The fee payable for each copy or a replacement of a security agency's licence shall be \$10.

Application for private investigator's licence and security officer's licence

7. Every application for a private investigator's licence or a security officer's licence shall be made using the electronic service provided by the licensing officer.

Fee for private investigator's licence and security officer's licence

8.—(1) The fee payable for a private investigator's licence or a security officer's licence shall be \$16.

(2) The fee payable for each copy or a replacement of a private investigator's licence or a security officer's licence shall be \$10.

Submission of information to licensing officer under sections 8 and 16 of Act

9. Where a person is required under section 8(3) or 16(3) of the Act to inform the licensing officer of the employment or termination of employment of a licensed private investigator or a licensed security officer (as the case may be), the information shall be submitted to the licensing officer using the electronic service provided by the licensing officer.

Submission of information to licensing officer under sections 9 and 17 of Act

10. Where a person is required under section 9(1) or 17(1) of the Act to inform the licensing officer of the employment or termination of employment of any person other than as a private investigator or a

security officer, the information shall be submitted to the licensing officer using the electronic service provided by the licensing officer.

Register of employees and deployment sites

11.—(1) A licensed private investigation agency or a licensed security agency shall at all times maintain an up-to-date register of all persons employed by it as a private investigator or as a security officer.

(2) A licensed security agency shall at all times maintain an up-to-date register of all places in which the security officers employed by it are deployed for work.

(3) The registers referred to in paragraphs (1) and (2) shall be maintained by the licensed private investigation agency or licensed security agency, as the case may be, in the appropriate form and manner provided under the electronic service provided by the licensing officer.

Change of particulars

12.—(1) Subject to paragraph (2), a licensee shall, not later than 14 days after the date of any change taking place in any of the particulars that were declared by the licensee in his application for a licence, inform the licensing officer in writing of the change.

(2) Where a licensee who has changed his residential address makes a report not later than 14 days after the date of the change under section 8 of the National Registration Act (Cap. 201), he shall be deemed to have informed the licensing officer of the change in his residential address in compliance with paragraph (1) so far as that paragraph applies to residential addresses.

Transfer of licence to new partners in partnership

13.—(1) Where —

- (a) a licence is granted to a partnership (referred to as the original partnership);
- (b) there is a change in the original partnership as a result of a new partner or new partners joining the original partnership

(whether or not accompanied by any change in the existing partners of the original partnership); and

- (c) the licence is to be held for the purposes of the original partnership,

the licensee shall apply to the licensing officer for the licence to be transferred to the new partnership using the electronic service provided by the licensing officer.

(2) An application under paragraph (1) to transfer a licence to a new partnership shall be accompanied by —

- (a) a fee of \$40; and
- (b) such other particulars, information and documents of the new partner or partners as the licensing officer may require under the Act and these Regulations.

(3) An application under paragraph (1) to transfer a licence to a new partnership shall be regarded as an application for the grant of a fresh licence to the new partnership.

Change of directors in companies or partners in limited liability partnerships

14. Where a licensee is a company or a limited liability partnership, the licensee shall, not later than 7 days after the date of any change in the particulars of its directors or partners that were declared by the licensee in his application for a licence, as the case may be, notify the licensing officer of the change using the electronic service provided by the licensing officer.

Request for information

15. The licensing officer may, at any time by notice in writing, require a licensee to furnish him, not later than 14 days after the date of the notice, with any information the licensing officer may require concerning the licensee's business or employees.

Change of business address

16.—(1) A licensed private investigation agency or a licensed security agency shall notify the licensing officer of any change in its business address not later than 14 days after the date of such change.

(2) A notification under paragraph (1) shall be submitted using the electronic service provided by the licensing officer.

(3) A fee of \$20 shall be payable in respect of each notification of a change of business address under paragraph (1).

[S 631/2010 wef 01/11/2010]

No change of name without approval of licensing officer

17.—(1) A licensed private investigation agency or a licensed security agency shall not change the name under which its business is carried on without first obtaining the approval in writing of the licensing officer.

(2) A fee of \$20 shall be payable for approval of a change of name under which the business of a licensed private investigation agency or a licensed security agency, as the case may be, is carried on.

(3) An application for the licensing officer's approval under paragraph (1) shall be submitted using the electronic service provided by the licensing officer.

Prescribed forms for electronic service

18.—(1) The forms prescribed for —

- (a) an application in respect of any licence;
- (b) the submission of information under section 8(3), 9(1), 16(3) or 17(1) of the Act;
- (c) an application for a transfer of a licence under regulation 13;
- (d) a notification of a change in the particulars of the directors or partners of a company or a limited liability partnership, as the case may be, under regulation 14;

- (e) a notification of a change in the business address of a licensed private investigation agency or a licensed security agency under regulation 16; and
- (f) an application for approval to change the name under which the business of a licensed private investigation agency or a licensed security agency is carried out under regulation 17,

made using the electronic service provided by the licensing officer shall be the electronic forms provided in that electronic service at <http://www.spf.gov.sg/licence>.

(2) In the event of a malfunction or failure of the electronic service provided by the licensing officer —

- (a) an application for a private investigation agency's licence or a security agency's licence shall be made in Form 3 in the Schedule;
- (b) an application for a private investigator's licence or a security officer's licence shall be made in Form 4 in the Schedule;
- (c) the submission of information under section 8(3), 9(1), 16(3) or 17(1) of the Act shall be in such form and manner as the licensing officer may determine;
- (d) an application for a transfer of a licence under regulation 13 shall be in such form and manner as the licensing officer may determine;
- (e) a notification of a change in the particulars of the directors or partners of a company or a limited liability partnership, as the case may be, under regulation 14 shall be in such form and manner as the licensing officer may determine;
- (f) a notification of a change in the business address of a licensed private investigation agency or a licensed security agency under regulation 16 shall be in such form and manner as the licensing officer may determine; and
- (g) an application for approval to change the name under which the business of a licensed private investigation agency or a licensed security agency is carried out under regulation 17

shall be in such form and manner as the licensing officer may determine.

Surrender of licence

19. Where a licence is revoked by order of the licensing officer under section 24(1) or (7) of the Act, the licensee shall, not later than 14 days after the date of the revocation order taking effect, surrender the licence to the licensing officer.

Issue, display and surrender of Identification Card

20.—(1) The licensing officer may issue an Identification Card in such form as he may determine to a licensed private investigator or a licensed security officer.

(2) Where a licensed private investigator or a licensed security officer is deployed for duties, he shall carry his Identification Card with him at all times while he is on duty.

(3) Where the licence of a private investigator or a security officer is revoked or suspended by order of the licensing officer under section 24(1) or (7) of the Act, the licensee shall, not later than 14 days after the date of the revocation or suspension order taking effect, surrender his Identification Card to the licensing officer.

Equipment

21. A licensed private investigation agency or a licensed security agency shall not issue to its employees or permit them to use any uniform, badge, emblem, two-way radio communication equipment, handcuffs, truncheon, siren, mechanical or electronic device or other equipment without first obtaining the prior approval in writing of the licensing officer.

Protection of information

22. No person shall, otherwise than in the performance of his duties or in the course of his business of a licensed private investigation agency or licensed security agency, as the case may be, reveal any information of a private or confidential nature which was acquired by him or which came to his knowledge in the course of his duties as a

private investigator or as a security officer or as a licensee or an employee of a private investigation agency or a security guard agency.

Security transportation

23.—(1) If a licensee holding a security agency’s licence wishes to provide security transportation as a service, he shall, before commencing to provide the service, notify the licensing officer in writing that he intends to provide such a service.

(2) *[Deleted by S 756/2017 wef 01/01/2018]*

(3) In this regulation —

[Deleted by S 756/2017 wef 01/01/2018]

“security transportation” means the transportation of cash, gold, jewellery or other valuables by whatever means.

(4) For the purposes of this regulation, a person shall be deemed to be providing security transportation if he furnishes or provides or notifies or states that he is willing to furnish or provide or in any way holds himself out to the public as ready to furnish or provide security guards for the transportation of cash, gold, jewellery or other valuables for or in consideration of any remuneration.

Application for approval under section 11 of Act for certain security assignments

24. An application for approval to carry out any security assignment under section 11 of the Act shall be made to the licensing officer in writing in Form 5 in the Schedule.

False statements, etc.

25. Any person who —

- (a) in any application, form, document, return or notice submitted by him to the licensing officer under regulation 9, 10, 12, 13, 14, 15, 16, 17, 23 or 24; or
- (b) in any register required to be maintained by him under regulation 11,

makes any statement which is false or furnishes any particular which is false or knowingly omits to furnish any particular which is required to be furnished shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 2 years or to both.

[S 756/2017 wef 01/01/2018]

Photographs and fingerprints

26.—(1) The licensing officer may, at any time, require the taking and recording of photographs and fingerprints of persons applying for a licence and of every person employed by a licensee or seeking employment with a licensee.

(2) Any person employed by a licensee or seeking employment with a licensee (other than as a secretarial, clerical or other staff of a similar kind) and who refuses to comply with the requirement referred to in paragraph (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 2 years or to both.

[S 756/2017 wef 01/01/2018]

Offences

27. Any person who —

(a) contravenes regulation 11(1), (2) or (3), 12(1), 14, 16(1), 17(1), 19, 20(2) or (3), 21, 22 or 23(1); or

[S 756/2017 wef 01/01/2018]

(b) fails to comply with the requirements of a notice under regulation 15 which has been served on him,

shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 2 years or to both.

[S 756/2017 wef 01/01/2018]

Security service providers not subject to Regulations

28. These Regulations shall not apply to any holder of a security service provider's licence or an applicant for the grant or renewal of such a licence, and any reference in these Regulations to a licence or

licensee shall be construed as not including such a licence or a holder thereof.

Revocation

29. The Private Investigation and Security Agencies Regulations (Cap. 249, Rg 1) are revoked.

THE SCHEDULE

Regulation 3

FORM 1

PRIVATE SECURITY INDUSTRY ACT (CHAPTER 250A)

PRIVATE SECURITY INDUSTRY (PRIVATE INVESTIGATION AND SECURITY AGENCIES) REGULATIONS

LICENCE TO OPERATE A PRIVATE INVESTIGATION AGENCY

Licence No.: _____

Licensee(s): _____

Name of Person(s): _____

NRIC No.(s): _____

Name of Registered Company/Business/Co-operative Society: _____

ACRA/RCS Registration No.: _____

Address of Registered Company/Business/Co-operative Society: _____

Address of Branch Office(s): _____

 THE SCHEDULE — *continued*

 Date of commencement of licence: _____

 Date of expiry of licence: _____

The above named licensee(s) is/are permitted to operate a private investigation agency, subject to the provisions of the Private Security Industry Act, the Private Security Industry (Private Investigation and Security Agencies) Regulations and the conditions attached/overleaf.

 Licence Fee: \$ _____

<hr/> Date of Issue	<hr/> Licensing Officer
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FORM 2

		Regulation 5
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PRIVATE SECURITY INDUSTRY ACT
 (CHAPTER 250A)

 PRIVATE SECURITY INDUSTRY
 (PRIVATE INVESTIGATION AND SECURITY AGENCIES)
 REGULATIONS

 LICENCE TO OPERATE
 A SECURITY AGENCY

 Licence No.: _____

 Licensee(s): _____

 Name of Person(s): _____

 NRIC No.(s): _____

 Name of Registered Company/Business/Co-operative Society: _____

THE SCHEDULE — *continued*

ACRA/RCS Registration No.: _____

Address of Registered Company/Business/Co-operative Society: _____

Operating Address of Branch Office(s): _____

Date of commencement of licence: _____

Date of expiry of licence: _____

The above named licensee(s) is/are permitted to operate a security agency, subject to the provisions of the Private Security Industry Act, the Private Security Industry (Private Investigation and Security Agencies) Regulations and the conditions attached/overleaf.

Licence Fee: \$ _____

_____ Date of Issue	_____ Licensing Officer
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FORM 3

		Regulation 18(2)(a)
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PRIVATE SECURITY INDUSTRY ACT
(CHAPTER 250A)

PRIVATE SECURITY INDUSTRY
(PRIVATE INVESTIGATION AND SECURITY AGENCIES)
REGULATIONS

APPLICATION FOR A LICENCE TO:

THE SCHEDULE — *continued* Carry on the Private Investigation Agency Carry on the business of a Security Agency

(Tick ✓ in the appropriate box)

PART I — PARTICULARS OF FILER (applicable only to application made by a staff/member of a professional firm or a representative authorised by the applicant to make the licence application.)Name: _____
_____NRIC/FIN No.: _____
_____Name of Registered Company/Business/Organisation: _____
_____ACRA Registration No.: _____
_____Email Address: _____
_____Contact No. (Pager/Mobile/Home/Office No.): _____
_____**PART II — PARTICULARS OF APPLICANT**Name: _____
_____Appointment in Proposed Agency: _____
_____Address: _____
_____Email Address: _____
_____NRIC/FIN No.: _____
_____Nationality: _____
_____Date of Birth: _____

THE SCHEDULE — *continued*

Contact No. (Pager/Mobile/Home/Office No.): _____

Experience in security and/or investigation work¹: _____

_____ From (Year): _____ To Year): _____

Highest rank/appointment held: _____

_____ From (Year): _____ To (Year): _____

Highest Educational Qualification: _____

PART III — PARTICULARS OF REGISTERED COMPANY/BUSINESS/CO-OPERATIVE SOCIETY

Name of Registered Company/Business/Co-operative Society: _____

ACRA/RCS² Registration No.: _____

Address of Registered Company/Business/Co-operative Society: _____

Contact No.: _____

Fax No.: _____

Type of Company/Business: _____

PART IV — PARTICULARS OF PARTNER(S)/DIRECTOR(S)/OFFICE-BEARERS(S)

Name: _____

NRIC/FIN/Passport No.³: _____

Date of Birth: _____

THE SCHEDULE — *continued*Appointment: _____
_____Highest Educational Qualification: _____
_____Experience in security and/or investigation work¹: _____

_____ From (Year): _____ To (Year): _____

Highest rank/appointment held: _____

_____ From (Year): _____ To (Year): _____

Name: _____
_____NRIC/FIN/Passport No.³: _____
_____Date of Birth: _____
_____Appointment: _____
_____Highest Educational Qualification: _____
_____Experience in security and/or investigation work¹: _____

_____ From (Year): _____ To (Year): _____

Highest rank/appointment held: _____

_____ From (Year): _____ To (Year): _____

Name: _____
_____NRIC/FIN/Passport No.³: _____

 THE SCHEDULE — *continued*

Date of Birth: _____

Appointment: _____

Highest Educational Qualification: _____

Experience in security and/or investigation work¹: _____

_____ From (Year): _____

____ To (Year): _____

Highest rank/appointment held: _____

_____ From (Year): _____ To (Year): _____

Name: _____

NRIC/FIN/Passport No.³: _____

Date of Birth: _____

Appointment: _____

Highest Educational Qualification: _____

Experience in security and/or investigation work¹: _____

_____ From (Year): _____ To (Year): _____

Highest rank/appointment held: _____

_____ From (Year): _____ To (Year): _____

Name: _____

NRIC/FIN/Passport No.³: _____

 THE SCHEDULE — *continued*

Date of Birth: _____

Appointment: _____

Highest Educational Qualification: _____

Experience in security and/or investigation work¹: _____

_____ From (Year): _____ To (Year): _____

Highest rank/appointment held: _____

_____ From (Year): _____ To (Year): _____

PART V — DECLARATION

I declare that all the information given in this application is true and correct to the best of my knowledge.

 Date

 Signature of Filer/Applicant⁴

¹To submit documentary proof on experience in security and/or investigation work through the electronic service provided by the Licensing Officer.

²RCS refers to Registry of Co-operative Societies.

³Applicable to foreigners only who do not possess FIN Nos.

⁴Delete whichever is not applicable.

THE SCHEDULE — *continued*

FORM 4

Regulation 18(2)(b)

PRIVATE SECURITY INDUSTRY ACT
(CHAPTER 250A)

SINGAPORE POLICE FORCE

PRIVATE SECURITY INDUSTRY ACT
(CHAPTER 250A)PRIVATE SECURITY INDUSTRY
(PRIVATE INVESTIGATION AND SECURITY AGENCIES)
REGULATIONSSUBMISSION OF PERSONAL PARTICULARS BY PERSON SEEKING
APPROVAL TO BE LICENSED: AS A PRIVATE INVESTIGATOR AS A SECURITY OFFICER

(Tick ✓ in the appropriate box)

Notes:

1. Printed and signed copy of this form must be completed and submitted to the licensing officer, i.e. the Licensing Officer, Security Industry Regulatory Department, New Phoenix Park, Tower M #04-00, 28 Irrawaddy Road, Singapore 329560.

2. One copy of a recent photograph of a size and form suitable for passports of the person submitting his particulars must accompany this form.

Name (in BLOCK CAPITALS, underline Surname): _____

 THE SCHEDULE — *continued*

Aliases, if any: _____

Address: _____

Race: _____

Date of Birth: _____

Place of Birth: _____

Citizenship: _____

Sex: _____

NRIC No. (with official ref.): _____

FORM 5

		Regulation 24
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 PRIVATE SECURITY INDUSTRY ACT
 (CHAPTER 250A)

 PRIVATE SECURITY INDUSTRY
 (PRIVATE INVESTIGATION AND SECURITY AGENCIES)
 REGULATIONS

APPROVAL TO CARRY OUT CERTAIN SECURITY ASSIGNMENTS

PART I — PARTICULARS OF APPLICANT

Name: _____

Appointment in Private Investigation Agency or Employing Company/Business: _

Address: _____

Email Address: _____

THE SCHEDULE — *continued*

NRIC/FIN No.: _____

Nationality: _____

Date of Birth: _____

Contact No. (Mobile/Home/Office No.): _____

**PART II — PARTICULARS OF PRIVATE INVESTIGATION AGENCY
 OR EMPLOYING COMPANY/BUSINESS**

Name of Private Investigation Agency or Employing Company/Business: _____

ACRA/RCS¹ Registration No.: _____

Address of Private Investigation Agency or Employing Company/Business: _____

Contact No.: _____

Fax No.: _____

PART III — DETAILS OF SECURITY ASSIGNMENT

Name of Client: _____

(*If the client is engaging the services on behalf of his employing company/business or foreign government agency, please indicate the company/business or foreign government agency.)

NRIC/FIN/Passport No.²: _____

Address: _____

Nationality: _____

THE SCHEDULE — *continued*

Contact No. (Mobile/Home/Office No.): _____

<u>Nature of Security Assignment</u> ³	<u>Duration</u>
_____	_____
_____	_____
_____	_____
_____	_____

PART IV — DETAILS OF SECURITY EQUIPMENT TO BE USED DURING SECURITY ASSIGNMENT (if applicable)

<i>Name of security equipment</i>	<i>Make/Model</i>	<i>Country of Origin</i>

PART V — DECLARATION

I declare that all the information given in this application is true and correct to the best of my knowledge.

_____	_____
Date	Signature of Applicant

¹RCS refers to Registry of Co-operative Societies.

²Applicable to foreigners only who do not possess FIN Nos.

³Please indicate clearly the details of the security assignment required by the client. If the assignment is one under section 11(2)(b) or (c) of the Private Security Industry Act, please also indicate the individual or premises concerned.

Made this 23rd day of April 2009.

BENNY LIM
*Permanent Secretary,
Ministry of Home Affairs,
Singapore.*

[MHA(PS)10/4/001; AG/LEG/SL/250A/2008/1 Vol. 1]