

CHECK LIST FOR RENEWAL OF LICENSES TO OPERATE PRIVATE SECURITY AGENCY,

Sr.no.	Description	Whether Documents enclosed (Yes/No)	If yes, Please mention the Serial number of the page (s) in bunch of application.	
			From	To
1.	Form -V (in Duplicate)			
2.	Form -I (in Triplicate) of each Director/partner/ proprietor/ applicant.			
3.	A valid Identity Proof of each Director/partner/ proprietor/ applicant.			
4.	A valid Address Proof of each Director/partner/ proprietor/ applicant.			
5.	An Affidavit from any Director/partner/ proprietor/ applicant in the prescribed format.			
6.				
7.	Ownership proof of the premises in the name of the firm/agency/company etc. OR 1. Rent Agreement with the landlord. 2. NOC from Landlord. 3. Ownership proof of the business premises of landlord.			
8.	Demand Draft favour of Controlling Authority, Govt. of NCT of Delhi			
9.	03 photographs of each Director/partner/ proprietor/ applicant.			
10.	List of all the Guards on the roll of the firm/ agency along with the copy of their training certificates from the institutes recognized by the Controlling Authority.			
11.	Memorandum of Understanding with the training institute/s recognized (List of recognized institutes is available on the website (www.psara.delhi.gov.in) by the Controlling Authority for imparting training to the Private Security Guards/ Supervisors.			
12.	In case of submission of renewal application after the expiry of License , the reason of delayed submission of renewal application.			
13.	(Applicable only) In case Director/partner/ proprietor/ applicant, are residing/ have resided in Delhi during last 05 years —Character & Antecedent verification report (not older than 30 days) from Delhi police of the Director/partner/ proprietor/ applicant, who is/are residing/ have resided in Delhi during last 05 years. OR Copy of Acknowledgement/ proof of online application on the website of Delhi Police for verification of Character & Antecedent report. However, the licensee will be issued only after submission of Character and antecedent report by the applicant.			
14.	Applicable only in case of Pvt. Ltd. or Ltd firms/ companies etc. Memorandum of Association of the company/ firm etc. containing the business in objective clause.			
15.	Applicable only in case of Pvt. Ltd. or Ltd firms/ companies etc. —Proof of directorship, if the names of directors are not mentioned in the Memorandum of Association/ Memorandum of Article of the firm/ company etc.			

NOTE—

- Each & Every page of all the documents must be **self attested** by the Director/partner/ proprietor along with **seal of the firm.**
- Form-V, Form -I and Affidavit** must be in the **prescribed Format**
- Ensure (before handling over the form) that **No column of any Form left black.**
- All the papers **must be tagged** in the order mentioned in the Check List and **should be numbered.**
- Each Application must be accompanied with the **Check List Duly Filled.**

CHECK LIST FOR FRESH/NEW LICENSES TO OPERATE PRIVATE SECURITY AGENCY

Sr.no.	Description	Whether Documents enclosed (Yes/No)	If yes, Please mention the Serial number of the page (s) in bunch of application.	
			From	To
1.	Form -V (in Duplicate)			
2.	Form -I (in Triplicate) of each Director/partner/ proprietor/ applicant.			
3.	A valid Identity Proof of each Director/partner/ proprietor/ applicant.			
4.	A valid Address Proof of each Director/partner/ proprietor/ applicant.			
5.	An Affidavit from any Director/partner/ proprietor/ applicant in the prescribed format.			
6.	Ownership proof of the premises in the name of the firm/agency/company etc. OR 1. Rent Agreement with the landlord. 2. NOC from Landlord. 3. Ownership proof of the business premises of landlord.			
7.				
8.	Demand Draft of the Fee.			
9.	03 photographs of each Director/partner/ proprietor/ applicant.			
10.	Memorandum of Understanding with the training institute/s recognized (List of recognized institutes is available on the website www.psara.delhi.gov.in) by the Controlling Authority for imparting training to the Private Security Guards/ Supervisors.			
11.	(Applicable only) in case Director/partner/ proprietor/ applicant are residing/ have resided in Delhi during last 05 years- ---Character & Antecedent verification report (not older than 30 days) from Delhi police of the Director/partner/ proprietor/ applicant, who is/are residing/ have resided in Delhi during last 05 years. OR Copy of Acknowledgement/ proof of online application on the website of Delhi Police for verification of Character & Antecedent report. However, the licensee will be issued only after submission of Character and antecedent report by the applicant.			
12.	Applicable only in case of Pvt. Ltd. or Ltd firms/ companies etc. ---Memorandum of Association of the company/ firm etc. containing the business in objective clause.			
13.	Applicable only in case of Pvt. Ltd. or Ltd firms/ companies etc. ----Proof of directorship, if the names of directors are not mentioned in the Memorandum of Association/ Memorandum of Article of the firm/ company etc.			
14.	Character & Antecedent verification report Verification from Delhi Police			

NOTE—

- Each & Every page of all the documents must be **self attested** by the Director/partner/ proprietor along with **seal of the firm**.
- Form-V, Form -I and Affidavit** must be in the **prescribed Format**
- Ensure (before handing over the form) that **No column of any Form left black**.
- All the papers **must be tagged** in the order mentioned in the Check List and **should be numbered**.
- Each Application must be accompanied with the **Check List Duly Filled**.

AFFIDAVIT

GRANT OF LICENCE TO PRIVATE SECURITY AGENCY TO OPERATE IN G.N.C.T OF DELHI

I, _____ S/o // D/o // Wife of Sh. _____ resident of _____ is a proprietor/ partner/ Director of M/s _____, address (of firm/agency/company) in Delhi _____ do hereby solemnly affirm and declare as under:-

1. That the deponent is a citizen of India.
2. That the deponent has attained the age of 18 years and not the minor.
3. That the detail of the proprietor/ partners / directors (please indicate the detail of all the partners/ directors) are as under:

Sr.no.	Name of the Proprietor/ Partners/ Directors	Designations in the firm/ agency/company (Prop./ Partner/ Director)	Residential Address

5. That the deponent or any of the Prop./ Partner/ Director has not been convicted of any offence in connection with the promotion, formation of Management of Company (any fraud or misfeasance committed by him in relation to the firm/agency/company) including an undercharged insolvent.
6. That the deponent or any of the Prop./ Partner/ Director has not been convicted by a competent court for an offence, the prescribed punishment for which is imprisonment of not less than two years.
7. That the deponent or any of the Prop./ Partner/ Director has not been keeping links with any organization or association which is banned under any law on account of their activities which pose threat to national security or public order or there is information about such a person indulging in activities which are prejudicial to national security or public order.
8. That the deponent or any of the Prop./ Partner/ Director has never been dismissed or removed from Government service on the grounds of misconduct or moral turpitude.
9. _____
10. That I ensure that the facility of the imparting of training and skills of a private security guards and its supervisors required under Rule of Delhi Private Security Agencies (Regulation) Rules-2009 and Private Securities Agencies (Regulation) Act-2005 are available/ will be made available within the specified time period as given in the Private Security Agencies Regulation Act-2005.
11. That the deponent and all the Partners/ Directors of the firm / agency/ Company will ensure that the Security guard/ supervisor shall have to successfully undergo the training as prescribed by the Controlling Authority in training institute or organizations recognized by it.
12. That the deponent and all the Partners/ Directors of the firm/ agency/ Company shall ensure not to provide private security services abroad without obtaining permission of the Controlling Authority.
13. That the deponent and all the Partners/ Directors of the firm / agency/ Company shall ensure to intimate the controlling authority about any change in address of the firm/agency or of change of management.
14. That the deponent and all the Partners/ Directors of the firm / agency/ Company shall ensure to update the online data regularly (every month) in regard to the guard/ supervisor information on the web portal of PSARA, Delhi.
15. That the deponent and all the Partners/ Directors of the firm/agency/ Company will comply, in letter and spirit, with the provisions of the Private Security Agencies Regulation Act-2005 and the Delhi Private Security Agencies (Regulation) Rules-2009 framed there under by the State Government and instructions issued from time to time by the Controlling Authority, Delhi appointed under the Act, while managing private security agency with the name and title M/s _____

Deponent

Verification: - I, _____ hereby solemnly affirm that the contents of above this affidavit are true and correct to the best of my knowledge and belief nothing has been concealed therein.

Deponent

UNDERTAKING

This is certify that M/s ----- has employed -----No of security guards and -----security supervisors as on ----- (dated). The details of security guards and supervisors presently deployed to deferent employed is as under:-

S. No.	Name of the guards/supervisors	Father Names	Name of the Principal Employer	Address of the Principal Employer	ESIC No.	EPF No.

The copies of the training certificate of the above mentioned security guards/supervisors are enclosed herewith for ready reference.

Undertaking:- I, Shri ----- Prop/Partner/Director of M/s ----- hereby declared that the details of security guards/supervisors have been uploaded in the PSARA PORTAL. I further undertake that I will update this details regularly on monthly basis by 7th of every months.

Further, the agency has abided the under mentioned conditions shall abide the same in future also.

1. The licensee shall successfully undergo a training relating to the private security service as prescribed by the Controlling Authority within the time frame fixed by it.
2. The Licensee shall intimate the name, parentage, date of birth, permanent address agrees for correspondence and the principle profession of each person forming the Agency with in fifteen day of receipt of the license to the Controlling Authority.
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.

4. The licensee shall immediately intimate the Controlling Authority about any criminal charge framed against the persons forming the Agency or against the guard or supervisor engaged or employed by the Agency, in the course of their performance of duties as private security agency. A copy of such communication shall also be sent to the officer in charge of the police station where the charge framed person resides.
5. Every licensee shall abide by the requirements of physical standards for the private security guards and their training as prescribed in these rules as the condition on which the license is granted.
6. Save as provided in these rules, the fees paid for the grant of license shall be non-refundable.

Encl: Training Certificate.

Signature of Prop/Partner/Director-----

Name of the Prop/Partner/Director_____

Seal the firm_____