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FORM IX
(See rule 15)

PHOTO-IDENTITY CARD FOR PRIVATE SECURITY GUARD/
SUPERVISOR IN PRIVATE SECURITY AGENCY

(Name of the Private Security Agency)

Name:

Official Designation:

Date of Issue:

Valid up to:

Signature of the card holder:

Photograph of
the Holder duly
attested by the
issuing
authority

Signature of the Issuing Authority

(Office seal)

©
Government of Kerala
കേരള സർക്കാർ
2010



Reg. No. രജി. നമ്പർ
KL/TV(N)/12/2009-2011

KERALA GAZETTE
കേരള ഗസറ്റ്
EXTRAORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY
ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

ol. IV	Thiruvananthapuram,	18th June 2010	No. } 1387
നമ്പ്യാം 55	Friday	2010 ജൂൺ 18	
	തിരുവനന്തപുരം,	28th Jyaishta 1932	നമ്പർ } 1387
	വെള്ളി	1932 ജ്യേഷ്ഠം 28	

GOVERNMENT OF KERALA

Home (G) Department

NOTIFICATION

O. (Ms.) No. 134/2010/Home. Dated, Thiruvananthapuram, 18th June, 2010.

S. R. O. No. 589/2010.—In exercise of the powers conferred by section 25 the Private Security Agencies (Regulation) Act, 2005 (Central Act 29 of 2005), Government of Kerala hereby make the following rules, namely:—

RULES

1. Short title and commencement.—(1) These rules may be called the Kerala Private Security Agencies Rules, 2010.
- (2) They shall come into force at once.
2. Definitions.—(1) In these rules, unless the context otherwise requires,—
 - (a) "Act" means the Private Security Agencies (Regulation) Act, 2005 (Central Act 29 of 2005);

- (b) "Agency" means the Private Security Agency;
- (c) "Controlling Authority" means an officer designated by State Government, by notification, under section 3 of the Act.
- (d) "Form" means, a Form appended to these rules;
- (e) "Licence" means a licence granted under the Act.

(2) Words and expressions not defined in these rules but defined in the Act shall have the same meaning respectively assigned to them in the Act.

3. *Verification of the antecedents of the applicant.*—(1) Every applicant while making an application to the Controlling Authority for grant of a licence or renewal of such license, shall enclose Form I for verification of his character and antecedents. If the applicant is a company, a firm or an association of persons the application shall be accompanied by Form I for every proprietor or majority shareholder, partner or director of the company, as if they were independent applicants.

(2) On receipt of the application, the Controlling Authority shall make such inquiries, as it considers necessary to verify the contents of the application and particulars in Form I.

(3) The Controlling Authority shall obtain a no objection certificate from the Superintendent of Police or the Commissioner of Police, as the case may be, of the District where the Agency intends to commence its activities. For this purpose a copy of the application for licence and its attachments have to be sent to such officer for verification and report who in turn shall forward the attachments for verification to the Superintendent of Police (Security), State Special Branch Crime Investigation Department (SBCID) for verification and report.

(4) The Superintendent of Police or Commissioner of Police shall, while forwarding no objection certificate furnish additional information,—

- (i) whether the applicant or the company earlier operated any Private Security Agency, either individually or in partnership of others or otherwise and if so, the details thereof; and
- (ii) whether the applicant possesses any special qualification or skill, which may facilitate his operations of Private Security Agency.

4. *Verification of character and antecedents of the private security guard and supervisor.*—(1) Before a person is employed or engaged as a security guard or supervisor, the Agency shall satisfy itself about the character and antecedents of such person in anyone or more of the following manners,—

- (a) by verifying the character and antecedents of the person by itself;
- (b) by relying upon the character and antecedent verification certificate produced by the person;
- (c) by relying on the report of the police authorities signed under the authority of the Superintendent of Police or Commissioner of Police of the district concerned or an officer of the equivalent or higher rank:

Provided that the Agency does not have any adverse report regarding the character and antecedent of the person from any other source.

(2) The person desirous of getting employed or engaged as security guard or supervisor shall submit his particulars in Form II to the Agency. If the person has resided in more than one district during the preceding five years of submitting Form II, the number of forms shall be as many as the number of districts.

(3) The Agency shall verify the particulars in Form II by an inquiry into it either by itself or through the Superintendent of Police or Commissioner of Police concerned.

(4) Where Form II is forwarded to the district Superintendent of Police or Commissioner of Police for verification, the Agency shall pay a fee of Rupees two hundred and fifty if the person concerned is residing within the State, or Rupees five hundred if he resides outside the State by a Demand Draft or Banker's Cheque drawn in favour of the "Director General of Police, Kerala, Thiruvananthapuram- 695 010," payable at Thiruvananthapuram.

(5) The Police authorities shall through their respective Crime Record Bureaus establish the identity of the individual and verify the character and antecedents of the person by making a visit to the locality where the person claims to have resided or residing and ascertain his identity and reputation from the respectable residents of the locality. They shall also verify the record of the police station concerned and other records at the District Police Headquarters before preparing the report on verification of character and antecedents. This report shall contain the comments of the police on every claim of the person in Form II and also a general report about his activities including his means of livelihood during the period under verification. The report of Police shall

- (b) "Agency" means the Private Security Agency;
- (c) "Controlling Authority" means an officer designated by State Government, by notification, under section 3 of the Act.
- (d) "Form" means, a Form appended to these rules;
- (e) "Licence" means a licence granted under the Act.

(2) Words and expressions not defined in these rules but defined in the Act shall have the same meaning respectively assigned to them in the Act.

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(2) On receipt of the application, the Controlling Authority shall make such inquiries, as it considers necessary to verify the contents of the application and particulars in Form I.

(3) The Controlling Authority shall obtain a no objection certificate from the Superintendent of Police or the Commissioner of Police, as the case may be, of the District where the Agency intends to commence its activities. For this purpose a copy of the application for licence and its attachments have to be sent to such officer for verification and report who in turn shall forward the attachments for verification to the Superintendent of Police (Security), State Special Branch Crime Investigation Department (SBCID) for verification and report.

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- (i) whether the applicant or the company earlier operated any Private Security Agency, either individually or in partnership of others or otherwise and if so, the details thereof; and
- (ii) whether the applicant possesses any special qualification or skill, which may facilitate his operations of Private Security Agency.

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- (a) by verifying the character and antecedents of the person by itself;
- (b) by relying upon the character and antecedent verification certificate produced by the person;
- (c) by relying on the report of the police authorities signed under the authority of the Superintendent of Police or Commissioner of Police of the district concerned or an officer of the equivalent or higher rank:

Provided that the Agency does not have any adverse report regarding the character and antecedent of the person from any other source.

(2) The person desirous of getting employed or engaged as security guard or supervisor shall submit his particulars in Form II to the Agency. If the person has resided in more than one district during the preceding five years of submitting Form II, the number of forms shall be as many as the number of districts.

(3) The Agency shall verify the particulars in Form II by an inquiry into it either by itself or through the Superintendent of Police or Commissioner of Police concerned.

(4) Where Form II is forwarded to the district Superintendent of Police or Commissioner of Police for verification, the Agency shall pay a fee of Rupees two hundred and fifty if the person concerned is residing within the State, or Rupees five hundred if he resides outside the State by a Demand Draft or Banker's Cheque drawn in favour of the "Director General of Police, Kerala, Thiruvananthapuram- 695 010," payable at Thiruvananthapuram.

(5) The Police authorities shall through their respective Crime Record Bureaus establish the identity of the individual and verify the character and antecedents of the person by making a visit to the locality where the person claims to have resided or residing and ascertain his identity and reputation from the respectable residents of the locality. They shall also verify the record of the police station concerned and other records at the District Police Headquarters before preparing the report on verification of character and antecedents. This report shall contain the comments of the police on every claim of the person in Form II and also a general report about his activities including his means of livelihood during the period under verification. The report of Police shall

specifically state whether there is a criminal case registered against the person — any point of time or he has ever been convicted of criminal offence punishable with imprisonment or not.

(6) The police shall specifically comment if the engaging or employing the person under verification by the Private Security Agency will pose a threat to national security or public order.

(7) The police authorities shall within ninety days of receipt of Form II furnish a character and antecedent verification report.

(8) The report of the police regarding character and antecedents of a person shall be confidential, and addressed in a named cover to a designated officer of the Security Agency requesting for the report.

(9) Character and antecedent verification report once issued, shall remain valid for three years:

Provided that the Superintendent of Police may cancel the report at any time before the said period for reasons to be recorded in writing:

Provided further that no such cancellation shall be done without affording an opportunity for hearing to the Agency and the person concerned.

(10) Where a Police Report is cancelled under sub-rule (9), the certificate of character and antecedent issued based on such report shall stand cancelled and the Agency shall terminate the engagement or employment of such person as Private Security Guard or Supervisor.

(11) The Agency shall either based on report of the Superintendent of Police or Commissioner of Police, as the case may be or having been satisfied as to the correctness of the particulars of the applicant by an inquiry conducted by itself, issue Character and Antecedent Certificate in Form III:

Provided that no such Certificate shall, except in circumstances where the police report is cancelled by the Superintendent of Police under sub-rule (9), be cancelled or withdrawn even if the person ceases to be an employee of the Agency.

5. *Security training.*—(1) The Controlling Authority shall frame a detailed training syllabus required for training the private security guards including supervisors. The training shall be for a minimum period of hundred hours of classroom instruction and sixty hours of field training, spread over at least twenty working days:

Provided that the ex-servicemen and former police personnel shall be required to attend a condensed course only, of minimum forty hours of classroom instructions and sixteen hours of field training spread over at least seven working days.

(2) The syllabus for training shall include the following subjects, namely:—

- (a) conduct in public and correct wearing of uniform;
- (b) physical fitness training;
- (c) physical security, security of the assets, security of the building or apartment, personnel security, household security;
- (d) fire fighting;
- (e) crowd control;
- (f) examining identification papers including identity cards, passports and smart cards;
- (g) should be able to read and understand English alphabets and Arabic numerals as normally encountered in the identification documents, arms licence, travel documents and security inspection sheet;
- (h) identification of improvised explosive devices;
- (i) first-aid;
- (j) crisis response and disaster management;
- (k) defensive driving (compulsory for the driver of armoured vehicle and optional for others);
- (l) handling and operation of non-prohibited weapons and firearms (optional);
- (m) rudimentary knowledge of Indian Penal Code, right to private defence, procedure for lodging first information report in the police station, Arms Act (only operative sections); Explosives Act (operative sections);
- (n) badges of rank in police and military forces;
- (o) identification of different types of arms in use by public and police;
- (p) use of security equipments and devices (for example, security alarms and screening equipments); and
- (q) leadership and management (for supervisors only).

(3) Each security guard shall successfully complete the training and on completion thereof each successful trainee shall be awarded a certificate in Form IV by the training institute or organisation.

(4) The Controlling Authority or Competent Authority shall either by themselves or through officers authorized in that behalf conduct not less than two inspections in every year at the training organisation or institution conducting the training prescribed for engagement or employment as a Private Security Guard or Supervisor and ensure that the training is conducted as per the syllabus and the facility provided by the organisation or institution is sufficient for the purpose.

(5) All the Agencies shall submit a list of successful trainees to the Controlling Authority in the manner as specified by it.

6. *Standard of physical fitness for security guards.*—(1) No person shall be eligible for being engaged or employed as security guard unless he fulfills the following physical standards, namely:—

- (i) *Height, Weight and Chest Measurements.*—In respect of men, the height shall not be less than 160 centimeters and in respect of women, the height shall not be less than 150 centimeters. Weight shall be according to standard table of height and weight. For men, the chest measurement shall not be less than 80 centimeters round the chest on full inspiration with a minimum expansion of 4 centimeters. There shall be no such chest measurement for women.
- (ii) *Eye sight.*—Far sight vision 6/6, near vision 0.6/0.6 with or without correction; free from colour blindness; must be able to identify and distinguish colour display in security equipments and to read and understand display in English alphabets and Arabic numerals;
- (iii) *Hearing.*—Free from defect; must be able to hear and respond to the spoken voice and the alarms generated by security equipments;
- (iv) must be free from knock knee and flat foot and should be able to run one kilometre in six minutes;
- (v) must have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

(2) A candidate shall be free from any evidence of having contagious or infectious disease. He shall not suffer from any disease which is likely to be aggravated by service or is likely to render him unfit for service as private security guard or endanger the health of the public.

(3) Agency shall ensure that every private security guard working for it undergoes a medical examination at least once in every twelve months so as to ensure that the physical standard as prescribed for the entry level is maintained throughout his service as private security guard.

7. *Supervisors.*—(1) There shall be one supervisor to supervise the work of not more than fifteen private security guards.

(2) In case where the private security guards are on security duty in different premises and it is not practical to supervise their work by a single supervisor, the Agency shall depute more number of supervisors so that at least for every six private security guards there shall be one supervisor.

8. *Manner of making application for grant of licence.*—(1) Every application by an Agency for the grant of a licence under sub-section (1) of section 7 of the Act, shall be made to the Controlling Authority in Form V and shall be accompanied by the fee, as specified in sub-section (3) of section 7 of the Act, by way of demand draft or banker's cheque drawn in favour of the Controlling Authority, Joint Secretary, Home Department, Government Secretariat and payable at Thiruvananthapuram.

(2) Every application referred to in sub-rule (1) shall be either personally delivered to the Controlling Authority, Joint Secretary, Home Department, Government Secretariat, Thiruvananthapuram or sent to him by registered post:

Provided that where an application is delivered personally, the Controlling Authority shall after noting thereon the date of receipt of the application, grant an acknowledgment thereof to the applicant.

9. *Grant of licence.*—(1) The Controlling Authority, after receiving an application under sub-rule (1) of rule 8, shall grant a licence to the private security agency in Form VI after completion of all the formalities and satisfying itself about the suitability of the applicant and also the need for granting the licence for the area of operation applied for.

(2) The Controlling Authority may, review the continuation or otherwise of a licence of such security agencies which have not adhered to the conditions of ensuring the required training.

10. *Conditions for grant of licence.*—(1) The licensee shall successfully undergo a training relating to the private security service as may be specified by the Controlling Authority within the time frame fixed by it.

(2) The licensee shall furnish to the Controlling Authority the name, parentage, date of birth, permanent address, address for correspondence and the principal profession of each person forming the Agency within fifteen days of receipt of the licence.

(3) The licensee shall inform the Controlling Authority regarding any change in the address of persons forming the Agency, change of management within seven days of such change and such other information, as may be called for.

(4) The licensee shall immediately intimate to the Controlling Authority about any criminal charge framed against any person forming the Agency or against the private security guard or supervisor engaged or employed by the Agency during the course of their performance of duties as private security agency or guard or supervisor as the case may be. A copy of such communication shall also be sent to the officer in-charge of the police station where the person charged against resides.

(5) Every licensee shall abide by the requirements of physical standards for the private security guards and their training as specified in these rules and the condition on which the licence is granted.

(6) Save as provided in these rules, no fee paid for the grant of licence shall be refunded.

11. *Renewal of licence.*—(1) Every application by an Agency for renewal of the licence shall be made to the Controlling Authority in Form V.

(2) The fees payable for renewal of the licence shall be the same as that for the grant of a licence.

12. *Conditions for renewal of licence.*—The renewal of the licence shall be allowed subject to the following conditions, namely:—

- (i) The applicant continues to maintain his principal place of business within the jurisdiction of the Controlling Authority;
- (ii) The applicant continues to ensure the availability of the training for its private security guards and supervisors as required under sub-section (2) of section 9 of the Act;

(iii) The applicant continues to adhere to the conditions of licence.

(iv) The police shall have no objection to the renewal of the licence to the applicant.

13. *Appeals and procedure.*—(1) Every appeal under sub-section (1) of section 14 of the Act shall be preferred in Form VII signed by the aggrieved person and presented to the Secretary to Government, Home Department, Government of Kerala, Secretariat, Thiruvananthapuram-695 001, in person or sent to him by registered post along with a fee of Rupees five-hundred.

(2) The fee shall be paid by means of Demand Draft or Bankers Cheque drawn in favour of the Secretary to Government, Home Department, Secretariat, Thiruvananthapuram.

(3) Every such appeal shall be accompanied by a copy of the order appealed against.

14. *Register to be maintained by the Agency.*—The register required to be maintained by the Agency under section 15 of the Act shall be kept in Form VIII.

15. *Photo identity card.*—(1) Every photo identity card issued by the Agency under sub-section (2) of section 17 of the Act shall be in Form IX.

(2) The photo identity card shall convey a full-face image in colour, full name of the private security guard, name of the Agency and the identification number of the individual to whom the photo identity card is issued.

(3) The photo identity card shall clearly indicate the individual's position in the Agency and the date up to which the photo identity card is valid.

(4) The photo identity card shall be maintained up-to-date.

(5) The photo identity card issued to the private security guard shall be returned to the Agency issuing it, once the private security guard is no longer engaged or employed by it.

(6) Any loss or theft of photo identity card shall immediately be brought to the notice of the Agency that issued it.

16. *Other conditions.*—(1) Notwithstanding whether the Agency mandates its private security guards wear uniform while on duty or not, every private security agency shall issue and make it obligatory for its security guards to wear,—

- (a) an arm badge distinguishing the agency;

- (b) shoulder or chest badge to indicate his position in the organisation;
- (c) whistle attached to the whistle cord and to be kept in the left pocket;
- (d) shoes with eyelet and laces;
- (e) a headgear which may also carry the distinguishing mark of the Agency.

(2) The clothes worn by the private security guard while on active duty shall be such that they do not hamper in his efficient performance. In particular, it shall neither be too tight nor too loose as to obstruct movement or bending of limbs.

(3) Every private security guard shall be provided with a notebook or writing pad and a pen while on duty.

(4) Every private security guard shall while on active security duty wear and display photo identity card issued under section 17 of the Act, on the outer most garment above waist level on his person in a conspicuous manner.

By order of the Governor,

K. JAYAKUMAR,
Additional Chief Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

Section 25 of the Private Security Agencies (Regulation) Act, 2005 empowers Government to make Rules for carrying out the purposes of the Act. Government have decided to make Rules accordingly.

This notification is intended to achieve the above object.

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FORM I
[See rule 3 (1)]

FORM FOR VERIFICATION OF ANTECEDENTS OF APPLICANT IN PRIVATE SECURITY AGENCY

Thumb Impression* of the Applicant:

Signature of the Applicant:

Paste your passport size photograph attested by **Class I** Gazetted Officer

For official use only		
Form Number sent for police verification	Name of the police station	Date

Please read the instructions carefully before filling the form. Please fill in BLOCK LETTERS: (CAUTION: Please furnish correct information. Furnishing of incorrect information or suppression of any factual information shall render the applicant unsuitable for grant of license.)

1. Name of the applicant (Initials not allowed):

Last name.....First name.....

2. If you have ever changed your name, please indicate the previous name(s) in full:

3. Sex (male/female):

4. Date of Birth:

5. Place of Birth: Village/Town....., District.....
State and Country.....

6. Full Name of the Father/Legal Guardian's Full Name (including surname, if any) (Initials not allowed):
7. Full Name of the Mother (including surname, if any) (Initials not allowed):
8. If married, Full Name of Spouse. (including surname, if any) (Initials not allowed):
9. Present Residential Address, including Door No., Street Name/Police Station, Village, Taluk and District (with Pin Code):.....
.....Telephone No./Mobile No.
10. Please give the date from which he is residing at the above mentioned address: DD/MM/YYYY
11. Permanent Address including, Door No., Street Name/Police Station, Village, Taluk and District (with Pin Code):
12. If you have not resided at the address given at column 9 continuously for the last five years, please furnish the other address/addresses with duration(s) resided. You should furnish additional photocopies of this form for each additional place of stay during the last five years. Forms may be photocopied, but photograph and signature in original are required on each form
- From.....To.....From.....To.....
13. In case of residence or domicile abroad, particulars of all places where you have resided or domiciled for more than one year after attaining the age of twenty-one years:
14. Other Details:
- (a) Educational Qualifications:
- (b) Previous positions held, if any, along with name and address of employers:
- (c) Reason for leaving last employment:
- (d) Visible Distinguishing Marks:

15. Did you earlier operated any private security agency or were its partner, majority shareholder or Director? If yes, then furnish the name, address of the Agency and its licence particulars:
16. Are you a citizen of India by Birth/Descent/Registration/Naturalisation? If you have ever possessed any other citizenship, please indicate previous citizenship:
17. Have you at any time been convicted by a court in India for any criminal offence and sentenced to imprisonment? If so, give name of the court, case number and offence (Attach copy of judgment):
18. Are any criminal proceedings pending against you before a court in India? If so, give name of court, case number and offence:
19. Self Declaration:

The information given by me in this form and enclosures is true and I am solely responsible for its accuracy.

Date:

Place:

(Signature/T.I.*of applicant)

20. Enclosures:

(Signature/T.I.*of applicant)

*Left Hand Thumb Impression, If Male and Right Hand Thumb Impression, if Female)

For Office use only

File No.:

Date of issue of Character and Antecedents Report:

Signature of Officer in-charge of Police Station)

Name of Police Station:.....

Name of Police District:.....

N.B. Cancel whatever is not applicable.

FORM II
(See rule 4)

FORM FOR VERIFICATION OF CHARACTER AND ANTECEDENTS
OF SECURITY GUARDS AND SUPERVISORS IN
PRIVATE SECURITY AGENCY

Thumb Impression* of the Applicant:

Signature of the Applicant:

For official use only		
<i>Form Number sent for police verification</i>	<i>Name of the police station</i>	<i>Date</i>

Paste your passport size photograph attested by Class I Gazetted Officer

Fee Amount Rs. ** Name of Bank

..... D.D. No. ***

Date of Issue.....

** Fee shall be Rs. 1000 (Rupees one thousand only) for applicants whose residence or domicile is within the state and Rs. 2000 (Rupees two thousand only) for those who are resident outside the State.

*** The fee amount shall be payable by a Demand Draft or Bankers Cheque drawn in favour of the "Director General of Police, Kerala, Thiruvananthapuram 695 010" and payable at Thiruvananthapuram.

Please read the instructions carefully before filling the form. Please fill in BLOCK LETTERS: (CAUTION: Please furnish correct information. Furnishing of incorrect information or suppression of any factual information in the form will render the candidate unsuitable for employment/engagement in the Private Agency.)

1. Name of applicant as should appear in the photo identity card (Initials not allowed):

Last name: First name:

2. If you have ever changed your name, please indicate the previous name(s) in full:

3. Sex (male/female):

4. Date of Birth:

5. Place of Birth: Village/Town:, District:,
State and Country:

6. Full Name of the Father (including surname, if any) (Initials not allowed):

7. Full Name of the Mother (including surname, if any) (Initials not allowed):

8. If married, Full Name of Spouse (including surname, if any) (Initials not allowed):

9. Present Residential Address, including Door No., Street Name/Police Station, Village, Taluk and District (with PIN Code):

Telephone No./Mobile No.:

10. Please give the date from which he is residing at the above mentioned address: DD/MM/YYYY

11. Permanent Address including Door No., Street Name/Police Station, Village, Taluk and District (with PIN Code):

12. If you have not resided at the address given at column continuously for the last five years, please furnish the other address (addresses) with duration(s) resided. You should furnish additional photocopies of this form for each additional place of stay during the last five years. Forms may be photocopied, but photograph and signature in original are required on each form. From..... To.....
From..... To.....

13. In case of residence or domicile abroad, particulars of all places where you have resided for more than one year after attaining the age of twenty-one years:

14. Other Details

(a) Educational Qualifications:

(b) Previous posts held along with name and address of employer:

(c) Reason for leaving last employment:

(d) Visible Distinguishing Mark:

(e) Height (cms.):

15. Are you working in Central Government/State Government/Public Sector Undertaking/Statutory Bodies: Yes/No

16. Are you a citizen of India by: Birth/Decent/Registration/Naturalisation? If you have ever possessed any other citizenship, please indicate previous citizenship

17. Have you at any time been convicted by a court in India for any criminal offence and sentenced to imprisonment? If so, give name of the court, case number and offence (Attach copy of judgment):

18. Are any criminal proceedings pending against you before a court in India? If so, give name of court, case number and offence:

19. Has any court issued a warrant or summons for appearance or warrant for arrest or an order prohibiting your departure from India? If so, give name of court, case number and offence.....

20. Self Declaration:

The information given by me in this form and enclosures is true and I am solely responsible for its accuracy.

(Signature/T.I.*of applicant)

(*Left Hand Thumb Impression, If Male and Right hand Thumb Impression, if Female)

Date:

Place:

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21. Particulars of person to be intimated in the event of death or accident:

Name:

Address:

Mobile/Tel. No.

22. Enclosures:

(Signature/T. I.* of applicant)

For office use only

File No.

Date of issue of Character and Antecedents Report:

(Signature of the Officer in-charge of the Police Station)

Name of Police Station:

Name of Police District:

*N.B.—Cancel entries not applicable.

13/2444/C.

CHARACTER AND ANTECEDENT CERTIFICATE

This is to certify that Mr./Ms.
Son/Daughter of
whose particulars are given below has good moral character and reputation and
that the applicant has been staying at the following address continuously for the
last one year.

Date of Birth :

Place of Birth :

Educational qualification :

Profession :

Present address :

Permanent address :

Issuing Authority :

Name :

Designation :

Address/Telephone No. :

Date of issue :

(Office Seal)

TRAINING CERTIFICATE

Serial Number :

Name of the Training Agency :

Address of the Training Agency :

Licence No. :

Certified thatson/daughter of.....
.....resident of.....has completed the
training prescribed for engagement or employment as a private security guard
conducted by this institution from.....to.....

Signature

Signature of issuing authority

Designation

Place of issue :

Date of issue :

(Office Seal)

APPLICATION FOR NEW LICENCE/RENEWAL OF LICENCE TO ENGAGE
IN THE BUSINESS OF PRIVATE SECURITY AGENCY

To

The Joint Secretary and the Controlling Authority,
Home Department, Government Secretariat,
Thiruvananthapuram.

The undersigned hereby applies for obtaining a licence to run the business of operating services in the area of private security agencies.

- 1. Full name of the applicant :
- 2. Nationality of the applicant :
- 3. Son/wife/daughter of :
- 4. Residential address :
- 5. Address with where the applicant desires to start his Agency :
- 6. Name of the Private Security Agency :
- 7. Name and addresses of Proprietor, Partner, Majority Shareholder, Director and Chairman of the Agency :
- 8. Name and extent of the facilities available :
- 9. Qualifications of staff engaged for imparting instructions:
 - Name :
 - Age :
 - Designation :

10. Equipments which will be used for security services

- (a) Door Framed Metal Detector (DFMD) :
- (b) Hand Held Metal Detector (HHMD) :
- (c) Mine Detector :
- (d) Other detectors
 - (i) Wireless Telephones :
 - (ii) Alarm Devices :
 - (iii) Armoured Vehicles :
 - (iv) Arms :

11. The particulars of the uniform including colour in case the applicant intends to use any uniform for the Private Security Guards and Supervisors of the Agency

12. Does the applicant intend to operate in more than one District? If so, the name of the Districts

- 1.
- 2.
- 3.
- 4.
- 5.

13. Does the applicant intend to operate in the entire State?

GOVERNMENT OF KERALA

LICENCE TO ENGAGE IN THE BUSINESS OF PRIVATE SECURITY AGENCY

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14. Does the applicant possess the training facility in its own or will get it on outsourcing basis? The name and address of training facility should be furnished

15. Details of Fee*

Amount of fee Rs.

Name of Bank.....

D.D./Cheque No.

date.....

Serial No. :

Date:

Shri(Name of the applicant)

So..... Resident of
(Full Address).....

is granted the licence by the Controlling Authority for the State of Kerala to run a Private Security Agency in the district(s) of/State of(Strike off the inapplicable words) with office at (address of the office).

*Fee shall be rupees five thousand only if the Agency is operating in one District in the State, rupees ten thousand only if the Agency is operating in more than one but up to five districts in the State and rupees twenty-five thousand if it is operating in the whole State. The fee for renewal of licence shall also be the same.

Place of Issue:

Date of Issue:

This licence is valid up to:

Signature

Name of Granting Authority

Designation

Official Address:

(Office Seal)

Renewal

(See rule 11)

Name of the applicant

Address of the applicant

Telephone number of the applicant :

Date of application

Signature

Date of Renewal

Date of expiry

Enclosure:

1. Form I for verification of antecedents.
2. Copy of current Income-tax Clearance Certificate.
3. Affidavit as prescribed in sub-section (2) of section 7 of the Act.
4. Other enclosures, if any.

Signature

Name of Renewing Authority

Designation

Official Address:

BEFORE THE SECRETARY TO GOVERNMENT, HOME DEPARTMENT,
GOVERNMENT SECRETARIAT, THIRUVANANTHAPURAM- 695 001

(An Appeal Under Section 14 of the Act)

Appellant:

Son of Resident of

Versus

Respondent: Controlling Authority.

The above name appeal to the
(State Home Secretary) from the order of (Controlling Authority)
dated..... day of and against the refusal of grant of
licence/renewal to run Private Security Agency or suspension of licence
..... and sets forth the following grounds of appeal to the
order of the Controlling Authority namely

- 1.
- 2.
- 3.
- 4.

List of documents enclosed:

Signature

Name and designation of the appellant

Place:

Date:

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REGISTER OF PARTICULARS IN PRIVATE SECURITY AGENCY

Part I—Management details

Serial No.	Name of Person(s) managing the Agency	Father's name	Present Address and Phone No.	Permanent Address	Nationality	Date of joining/ leaving the Agency
1.						

Part II—Private Security Guards and Supervisor

Serial No.	Name of Guard/ Supervisor	Father's name	Present Address and Phone No.	Date of joining/ leaving the Agency	Permanent Address	Photograph	Identification Number	Salary with date
1.								
2.								
3.								

Part III—Customers

Serial No.	Name of the Customer and Phone Number	Address of the place where Security is provided	Number and ranks of Security Guards provided	Date of commencement of services	Date of discontinuation of services

Part IV—Duty Roster

Serial No.	Name of the Private Security Guard/ Supervisor	Address of the Place of duty	Date and time of commencement of duty	Date and time of ending of duty