



REQUIREMENTS TO REGISTER A BUSINESS

NO APPLICATION WILL BE ACCEPTED IF ANY OF THE REQUIREMENTS ARE NOT MET.

THE REGISTRATION FEE IS NON-REFUNDABLE. ANY PAYMENT MADE ELECTRONICALLY TOWARDS REGISTRATION WILL FORFEIT THE FEE IF NO OFFICIAL APPLICATION FOR REGISTRATION IS MADE WITHIN 30 NORMAL DAYS FROM DATE OF DEPOSIT.

ORGANISATION:													
<ol style="list-style-type: none">1. Business application form (<i>Completed and signed</i>)2. Proof of payment: Business Registration fee 2020/ Apr. 2021: R6 500-003. CIPC registration documents or relevant documents (<i>i.e. partnership agreement</i>)4. Business plan for 1 year5. Tax clearance certificate – SARS6. Specimen resolution to be submitted on a business letterhead (<i>specimen incl. on page 6</i>)7. Resolution stating that the business will be able to operate within the year of application.	<table border="1"><thead><tr><th colspan="2">PSiRA BANKING DETAILS:</th></tr></thead><tbody><tr><td>NAME:</td><td>PSiRA</td></tr><tr><td>BANK:</td><td>Nedbank</td></tr><tr><td>ACCOUNT:</td><td>1633366200</td></tr><tr><td>BRANCH CODE:</td><td>163345</td></tr><tr><td>REFERENCE:</td><td>(Use PSiRA Business registration number / I.D number of individual as</td></tr></tbody></table>	PSiRA BANKING DETAILS:		NAME:	PSiRA	BANK:	Nedbank	ACCOUNT:	1633366200	BRANCH CODE:	163345	REFERENCE:	(Use PSiRA Business registration number / I.D number of individual as
PSiRA BANKING DETAILS:													
NAME:	PSiRA												
BANK:	Nedbank												
ACCOUNT:	1633366200												
BRANCH CODE:	163345												
REFERENCE:	(Use PSiRA Business registration number / I.D number of individual as												
INDIVIDUAL DOCUMENTATION:													
<ol style="list-style-type: none">1. Suretyship form (SIRA – 4)<ol style="list-style-type: none">a. <u>Each page MUST BE INITIALED</u> by all parties (<i>i.e. Director(s) and two witnesses</i>) <u>and</u> last page SIGNED by all directors/members etc. <u>and</u> all witnessesb. BLACK PEN only.c. Suretyship will not be accepted if any part/portion has been cancelled/deleted.d. Do not make any errors on this page (<i>i.e. scribbling over letters etc.</i>)2. Each director/member/owner etc. to include the following:<ol style="list-style-type: none">a. Certified copy of identity documentb. Certified copy of Individual PSiRA registration certificatec. Comprehensive C.V (<i>Curriculum Vitae</i>)													
INFRASTRUCTURE & ADDITIONAL DOCUMENTS:													
<ol style="list-style-type: none">1. Signed Lease agreement / Proof of ownership (<i>i.e. municipal account</i>)2. Proof of landline OR mobile number (<i>Mobile number MUST be i.n.o owner(s)/director(s) etc.</i>)3. Infrastructure self-assessment report (SiRA 24a) – <i>Business confirms that they have the required infrastructure to operate and info MUST match that of lease agreement and contact numbers provided</i>4. Annexure i.r.o intended security business's insignia/title/symbol and security business uniform (<i>Design, sketch or photograph</i>)													

IMPORTANT: In the event that a business does not comply with a request to submit additional or corrected information/documentation within 21 days of such request by the Authority, the business will forfeit any money paid to the Authority and their application will be rejected.

This application must be accompanied by:

1. Applicable registration fee for the financial year;
2. Duly completed individual applications for registration as security service provider(s), accompanied by all the required supporting documentation, in respect of all directors/members/partners/trustees/administrators and persons performing executive or managing functions of the applicant security business, as the case may be, if they are not already registered as security service providers;
3. An authenticated copy of the CK1 and CK2 documentation if the applicant is a close corporation;
4. An authenticated copy of the CM1, CM2, CM27, CM29 and CM31 documentation if the applicant is a company;
5. A list, certified as correct by the duly appointed auditor of the applicant, if the applicant is a company which is not listed publicly with the names, identity numbers and street addresses of all shareholders of the applicant as at the date when the application for registration is made, or such certified particulars of all shareholders of the applicant who own or control 5% or more of the total shareholding of the applicant if the applicant is a publicly listed company;
6. An authenticated copy of the partnership agreement if the applicant is a partnership;
7. An authenticated copy of the trust deed and authorisation from the Master of the High Court to the trustees if the applicant is a trust;
8. An authenticated copy of the documentation establishing the foundation if the applicant is a foundation;
9. An authenticated copy of the documentation or authority in terms of which the applicant is established or functions if it is a body or entity other than a company, close corporation, partnership, trust or foundation.
10. A tax clearance certificate from the South African Revenue Service (Documentary proof that the business is TAX compliant from SARS) and
11. A declaration and substantiation to the Authority in such format as may be prescribed by the Authority regarding the applicant's infrastructure and capacity to render a security service (Business Plan).
12. A list of branch offices operated by the applicant specifying region, business address, telephone number, facsimile number and the name of the person in control of that branch office.
13. Particulars of firearms licenses and permits issued to the applicant security service provider.
14. A resolution in such format as may be prescribed by the Authority passed at a duly constituted meeting of the owners/directors/members/trustees/partners of the applicant authorizing the owner/director/member/partner/trustee signing this application to do so.
15. Suretyship/guarantee undertaking in the prescribed format (SIRA-4).
16. Design, sketch or photograph of security business's insignia/title/symbol and security business uniform (Excl. anti-poaching services)

The uniforms, insignia, badges, title and symbol used by a security service provider in the rendering of security service must not be an imitation of, or resemble, or could reasonably be mistaken for that of the South African Police Service, the South African National Defence Force, the Department of Correctional Services or of any other law enforcement agency or service established in terms of law

IMPORTANT NOTES:

- i. The onus to ensure that all requirements for registration are complied with remains the responsibility of the applicant business.
- ii. The application fee will **not be refunded** in the event that the application for registration is refused for whatsoever reason.
- iii. The annual fees payable by a registered security business will be levied **pro-rata on registration date** and must be settled immediately, the registration fee **does not** include the yearly annual fee payment
- iv. The annual fee applicable to individuals must be deducted once from the wages of each security officer employed by the security business and be paid over to the Authority by the security business.
- v. Your attention is drawn to the mandatory infrastructural and capacity assessment that will be conducted by the Authority in terms of Regulations 5 and 10 after completion of the registration process.

Security Industry Regulatory Authority Application Checklist - Business

Name _____

Date _____

NO.	<u>REQUIREMENT</u>	<u>REGULATION</u>
<input type="checkbox"/>	1. Duly completed application form (SIRA 2)	2(1)
<input type="checkbox"/>	2. Payment of prescribed amount	2(3)(a)
<input type="checkbox"/>	3. A surety form in the prescribed format (SIRA 4) in respect of each director, member, partner, trustee or administrator of a security business unless already registered as a security service provider, together with requirements as per individual application checklist.	2(2)(j)
<input type="checkbox"/>	4. Proof of Grade "B" qualification	3(3)
<input type="checkbox"/>	5. Authenticated copy of CIPC documents or related documents	3(c), (d), (f), (g), (h) and (i)
<input type="checkbox"/>	6. List furnished by the duly appointed auditor of shareholders of the applicant in the event that the applicant is a company	2(3)(e)
<input type="checkbox"/>	7. Tax clearance certificate from SARS / Sufficient proof of tax compliance as per PSiRA requirements	2(3)(j)
<input type="checkbox"/>	8. Detailed information on infrastructure (including PSiRA 24a)	2(3)(k)
<input type="checkbox"/>	9. Resolution by the applicant business in the prescribed format to apply for registration as a security service provider & Separate resolution that business will be financially sustainable for the next 12 months.	2(3)(l)
<input type="checkbox"/>	10. Business Plan for 1 year	5(1)(a)
<input type="checkbox"/>	11. Certified I.D's, Certified PSiRA registration certificate and comprehensive C.V of each owner/member/director/trustee of business	2(2)
<input type="checkbox"/>	12. Design, sketch or photograph of security business's insignia/title/symbol and security business uniform (Excl. anti-poaching services)	13(3A)(a), (b) Amended Regulations

Specimen resolution to be submitted with application for registration as a security service provider (security business)

BUSINESS LETTERHEAD

Resolution passed at a duly constituted meeting of the _____
 (owner/directors/members/trustees/partners) of _____ (registered
 name of
 business), _____ (registration number) held at _____
 (place) at _____ (time) on _____ (date).

Resolved:

That _____ (name of natural person) in his/her capacity as
 _____ (owner/director/member/trustee/partner) be and is hereby authorized to make application to
 the Private Security Industry Regulatory Authority in terms of Section 21 of the Private Security Industry Regulation Act 56 of
 2001 on behalf of _____ (registered name of business) to be registered as a security
 service provider.

Specimen signature of duly authorized person

Certified Correct

Name	Capacity	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(all owners/directors/members/trustees/partners to sign)

THE DIRECTOR

PRIVATE SECURITY INDUSTRY
REGULATORY AUTHORITY
PRIVATE BAG X817
PRETORIA
0001



Private Security Industry Regulatory Authority (SIRA)

“Suretyship in terms of Regulation
2(4)(c) of the Regulations made
under the Private Security Industry
Regulation Act No. 56 of 2001”
[SIRA-4]

I / We the undersigned,

_____ Full name and identity number (hereinafter called “the Surety”)

_____ Full name and identity number (hereinafter called “the Surety”)

_____ Full name and identity number (hereinafter called “the Surety”)

_____ Full name and identity number (hereinafter called “the Surety”)

_____ Full name and identity number (hereinafter called “the Surety”)

hereby bind ourselves jointly and severally in favour of:

THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY
(Established in terms of Act No. 56 of 2001)
(hereinafter called “the Authority”)

as Surety for and co-principal debtor *in solidum with*:

_____ (hereinafter called “the Applicant Business”)

for the payment of every amount which may now or at any time hereafter be or become owing by the Applicant Business to the Authority in terms of the Private Security Industry Regulation Act (“the Act”), any Regulations made under the Act, the Private Security Industry Levies Act or any other amount due and payable to the Authority, and for the due performance of every obligation, howsoever arising, which the Applicant Business may now or at any time hereafter be or become bound to perform in favour of the Authority, its predecessor or lawful successors in title.

The Surety hereby agrees that:

1. This agreement shall establish a continuing covering liability on my part for whatsoever amount/s and whatsoever other obligation/s will be owing by the Applicant Business to the Authority for the time being, notwithstanding any intermediate discharge or settlement of the amount and notwithstanding insolvency (which term, shall for all intents and purposes of this agreement include sequestration, surrender, winding up and judicial management) or legal disability of the Applicant Business, until the Authority agrees in writing to cancel this agreement.
2. Without restricting the generality of anything hereinbefore contained the Surety's liability hereunder shall not be limited to the principal sum of indebtedness of the Applicant Business to the Authority but shall also cover all amounts making up the indebtedness.
3. An admission or acknowledgement of indebtedness by the Applicant Business shall be binding on the Surety;

Initials

4. A certificate signed by the Director of the Authority as to the existence and amount of the indebtedness of the Applicant Business to the Authority at any time and as to the fact that the same is due and payable, shall be sufficient proof, for the purposes of provisional sentence or summary judgment against the Surety in any competent court, of the existence of the debt(s) referred to in such certificate, and amount/s owing thereon and the fact that such amount/s is/are liquidated and due and owing and has/have not been paid;
5. No extension of time or other indulgence in respect of any payment or performance, no delay or omission in demanding or enforcing any payment or performance, no whole or partial release from liability and no compromise or other arrangement in respect of the extent, amount, duration, reduction or postponement of liability, granted or allowed by the Authority to the Applicant Business or to the Surety, and no realization, release or abandonment (wholly or partially) of any security for any indebtedness covered hereby, shall discharge the Surety from liability *in solidum*;
6. In the case of insolvency or other legal disability of, or any general assignment, compromise, composition, scheme or arrangement entered into by or affecting the debts or obligations of the Applicant Business:
 - 6.1 the Authority shall be entitled to prove its claim in the winding up, judicial management, assignment, compromise, composition, scheme or arrangement concerned to the full extent of such claim, and neither the proof of such claim nor the expected receipt of any dividend/s or payment/s in respect thereof, shall in any way affect or derogate from the Authority's right to recover from the Surety, the amount/s for which such claim is proved and any of other sum/s for which the Surety, as the case may be, may be or become liable to the Authority hereunder;
 - 6.2 any dividend/s or other payment(s) actually received by the Authority out of the winding up or judicial management concerned, or in terms of such assignment, compromise, composition, scheme or arrangement, shall (as far as the Surety is concerned) either, at the Authority's option:
 - 6.2.1 be applied on account of the Applicant Business's indebtedness to the Authority, without releasing the Surety from liability to the Authority for the balance of such indebtedness; or
 - 6.2.2 be treated and held by the Authority as cash security for the liability hereunder of the Surety to the Authority until such time as the Authority will choose to apply the same towards such liability or, whichever is the sooner, until the Authority will have recovered from all sources the full amount of the indebtedness, any surplus of such cash security then held by it shall be paid over by the Authority to the Surety, and provided further that the Authority shall not be liable for the payment of interest on any such cash security, and
 - 6.3 all costs of and incidental to the proof of the Authority's claim in such winding up, judicial management, assignment, compromise, composition, scheme or arrangement as well as all costs and expenses of maintaining, conserving and/or realizing any security which the Authority may hold for its claim and all sums, including any contribution, payable by the Authority in consequence of the proof of its claim, shall be recoverable by the Authority from the Surety;
7. The Authority shall at all times be entitled to apply any amount/s received by it from the Applicant Business or from the Surety, or from the proceeds of any relevant security or otherwise, to such debt/s of the Applicant Business as the Authority may in its discretion decide and whenever the Authority may in its discretion think fit to do so.
8. The Surety renounces the benefits of:
 - 8.1 **excussion** - by renouncing this benefit the Surety understands that the Authority becomes entitled to sue the Surety for the full amount owing under this undertaking without first proceeding against the Applicant Business;
 - 8.2 **division** - by renouncing this benefit the Surety understands that where there is more than one surety for the Applicant Business' obligations, the Authority will be entitled to sue each surety for the full amount owing under this undertaking and not only for a *pro rata* share;
 - 8.3 **cession of action** - by renouncing this benefit the Surety understands that the Authority becomes entitled to sue the Surety without first ceding the Authority's right of action against the Applicant Business to the Surety;
 - 8.4 **non causa debiti** - by renouncing this benefit the onus of disproving the cause of the debt will rest on the Surety;
 - 8.5 **no value received, revision of accounts and errors in calculation** - by renouncing these benefits the Surety agrees that the calculation of the amount owed is correct and the onus of proving an error will rest on the Surety; and
 - 8.6 **de duobus vel pluribus reis debendi** - by renouncing this benefit or legal exception the Surety acknowledges that joint sureties signing this document will be jointly and severally liable to the Authority.

Initials

--	--	--	--	--	--	--

9. The Authority shall at all times be entitled to apply any amount/s received by it from the Applicant Business or from the surety, or from the proceeds of any relevant security or otherwise, to such debt/s of the Applicant Business as the Authority may in its discretion decide and whenever the Authority may in its discretion think fit to do so.
10. In terms of Section 45 of the Magistrate's Court Act 1944, the surety hereby consents to the jurisdiction of the Magistrate's Court having jurisdiction under Section 28 of the said Act in respect of any action to be instituted against the surety by the Authority/ It shall nevertheless be entirely within the discretion of the Authority whether to proceed against the Surety in such Magistrate's Court or to do so in any other court having jurisdiction.
11. The Surety hereby chooses *domicilium citandi et executandi* for all purposes arising out of this agreement as follows:

THUS DONE AND SIGNED at _____ on _____ in the presence of the
Undersigned witnesses.

SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____

WITNESSES:

1. _____

2. _____

Initials

--	--	--	--	--	--	--

Private Security Industry Regulatory Authority

Eco Glades 2 Office Park, Block B

420 Witch Hazel Avenue

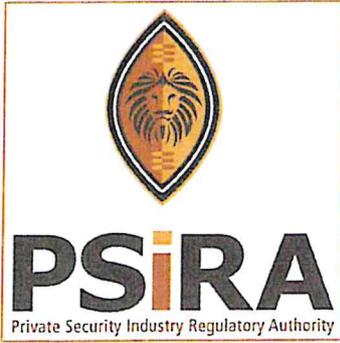
Highveld, Ext 75

CENTURION, 0157

Tel. : +27 12 003 0500 / 0501 (Switchboard)

Email : info@psira.co.za

Website : www.psira.co.za



Infrastructural and capacity report
[SIRA 24a]

The infrastructure and capacity report must accompany the business application.

*To ensure that the information contained in this document meets all the requirements as set out in Regulation 5(1) of the Private Security Industry Regulations, 2002 an infrastructure inspection **will be conducted by the inspectorate on completion of the business registration.** If the business fails or refuses to demonstrate to the satisfaction of the inspector –*

- (a) That it has at its disposal the infrastructure and capacity on the basis of which it was registered; or*
- (b) That its current infrastructure and capacity are reasonably sufficient for the current nature and scope of its activities as a security service provider,*

The Authority may withdraw its registration as a security service provider if the defects are not rectified within a reasonable period.

APPLICANT SECURITY BUSINESS:	
ADDRESS	
GPS CO-ORDINATES <i>(if available)</i>	S E
DATE:	

1.	I/We declare that the business premises have an administrative office?	YES	NO
2.	I/We declare that the applicant security business is able to illustrate that it can legally operate from the administrative office.	YES	NO

2.1 Tick the applicable box (documents to form part of application)

Property

Valid lease agreement *(Address and lease agreement must correspond)*

Sub-lease agreement *(include original lease agreement of lessor)*

Other legal grounds

2.2 Notes, if required:

.....

.....

.....

3.	I/We declare that the administrative office is an immovable structure?	YES	NO
----	--	-----	----

3.1 If "NO", please elaborate:

.....

.....

4.	I/We declare that there at least one (1) room exclusively dedicated to be used as an administrative office & suitable in a general sense to be used as such?	YES	NO
----	--	-----	----

4.1 If "NO", please elaborate:

.....

.....

5.	I/We declare that the place where the office is situated, is reasonably accessible AND will maintain reasonable office hours to: <ul style="list-style-type: none"> • <i>inspectors of the Authority, clients of the applicant business & security officers of the business.</i> 	YES	NO
----	--	-----	----

5.1 If "NO", please elaborate:

.....

.....

6.	I/We declare that the administrative office of the applicant security business, based on the nature and scope of its intended or likely activities, contain all the equipment which is reasonably necessary for the effective management and administration of the affairs of the business?	YES	NO
----	---	-----	----

In determining the above, the following applies:

Equipment	Details
6.1 Telephone communication (i.e. Mobile/landline etc.)	()

Equipment	Details
6.2 Facsimile number(s)	()

Equipment	Details
6.3 Any further communication numbers or alternative numbers (if applicable)	

Equipment	Details
6.4 Computer equipment.	

Equipment	Details
6.5 Lockable filing cabinet for orderly and secure keeping of records.	

Equipment	Details
6.6 Basic office furniture, accessories and aids.	

7.	I/We declare that the applicant security business has at its disposal as many administrative offices satisfying the requirements of the Regulations, as well as such other premises and physical facilities as may be necessary, in view of the nature, extent and geographical location of the applicant's activities?	YES	NO
----	---	-----	----

7.1 Details:

- Number of administrative offices? _____
- Additional comments (if required):
.....
.....

8.	I/We declare that in view of the service the applicant security business will be providing, I/we can demonstrate the existence of all equipment necessary to render the intended security service? (<i>i.e. Reaction – Reaction vehicle; Locksmith – locksmith equipment, vehicles, etc.</i>)	YES	NO
<p>8.1 Details:</p> <ul style="list-style-type: none"> List equipment pertaining to question 8: <p>.....</p> <p>.....</p> <p>.....</p>			
9.	I/We declare that the affairs of the applicant security business will be managed by appropriately experienced, trained or skilled persons?	YES	NO
<p>9.1 Details:</p> <p>.....</p>			
10.	I/We declare that adequate systems, policies and procedures are in place to comply with the provisions of the Regulations including, <i>inter alia</i> :		

10.1	To maintain records and documents concerning the management, administration and other matters relating to the provision of security services?	YES	NO
10.2	To keep original documents and records in an orderly and secure manner available for inspection at the administrative office/s?	YES	NO
10.3	To maintain these records and documents for a period of at least 4 years ?	YES	NO
10.4	To update records within 7 days of changes occurring?	YES	NO
10.5	To store records electronically subject to proper backup on a daily basis which is available for inspection?	YES	NO
10.6	To maintain a register of security officers, other employees and officials of the business?	YES	NO
10.7	To maintain a register of security officers made available to others?	YES	NO
10.8	To maintain a Wage Register in format of BCEA 2?	YES	NO
10.9	To maintain true copies of pay slips in format of BCEA 4?	YES	NO
10.10	To maintain an attendance register in respect of all employees in format of BCEA	YES	NO
10.11	To keep posting sheets indicating name, grade, registration no, client name, place at which security service is rendered, nature of security service, duration of service in hours, details of firearms/weapons provided, particulars of ammunition provided?	YES	NO

10.12	To maintain <i>personnel files</i> for each security officer, employee or official containing at least their written contract of employment and description of duties or functions, particulars of employment as per section 13 of Sectoral Determination 6, record of disciplinary steps, true copy of official training documentation, record of transfers between branches or divisions, promotion and termination of service?	YES	NO
10.13	To maintain a listing of all contracts and copies of written <i>contracts with clients</i> ?	YES	NO
10.14	To maintain a register of parties to whom security officers/services have been <i>made available</i> , the consideration paid and person/s responsible for payment of security officers?	YES	NO
10.15	To ensure legal authorization in respect of use or possession of <i>firearms</i> or weapons?	YES	NO
10.16	To maintain full particulars of <i>payroll deductions</i> ?	YES	NO
10.17	Applicant security business must have <i>access</i> to a sufficient number of registered and appropriately trained/skilled security officers for the rendering of security services for which it has contracted or is likely to contract.	YES	NO
10.18	Proper policies and procedures must be in place to ensure that the security officers used or to be used, in the rendering of a security service, are properly <i>controlled</i> and <i>supervised</i> .	YES	NO
10.19	The applicant security business must ensure that they have adequately <i>skilled administrative staff</i> to administer its affairs in accordance with the Act, Regulations and any other applicable law.	YES	NO

I hereby state that the information contained above is factually true and accurate and understand that PSiRA will conduct a subsequent infrastructure and capacity assessment to confirm that the information contained in this document is valid, factually correct and accurate:

SIGNATURE OF AUTHORISED PERSON

DATE

FULL NAME & SURNAME

DESIGNATION OR CAPACITY