



## ELITE ACADEMY COMPLIANCE ASSISTANCE PROGRAM

CHECKLIST FOR REQUIREMENTS FOR REGISTRATION AS A CORPORATE PRIVATE SECURITY SERVICE PROVIDER.

S/No.	Requirements	Tick as appropriate	
		Yes	No
1.	The company must be incorporated and established in Kenya		
2.	If a foreign company, is registered whether as a limited liability company or a partnership in accordance with the laws of Kenya it must have at least twenty five percent local shareholding		
3.	Names and address of persons performing executive or management functions in respect of the security business who are registered as private security service providers		
4.	Must have been security-vetted and nothing adverse has been established		
5.	Details of premises to which private security service(s) are being provided/are to be provided		
6.	Training plan for all employees		
7.	An Internal Training Department or a Partnership with a Licensed Training Institution.		
8.	Filled Form PSR 8 <ul style="list-style-type: none"> <li>• Name of security firm:</li> <li>• Email address and Telephone No.</li> <li>• Registration number and date of commencement of operations</li> <li>• Nature of Business (Sole-proprietorship/Company/Trust/Partnership/etc)</li> <li>• Shareholding structure</li> </ul>		
9.	List of Category of private security services		
10.	A copy of the certificate of incorporation or other formal registration document of the firm(two copies)		
11.	Memorandum and articles of association(two copies)		
12.	Valid tax compliance certificate		

13.	Audited accounts of the firm		
14.	Copy of Authority's licence of each directors/members/partners/trustees/administrator/person in control and any person performing executive and management function.		
15.	Proof of compliance with— <ul style="list-style-type: none"> <li>• The set minimum wages published under the Labour Institutions Act;</li> <li>• All statutory deductions</li> </ul>		
16.	A copy of the insurance policy for the firm		
17.	A certificate of good conduct for every director, partner, trustee, administrator and management staff		
18.	A private security training certificate for every director, partner, trustee, administrator and management staff		
19.	Two passport sized photographs for every director, partner, trustee, administrator and management staff		
20.	A clear and complete set of fingerprints for every director, partner, trustee, administrator and management staff		
21.	A list of all security equipment and tools of trade		
22.	One sample set of uniform accompanied by a full photograph of a guard in uniform		
23.	Details of vehicles used Three clear (front, back and side) photographs of a branded vehicle, if any		
24.	Number of persons employed/to be employed		
25.	A copy of the firm's human resource policy including details of the duties and salary structure of employees		
26.	A certificate of compliance for safe handling, care and use of animals issued by a certified veterinary surgeon		
27.	A licence issued by the Communications Authority of Kenya for the use of any communication equipment		

## CORPORATE FEES

The annual fee payable by corporate private security providers shall be determined by the type of security service and the size of the service provider as follows:

### Category A: Service based

No	Service	Annual fees (Kshs)
1.	Guarding services	50,000
2.	Cash and Valuables in Transit	200,000
3.	Designing, manufacturing, importing, repairing, distribution or installation of a security system incorporating a security device or equipment	50,000
4.	Investigation	50,000

5.	Training Department/ Institution	100,000
6.	Armed Escort services	200,000
7.	Consultancy services	50,000
8.	Animal section	50,000
9.	Close protection	100,000
10.	Mobile patrol & alarm response unit	50,000
11.	Aviation security	100,000
12.	Maritime security	100,000

### Category B: Service based

No	Service	Annual fees (Kshs)
1.	Less than or equal to 100 employees	50,000
2.	101 to 200 employees	56,250
3.	201 to 500 employees	131,250
4.	501 to 1,000 employees	243,750
5.	1,001 to 2,000 employees	506,250
6.	2,001 to 3,000 employees	618,750
7.	3,001 to 4,000 employees	881,250
8.	4,001 to 5,000 employees	993,750
9.	5,001 to 6,000 employees	1,256,000
10.	6,001 to 7,000 employees	1,368,750
11.	7,001 to 8,000 employees	1,631,250
12.	8,001 to 9,000 employees	1,743,750
13.	9,001 to 10,000 employees	2,006,250
14.	10,001 over employees	2,006,250
		plus 200 for every employee in excess of 10,000

In addition to the above, The General Regulations has set the fidelity fee at 10% of the total of the service based fee and the size based fees.

Contact us for any of your private security Regulatory Compliance and Training Needs

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