



## Operations Department

### Requirements for Company Renewal

1. PSRA Form 1 duly completed & signed by Director
2. Current Tax Compliance Certificate
3. Nominal Roll of security guards
4. Form B (Firearms Information)
5. Firearm Licence Fee Certificate (Original & Copy)
6. Police Report for (lost/stolen/defective/substitute) firearms
7. Client List (with addresses)
8. Premises Inspection report (if new address or additional branch)
9. COJ Form 23 (where there is a change of Director)
10. Registration of Director ( if COJ Form 23 shows addition)
11. Uniform Description (Photographs & written description if uniform has changed )
12. Proof of Insurance for Security Guards
13. Vetting Form (for Director/s)
14. Finger print report for company director/s (if last one exceeds 5 years)