

GUIDELINES / CHECKLIST FOR MAKING APPLICATION FOR GRANT OF LICENCE TO RUN PRIVATE SECURITY AGENCY

1. Application be submitted by the applicant in person or through authorized representative bearing the authority letter from the applicant.
2. Application as prescribed in Form – V of the Rules (in triplicate, only the form).

Must get it typed neatly on A4 size paper:-

- (i) No column should be left blank. If the information is nil, the same should be written as 'NIL' and not left blank.
 - (ii) With every address, police station of the area must be mentioned.
 - (iii) Do not write 'annexure enclosed', give information in the form itself.
 - (iv) Details of proprietor, every director and every majority shareholder, every partner, be made available in Form-V.
 - (v) No alteration will be allowed, only typed form will be accepted.
3. Crossed bank draft/demand draft or banker's cheque payable to **Controlling Authority, GNCT of Delhi** should be submitted along with form:-
 - (a) Rs.5,000/- (for one district)
 - (b) Rs.10,000/- (for more than one and upto five districts)
 - (c) Rs.25,000/- (for whole of NCT of Delhi)
 4. Attested copies (by gazetted officer) of Regd. Certificate of - Firm/Agency/Company (along with relevant documents as given in the NOTE below), Service Tax, Labour License, ESI Act & EPF etc. and IT return along with copy of PAN and balance sheet.

NOTE - If there is change in shareholder(s)/director(s)/partners of the company, requisite proof (documents from Registrar of Companies/Registrar of Firms) is required while declaring applicants in form-V and filing form-I. The majority shareholding in the firm/agency should be made clear through registered documents. Form 32 in respect of Directors, if existing and if not on board then Form32 both at the time of entry and exit. Latest form 20 B in respect of company is also required.

5. On the letter pad of the agency, the applicant must give the list of all the shareholders and directors, as on the date of filing application.

6. **NOC** from owner/land owning agency for obtaining license under the Private Security Agencies (Regulation) Act/Rules., for the office of the agency,
7. Site plan of the office(one for the internal drawing and other for the route map showing the approach road to the office).
8. Proof in support of occupancy of office premises of the Agency in Delhi, viz. rent agreement, if premises is on rent, along with ownership proof. If own building or without rent, ownership proof.
9. List of guards/supervisors engaged by the agency along with their certificate of training undertaken by them as per the provisions of the Act & Rules, if available.
10. Affidavit in the format – duly attested by the Notary.
11. An undertaking from the applicant that there is no foreign investment in the company as on date and if it is there, what is the percentage held by foreign agency/individual. Must give all the details, when it took place and have all the modalities been complied. Whether the approval of Foreign Investment Promotion Board has been taken or not. A complete explanation cum details be furnished along with relevant documents.
12. Form – I – should be submitted in duplicate (for Proprietor, each Partner, each Member of Board of Directors, each Majority Share Holder). Enclosures viz. copy proof of residence, age, qualification, duly attested by Gazetted officer, should also be attached..

Must get it typed neatly on A4 size paper. No column should be left blank. With every address, police station of the area must be mentioned. Do not write 'annexure enclosed', give information in the form itself.
13. Attested copy of passport, if available.
14. Three passport size photograph duly attested by Gazetted Officer on reverse of photograph in respect of the applicants.
15. Any other relevant document.