



PRIVATE SECURITY REGULATION AUTHORITY

6th Floor, Office Centre Building, 12 Ocean Boulevard

Kingston Mall, Kingston, Jamaica

Tel. #: 967-2522-6 Fax #: 967-2478

Website: www.psra.gov.jm

Email: info@psra.gov.jm

October 29, 2018

PRIVATE SECURITY COMPANIES

Dear Sir/Madam:

Re: Renewal of Company Licence

To facilitate the smooth and timely processing of your licence, the Private Security Regulation Authority invites you to submit your application form with the requisite documents for renewal, up to three months before the expiry date of the current licence. Be reminded that a late renewal fee of \$10,000 will be applied to all companies who fail to complete the process within the prescribed time.

The list of documents required for the annual renewal of your company licence is as follows: -

1. Form 1 duly completed
2. Valid Tax Compliance Certificate
3. Nominal Roll of Security Guards
4. Client Listing (with addresses)
5. **Proof of Insurance & list of persons covered (Minimum Coverage \$2,750,000 basic life and \$2,750,000 for AD&D)**
6. Directors' Fingerprint (Valid for 5 year)

Additionally, be reminded that the licences for security guards employed to your company must be current at the time of application for renewal of the company's licence.

Kindly note that providing proof of Health Insurance for security guards is not a mandatory requirement for registration.

Should you require any further assistance or clarification on any other specific requirement for your company's renewal, please do not hesitate to contact the Authority at 967-2522-6 as our officers stand ready to assist in this process.

Yours truly,

Rosalyn Monteith Campbell
Executive Director

RMC/vwm