Private Security Business Licence Application

Body Corporate Licence Application

Instruction Pages

Please **<u>remove</u>** Instruction Pages before submitting your form.

How do I complete this form?

• Print out the form and write clearly in the boxes in capital letters using a blue or black pen.

How do I send this form?

- Do not send original identification documents with the form. If you need to send identification documents, send certified copies of the documents.
- Post the completed form and all attachments to:



Postal Address: Licensing and Regulation Division, GPO Box 2807, Melbourne, VIC, 3001

If you have any queries about your application, visit our website at <u>www.police.vic.gov.au</u> or contact Licensing and Regulation Division.

Fingerprint Requirement

You must have your fingerprints taken for the purpose of obtaining a Private Security Licence. All Related People (including Nominated Officers and Close Associates) must also be fingerprinted as part of a Private Security Business Licence application.

Note: You do not need to have your fingerprints taken if you hold a current Private Security Licence or have previously had your fingerprints taken in relation to a current Private Security Business Licence for which your involvement remains.

Fingerprints can be taken at the Docklands location or at a number of regional fingerprinting locations throughout Victoria. Visit our website at <u>police.vic.gov.au/fingerprinting</u> to make an appointment. Your licence application will not be approved until you have had your fingerprints taken.

Which identification documents are acceptable?

If you do not currently hold a Victorian Firearm Licence, Victorian Security Licence or Registration, or a Victorian Chief Commissioner of Police Weapon Approval, you must provide proof of your identity.

To prove your identity, you are required to provide 100 points of identification (see list below). The documents must be clear, easy to read, of high quality and total at least 100 points, in the form of:

- One certified copy of a primary identification document, and
- At least one certified copy of secondary identification document(s).

Primary Identification	Points
Full birth certificate (or name change certificate if applicable)	70
	70
Current passport	70
Passport which has not been cancelled and was current within the last 2 years	70
Australian citizenship certificate	-
Diplomatic documents and official documents issued to refugees	70
Secondary Identification	Points
Public service ID including photograph and/or signature	40
Any licence issued under Australian law including photograph and/or signature, e.g. driver licence	40
A Government issued ID showing entitlement to financial benefit including signature, e.g. Health Care Card issued by the Department of Health and Human Services	40
D card issued by a tertiary education institution including photograph and/or signature	40
Records from an employer (within the past 2 years) showing current address, e.g. letter on company letterhead or a ayment summary	35
Council rates notice showing current address	35
Aortgage documents showing current address	35
and Titles Office record showing current address	35
Bank or credit card statement showing current address	25
Department of Veteran's Affairs Health Care Card	25
Adicare card	25
elephone account	25
Credit card	25
Statement from a primary, secondary or tertiary education institution (attended within the last 10 years) showing date of irth	25
Aembership records from a professional or trade association showing date of birth	25
Records of a Public Utility showing current address, e.g. gas, electricity or water bill	25
Confirmation of enrolment issued by the Australian Electoral Commission showing current address	25
lictorian Proof of Age card (KeyPass is not acceptable)	25
Rental agreement document confirming your tenancy of a property	25
Norking with Children Check card	25

How do I get my documents certified

- Documents must be certified by an Acceptable Identification Referee as a "true copy of the original".
- The Identification Referee certifying your documents must view the original document at the same time as the copy.
- The same Acceptable Identification Referee that certifies your identification documents must also complete the Identification Reference section of the form.
- You must also sign in the Identification Reference section in the presence of the Acceptable Identification Referee.

An example of how to certify an identification document is provided below:

ren medicare	I certify that the document presented for certification is a true copy of the original. This document was sighted by me on:
1234 56789 1	21/12/2021
1 JOHN A CITIZEN VALDTO 09/26	Signature: J Persen Print Name: Jane A Person Type of Referee: Accountant

Who can certify documentation?

- Documents must be certified by an Acceptable Identification Referee who has known you for at least 12 months.
- The same referee that certifies your identification documents must also complete the Identification Reference section of this application.

Important: the Acceptable Identification Referee is verifying your identification only and in no way substantiates your suitability or otherwise for a licence.

 A member of: the Chartered Accountants Australia and New Zealand, or the Australian Society of Accountants, or the Institute of Public Accountants 	A member of a municipal, city, town, district or shire council of a State or Territory.	An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.
An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.	 A full-time employee of: a financial institution; or a corporation that is a registered corporation within the meaning of the <i>Financial Sector</i> (<i>Collection of Data) Act</i> 2001; who has been employed continuously for at least 5 years by one or more financial bodies. 	 An employee of a bank carrying on a business outside Australia: that does not have an authority under section 9 of the <i>Banking Act</i> 1959; and that is engaged in a transaction with a cash dealer; who is authorised by the bank to open accounts with the bank.
A full-time employee of a company carrying on nsurance business who has been employed continuously for at least 5 years by one or nore companies of that type.	A legal practitioner of a Federal, State or Territory Court.	A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court.
 An individual who is an agent of a totalisator agency board if: the individual conducts an agency of the totalisator agency board at a particular premises; and the agency is not ancillary to any other pusiness conducted at those premises. A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas. 	 An individual registered or licensed as a dentist, a medical practitioner, a pharmacist, or a veterinary surgeon, under a law of a State or Territory providing for that registration or licensing. A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable. 	 An individual who is an agent of a totalisator agency board if: the individual conducts an agency of the totalisator agency board at a particular premises; and the agency is not ancillary to any other business conducted at those premises. A judge or master of a Federal, State or Territory Court.
A stipendiary magistrate of the Commonwealth or of a State or Territory. A member of the Legislative Assembly of the	A justice of the peace of a State or Territory. A minister of religion who is registered as a	A member of the Federal Parliament or a State Parliament. A notary public.
Australian Capital Territory, the Northern Ferritory or Norfolk Island. A member of the Australian Federal Police, or of the police force of a State or Territory, who in the normal course of their duties, oversees a police station.	Marriage celebrant. A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.	A manager of a post office.
 An individual employed as an officer or employee by one or more of the following: the Commonwealth, a State or Territory; an authority of the Commonwealth, a State or Territory; or a local government body of a State or Territory; who has been so employed continuously for a beriod of at least 5 years, whether or not the individual was employed for part of that period as an officer and for part as an employee. 	 An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions: a primary or secondary school forming part of the education system in a State or Territory; or an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act</i> 1988; who has been so employed continuously for a period of at least 5 years. 	 An individual who, in relation to an Aboriginal community is recognised by the members of the community to be a community elder; or if there is an elected Aboriginal council that represents the community – is an elected member of the council.
An officer within the meaning of the <i>Defence</i> Act 1903.	An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.	An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act</i> 1936.
A member of the Chartered Institute of Company Secretaries in Australia Limited.	A member or fellow of the Association of Taxation and Management Accountants. A Commissioner for oaths of a State or Territory.	A member of the Institution of Engineers Australia, other than a member with the grade of student.

(Office use only) Licence Number Issued:

Private Security Business Licence Application

Body Corporate Licence Application

Part 1 - Type of Application

Section 1 - Security Activities Please select what Security Activities yo	u are applying for?	
Security Guard	Crowd Controller	Bodyguard
Security Trainer	Investigator	Security Advisor
Security Equipment Installer		
Section 2 - 'Security Guard' Sub-Activ If you have selected Security Guard, you		
Unarmed Guard	Control Room Operator	Guard with a Dog
Monitoring Centre Operator	Cash in Transit	Armed / Unarmed Guard

Part 2 - Business Information

Section 3 - Business Details You are required to provide the details of the Regis	stered Business.
Registered Company Name:	
Australian Business Number: (ABN)	Australian Company Number: (ACN)
Registered Business Name:	
Section 4 - Business Contact Details You are required to provide the Contact Details of t	he Registered Business.
Work Contact Number:	Mobile Contact Number:
One Email Address:	

Part 2 - Business Information (Continued)

Property Name: (if app	licable)															
Street Number:			Fla	at / Unit	Numb	er:		 	1	1	Lot Nu	umber	:			
			/							/						
Street Name:										I						
Street Type:				TOWI	n / Sub											
State:	Postcode	3:														
Is your Postal Addre	ess the s	ame as vo	 our Busi	ness Ar	Idress	;?										
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Yes Go to Se	ction 7 -	Nominat	ed Pers	son				No	Go	o to Se	ection	16-P	ostal	Addre	ess	
ction 6 - Postal A	\ddros	e														_
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Part 3 - Statement of Related People

Section 8 - Officer(s Body Corporate Appli) of t icants	he Bo s mus	ody (t sup	Corp ply t	orate he de	; etails	of th	ieir ei	mplo	yed c	office	er.								
Officer 1																				
Family Name:																				
First Given Name:																				
Second Given Name:																				
Third Given Name:																				
Date of Birth:] /]/]	Sex:		Male	[Femal	е		Other
Officer 2																				
Family Name:																				
First Given Name:																				
Second Given Name:																				
Third Given Name:																				
Date of Birth:			/			/						Sex:		Male	[Femal	e		Other
Officer 3																				
Family Name:																				
First Given Name:																				
Second Given Name:																				
Third Given Name:																				
Date of Birth:]/			/						Sex:		Male	[Femal	e		Other
A Personal In	ıforma	ition F	orm n	nust b	be com	plete		Impo each C		of the	Body	/ Corp	orate	and be	inclu	ded i	n your	subn	nission	

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	nt of Related People (Continued)
	e(s) of the Body Corporate cants must supply the details of their close associates.
Do you have any Close	Associates to nominate in this application? Yes No
Who is a Close Associa	ate?
Section 3 of the Private	Security Act 2004 provides a definition of a close associate in relation to a private security business licence.
 Hold an interest Are entitled (by Hold any power decision of that Hold any power secretary or ar A person who The definition of holder of the life One example of not a director of the is a requirem 	ate is a person who is able to exercise a significant influence over the running of the business because they- st in the capital or assets of that business; or y law, equity or otherwise) to receive any income derived from that business; or er, either alone or in association with others, (by voting or otherwise) to participate in any managerial or executive t business; or er, either alone or in association with others, to appoint any person to a position of management (ie director, manager, ny other capacity) in the business. participates in the management of the business is also classified as a close associate. of a close associate does not extend to a shareholder of a public company or to an officer of the body corporate (if the cence is a body corporate). of a close associate to a business licence would be a person who has provided finances to start up a company but is or officer of the company. nent of the <i>Private Security Act</i> 2004 that all close associates to the business be declared. ciates must meet the probity requirements outlined in the <i>Private Security Act</i> 2004.
Close Associate 1	
Family Name:	
First Given Name:	
Second Given Name:	
Third Given Name:	
Date of Birth:	Image:
Close Associate 2	
Family Name:	
First Given Name:	
Second Given Name:	
Third Given Name:	
Date of Birth:	Image:

Part 3 - Statement of Related People (Continued)

Section 9 - Associate Body Corporate Applie	(s) of the Body Corporate ants must supply the details of their close associates.	
Close Associate 3		
Family Name:		
First Given Name:		
Second Given Name:		
Third Given Name:		
Date of Birth:	/ / Sex: Male	Female Other
Close Associate 4		
Family Name:		
First Given Name:		
Second Given Name:		
Third Given Name:		
Date of Birth:	/ / Male	Female Other
Close Associate 5		
Family Name:		
First Given Name:		
Second Given Name:		
Third Given Name:		
Date of Birth:	/ / Sex: Male	Female Other
If you have n	ore than 5 Close Associates, please duplicate this page and provide in you	r submission.

Part 4 - Acknowledgement

Section 10 - Acknowledgement by the Applicant You must sign and date to confirm that all the information you have supplied is true and correct.
I acknowledge that the particulars in this application and any attachments are true and correct, and I make this acknowledgement knowing that it is an offence against Section 135 of the <i>Private Security Act</i> 2004 to willfully supply details which are incorrect or omit to furnish particulars.
Applicants Signature:
Date of Signature:
Privacy Statement: The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, permit or approval. It will be used in accordance with relevant legislation, including the <i>Firearms Act</i> 1996, <i>Private Security Act</i> 2004, <i>Control of Weapons Act</i> 1990, <i>Health Records Act</i> 2001 and the <i>Privacy and Data Protection Act</i> 2014. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at <u>www.police.vic.gov.au</u> .
Part 5 - Application Checklist
Application Summary
How do I complete my application?
 Please refer to the Instruction Pages for more information on how to finalise and submit your application. Prepare all supporting documents listed in the below Application Checklist. You must sign and date the Acknowledgement Section.

Business Requirements

You must provide at least one of the following:

A detailed resume outlining your experience in the private security industry, particularly in relation to the security activity (or
activities) being applied for, and copies of any relevant qualifications and/or documentation; or

A certified copy of an approved	Training Course completion certificate which is relevant to the security activity (or a	ctivities) being
applied for; or		

A certified copy of your membership to an approved Security Industry Organisation relevant to the security activity (or activities) being applied for.

Standard Operating Procedures

You must provide copies of the standard operating procedures and protocols that employees will be required to follow. Standard operating procedures should cover all the responsibilities employees will be required to follow as a part of their employment. Standard operating procedures should reflect the employer responsibilities and legislative requirements.

Business Plan

You must provide a business plan of the precise details of your business and the nature of work you intend to do. The business plan provided must include the following information:

- Details of the precise nature of the work that will be undertaken by the business.
- Details of the suitability of existing or intended business premises. Consideration needs to be given to the security of the information held on the premises, particularly if the premises are a private residence. Details of the number of employees that you intend to employ.
- Details of the procedure that will be used to check the expiry dates of the licences of the employees and the business licence.
- Details of training and supervision standards that will be set in place for employees.
- If applicable, a description of the uniforms, a sample of the shoulder badge design and details of any vehicle decals.

Evidence of Public Liability Insurance

You must provide a certificate of currency of public liability insurance coverage.

Evidence of Financial Viability

Under section26(1)(f) of the *Private Security Act* 2004, the Chief Commissioner must be satisfied that you have or will be able to obtain adequate financial resources to ensure the financial viability of your business, a qualified accountant must complete the Assets/Liabilities/Evidence of Financial Viability form and confirm by completing the Declaration by Accountant section.

Employer Responsibilities

You must provide written undertaking (signed and dated) by the Nominated Person or Partner/Sole Trader stating that you are aware of your obligations as an employer in the areas of award wages, superannuation, taxation and occupational health and safety.

Official Documentation

You must provide certified copies of a current Certificate of Registration of a Business Name from Consumer Affairs Victoria for any trading names that the business will operate under.

Private Security Trainer (If you have selected this in your application)

If you have applied for the activity of Private Security Trainer, you must supply a USB stick that contains all the training and assessment resources that you intend to use including, but not limited to your:

- Private Security Trainer
- Delivery plans or timetables (including times)
- Language, Literacy and Numeracy Test Paper
- Trainer and student manuals

Guard with a Dog (If you have selected this in your application)

Any security business seeking to provide dog handler services should provide the following information to enable the Licensing & Regulation Division to make a determination whether the business is fit and proper and it is in the public interest to issue a licence:

- Details of the person within the business responsible for direct management of this activity (including full name, date of birth and address information).
- Deployment or reasons for provision of dog handlers (to ensure only a guarding/protection role and not crowd control).
- Standard Operating Procedures and/or detailed information covering the following: type & number of dogs, selection, training, kennelling, registration, veterinary care, transportation and record keeping of dogs, staff training, use of force policies, procedures and record keeping of a security staff, on-going testing of the handler and their dog to ensure public safety.
- Insurance policy indicating use of dogs.
- Declaration by applicants relevant to prosecution under Cruelty to Animals or Domestic Animals legislation.

Fingerprint Requirements
You must supply the Booking Reference Number and date that your fingerprints were taken in your application.
Personal Information Form(s)
Any Close Associates and Nominated Officers to the business <u>must</u> complete a separate form known as a Personal Information Form.
Related People (A certified copy of your National Police Records Check Certificate)
All persons associated with this private security business licence application (i.e. nominated person, director and close associate(s)) are required to undergo a 'National Police Records Check' (including National name check and fingerprint records search) before submitting this application to the Licensing & Regulation Division.
Acknowledgement
You must sign and date the Acknowledgement Section.
End of Application
Important Information
You cannot advertise or in any way indicate a willingness to engage in the business of a private security operator without the required licence. The practice of submitting for tenders, distributing pamphlets, placing advertisement and/or similar prior to the granting of a licence is a breach of Section 6 or Section 10 of the <i>Private Security Act</i> 2004 and carries a maximum penalty of 40 penalty points.
How do I make payment?
 Do not send any payment with your application. A Payment Notice will be sent with a total fee that includes a non-refundable administration fee. If your application is abandoned, withdrawn or refused, you will receive a refund for the licence fee, but not for the administration fee. All application fees are GST exempt. For a schedule of fees, contact Licensing & Regulation Division or visit our website.
How do I track the progress of my application after submission?
To track the progress of your application, please refer to the Victoria Police - Private Security Page for our current processing timeframes.
The following factors can increase the time it takes to process an application:
 A person has adverse history; An application is incomplete; Complexity of the application.
Licensing & Regulation Division is unable to respond to enquiries relating to the processing status of applications within the last 28 days.
If 28 calendar days have elapsed and you require an update on the status of your application, please contact us via email with your full name, date of birth, type of application, date sent and licence number (if available).

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Accountants Statement of Financial Viability Assets, Liabilities and Evidence of Financial Viability

Part 1 - Assets

Company/Business Property
Property Number:
Current Value:
Investment 1
Investment Name:
Current Value:
Investment 2
Investment 2
Current Value:
Investment 3
Investment Name:
Current Value:
Investment 4
Investment Name:
Current Value:
Investment 5
Investment Name:
Current Value:

Part 1 - Assets (Continued)

Company/Business Vehicle 1
Vehicle Name:
Company/Business Vehicle 2
Vehicle Name:
Current Value:
Company/Business Vehicle 3
Vehicle Name:
Current Value:
Company/Business Bank Account 1
Bank Account Name:
Current Value:
Company/Business Bank Account 2
Bank Account Name:
Current Value:
Company/Business Bank Account 3
Bank Account Name:
Current Value:
Company/Business Bank Account 4
Bank Account Name:
Current Value:

Part 1 - Assets (Continued)

Company/Business Insurance
Insurance Type:
Insurance Name:
Current Value:
Other Asset 1
Asset Name:
Current Value:
Other Asset 2
Asset Name:
Current Value:
Other Asset 3
Asset Name:
Current Value:
Other Asset 4
Asset Name:
Current Value:
Other Asset 5
Asset Name:
Current Value:

Part 2 - Liabilities and Debts

Company/Business Mortgage	
Monthly Repayment:	
Amount Borrowed:	
Balance Now Owed:	
Company/Business Rent	
Monthly Repayment:	
Term of Lease: (Years)	Years remaining on Lease:
Company/Business Loan 1	
Monthly Repayment:	
Amount Borrowed:	
Balance Now Owed:	
Company/Business Loan 2	
Monthly Repayment:	
Amount Borrowed:	
Balance Now Owed:	
Company/Business Loan 3	
Monthly Repayment:	
Amount Borrowed:	
Balance Now Owed:	

Part 2 - Liabilities and Debts (Continued)

Company/Business Credit Cards 1	
Name of Bank / Credit Union:	
Monthly Repayment:	Amount Borrowed:
Balance Now Owed:	
Company/Business Credit Cards 2	
Name of Bank / Credit Union:	
Monthly Repayment:	Amount Borrowed:
Balance Now Owed:	
Company/Business Credit Cards 3	
Name of Bank / Credit Union:	
Monthly Repayment	Amount Borrowed
Balance Now Owed	
Balance Now Owed	
Balance Now Owed Company/Business Credit Cards 4	
Company/Business Credit Cards 4	
Company/Business Credit Cards 4	
Company/Business Credit Cards 4 Name of Bank / Credit Union:	
Company/Business Credit Cards 4 Name of Bank / Credit Union:	Amount Borrowed Image: Image
Company/Business Credit Cards 4 Name of Bank / Credit Union: Monthly Repayment	Amount Borrowed Image: Image

Part 3 - Liabilities and Debts (Continued)

Other Liability 1
Type of Debt / Liability: (e.g. Superannuation)
Monthly Repayment
Other Liability 2
Type of Debt / Liability: (e.g. Superannuation)
Monthly Repayment
Other Liability 3
Type of Debt / Liability: (e.g. Superannuation)
Monthly Repayment
Other Liability 4
Type of Debt / Liability: (e.g. Superannuation)
Monthly Repayment
Other Liability 5
Type of Debt / Liability: (e.g. Superannuation)
Monthly Repayment
Other Liability 6
Type of Debt / Liability: (e.g. Superannuation)
Monthly Repayment

Part 4 - Acknowledgement

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Associa	ation	Vanie	:																					
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Work Contact Number: Mobile Contact Number:																								
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Note: li informa								above	, you	must	provic	ie mo	ore det	ails. If	f the	provic	led pa	ges a	re not	enou	gh, ao	dditior	nal	
Accour	ntants	Signa	ature:																					
Date of	f Signa	ature					/			/ [
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