

# **Private Investigation and Security Agencies Regulations**

## **Table of Contents**

**1 Citation**

**2 Application for licence**

**3 Private investigator's licence**

**4 Fee for private investigator's licence**

**5 Security guard agency licence**

**6 Fee for security guard agency's licence**

**7 Personal particulars**

**8 Identification paper for private investigator**

**9 Identification paper for security guard**

**10 Photograph to be affixed to identification paper**

**11 Annual returns**

**12 Application for approval to employ assistant or security guard**

**13 Assistant ceasing to be employed**

**14 Register of employees**

**15 Change of particulars**

**16 Change in partnership**

**16A Change of directors**

**17 Request for information**

**18 No change of name until after licensing officer is notified**

**19 Surrender of licence**

**20 Surrender of identification papers**

**21 Equipment**

**22 Protection of information**

**23 Security transportation**

**24 False statements, etc.**

**25 Photographs and fingerprints**

**26 Offences**

## **THE SCHEDULE**

### **Legislative History**

## **PRIVATE INVESTIGATION AND SECURITY AGENCIES ACT (CHAPTER 249, SECTION 27)**

### **PRIVATE INVESTIGATION AND SECURITY AGENCIES REGULATIONS**

**Rg 1**

**G.N. No. S 387/1973**

**REVISED EDITION 2000**

**(31st January 2000)**

**[1st December 1973]**

### **Citation**

1. These Regulations may be cited as the Private Investigation and Security Agencies Regulations.

### **Application for licence**

2.—(1) Subject to paragraphs (2), (3) and (4), every application for a private investigator's licence or a security guard agency's licence shall be made using —

- (a) the electronic application service provided by the Government; or
- (b) the electronic application service provided by the licensing officer.

(2) Subject to paragraph (4), in the event of a malfunction or failure of the electronic application service provided by the Government, an application for a private investigator's licence or a security guard agency's licence shall be made using the electronic application service provided by the licensing officer.

(3) Subject to paragraph (4), in the event of a malfunction or failure of the electronic application service provided by the licensing officer, an application for a private investigator's licence or a security guard agency's licence shall be made using the electronic application service provided by the Government.

(4) In the event of a malfunction or failure of both the electronic application service provided by the Government and the electronic application service provided by the licensing officer, an application for a private investigator's licence or a security guard agency's licence shall be made in Form A in the Schedule.

(5) The form prescribed for an application made using the electronic application service provided by the Government shall be the electronic form provided for that electronic application service at <https://licences.business.gov.sg/>.

(6) The form prescribed for an application made using the electronic application service provided by the licensing officer shall be the electronic form provided for that electronic application service at <http://www.spf.gov.sg/licence/>.

*[S 558/2004 wef 30/08/2004]*

### **Private investigator's licence**

3. A private investigator's licence shall be in Form B set out in the Schedule.

### **Fee for private investigator's licence**

4.—(1) The fee payable for a private investigator's licence shall be \$400 per year or part thereof.

(2) The fee payable for each copy or a replacement of a private investigator's licence shall be \$10.

### **Security guard agency licence**

5. A security guard agency's licence shall be in Form *C* set out in the Schedule.

### **Fee for security guard agency's licence**

6.—(1) The fee payable for a security guard agency's licence shall be \$400 per year or part thereof.

(2) The fee payable for each copy or a replacement of a security guard agency's licence shall be \$10.

### **Personal particulars**

7. The statement of personal particulars submitted under section 14(1) of the Act to the licensing officer by a person seeking employment to assist in the work of a private investigator or as a security guard shall be in Form *D* set out in the Schedule.

### **Identification paper for private investigator**

8. An identification paper issued under section 15 of the Act to a person employed to assist in the work of a private investigator shall be in Form *E* set out in the Schedule.

### **Identification paper for security guard**

9. An identification paper issued under section 15 of the Act to a person employed as a security guard in a security guard agency shall be in Form *F* set out in the Schedule.

### **Photograph to be affixed to identification paper**

10.—(1) A photograph of the size and form suitable for passports of the person to whom an identification paper is to be issued shall be affixed to the identification paper.

(2) The size of the identification paper in Forms *E* and *F* set out in the Schedule shall be 10.5 cm by 14.8 cm and these forms shall be printed on white paper in black ink.

### **Annual returns**

11.—(1) A licensee shall submit to the licensing officer an annual return of all persons employed by him to assist him in the work of a private investigator or as a security guard in his business.

(2) The annual return shall be submitted at such time as the licensing officer may direct.

(3) Subject to paragraph (4) —

- (a) the annual return shall be submitted using the electronic service provided by the licensing officer; and
- (b) the form prescribed for the annual return shall be the electronic form provided for the electronic service at <http://www.spf.gov.sg/licence/>.

(4) In the event of a malfunction or failure of the electronic service, the annual return shall be submitted in Form G set out in the Schedule.

*[S 523/2003 wef 29/11/2003]*

### **Application for approval to employ assistant or security guard**

**12.**—(1) A licensee who wishes to employ any person to assist him in the work of a private investigator or as a security guard —

- (a) shall apply to the licensing officer for approval to employ that person; and
- (b) shall not employ that person before the licensing officer has given him such approval.

(1A) A fee of \$16 shall be payable on an application under paragraph (1).

*[S 167/2005 wef 01/04/2005]*

(2) Subject to paragraph (3) —

- (a) an application under paragraph (1) shall be made using the electronic service provided by the licensing officer; and
- (b) the form prescribed for the application shall be the electronic form provided for the electronic service at <http://www.spf.gov.sg/licence/>.

(3) In the event of a malfunction or failure of the electronic service, an application under paragraph (1) shall be made in Form H set out in the Schedule.

*[S 523/2003 wef 29/11/2003]*

### **Assistant ceasing to be employed**

**13.**—(1) Subject to paragraph (2), when a person employed by a licensee to assist him in the work of a private investigator or as a security guard ceases to be so employed, the licensee shall, within 14 days of the cessation of employment, notify the licensing officer of this fact using the electronic service provided by the licensing officer.

(2) In the event of a malfunction or failure of the electronic service, a notification under paragraph (1) shall be submitted to the licensing officer in such form and manner as the licensing officer may determine.

*[S 523/2003 wef 29/11/2003]*

### **Register of employees**