

EMERGENCY (SECURITY AGENCIES) ORDER, 1999

SECURITY AGENCIES REGULATIONS, 2000

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation and commencement
2. Application for licence
3. Security guard agency licence
4. Fee for security guard agency's licence
5. Personal particulars
6. Identification paper for security guard
7. Photograph and particulars to be affixed to identification paper
8. Annual returns
9. Personal particulars of assistants
10. Assistant ceasing to be employed
11. Register of employees
12. Change of particulars
13. Change in partnership
14. Request for information
15. No change of name until after licensing officer is informed
16. Surrender of licence
17. Surrender of identification papers
18. Equipment
19. Protection of information
20. Offences

21. False statements, etc.
22. Photographs and fingerprints

The Schedule — Forms

No. S 35

EMERGENCY (SECURITY AGENCIES) ORDER, 1999

SECURITY AGENCIES REGULATIONS, 2000

In exercise of the power conferred by section 25 of the Emergency (Security Agencies) Order, 1999, the Minister of Home Affairs with the approval of His Majesty the Sultan and Yang Di-Pertuan hereby makes the following Regulations —

Citation and commencement

1. These Regulations may be cited as the Security Agencies Regulations, 2000 and shall come into force on the same date as the Emergency (Security Agencies) Order, 1999.

Application for licence

2. An application for a security guard agency's licence shall be made in the form set out in Form A in the Schedule.

Security guard agency licence

3. A security guard agency's licence shall be in the form set out in Form B in the Schedule.

Fee for security guard agency's licence

4. (1) The fee payable for a security guard agency's licence shall be \$500 per year or part thereof.

(2) The fee payable for each copy or a replacement of a security guard agency's licence shall be \$50.

Personal particulars

5. The statement of personal particulars submitted pursuant to section 12(1) of the Order to the licensing officer by a person seeking employment to assist in the work of a security guard shall be in the form set out in Form C in the Schedule.

Identification paper for security guard

6. An identification paper issued pursuant to section 13 of the Order to a person employed as a security guard in a security guard agency shall be in the form set out in Form D in the Schedule.

Photograph and particulars to be affixed to identification paper

7. (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 the form set out in Form D in the Schedule shall be 10.5 cm by 14.8 cm and this form shall be printed on white paper in black ink.

Annual returns

8. (1) A licensee shall submit to the licensing officer an annual return of all persons employed by him to assist him in the work as a security guard in his business in the form set out in Form E in the Schedule.

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

Personal particulars of assistants

9. When a licensee employs any person to assist him in the work as a security guard, the licensee shall, within 14 days of such employment, submit to the licensing officer the full personal particulars of the person as follows —

- (a) name;
- (b) identity card number;
- (c) former identity card number;
- (d) race;
- (e) sex;
- (f) date of birth;
- (g) citizenship;
- (h) home address;
- (i) date of commencement of employment; and

- (j) serial number of identification paper issued to the person by the licensee pursuant to section 13 of the Order.

Assistant ceasing to be employed

10. When a person employed by a licensee to assist him in the work of a security guard ceases to be so employed, the licensee shall, within 14 days of the cessation of employment, inform the licensing officer of this fact.

Register of employees

11. (1) A licensee shall at all times maintain an up-to-date register of all persons employed by him to assist him in the work as a security guard.

(2) The register shall contain the personal particulars prescribed in regulation 9.

Change of particulars

12. A licensee shall, within 14 days of any change taking place in any of the particulars that were declared by the licensee in his application for a licence, inform the licensing officer in writing of the change.

Change in partnership

13. (1) When a licence is granted to a partnership and there is a change in the partnership, the new partnership shall, within 14 days of the change, make a written application for the licence to be transferred to them and the licensing officer may in his discretion permit a transfer of the licence.

(2) A fee of \$45 shall be payable on the transfer of the licence.

Request for information

14. (1) The licensing officer may at any time by notice in writing require a licensee to furnish him, within 14 days of the notice, with any information he may require concerning the licensee's business or employees.

(2) A licensee who fails to comply with a notice given under sub-regulation (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding one year.

No change of name until after licensing officer is informed

15. (1) A licensee shall not change his business address or the name under which his business is carried on until he has informed the licensing officer in writing of the intended change and the licensing officer has granted his written approval for such change.

(2) A fee of \$35 shall be payable on a change of address or the name under which the business is carried on.

Surrender of licence

16. Where a licence is revoked by order of the licensing officer, the licensee shall, within 14 days of the revocation order taking effect, surrender the licence to the licensing officer.

Surrender of identification papers

17. Where a licence is revoked by order of the licensing officer, the licensee shall, within 14 days of the revocation order taking effect, surrender to the licensing officer all identification papers issued by him to his employees.

Equipment

18. A licensee shall not issue to his employees or permit them to use any uniform, badge, emblem, two-way radio communication equipment, handcuffs, truncheon, siren, helmets, gas propellant, strobe lights, mechanical or electronic device or other equipment, without first obtaining the prior approval in writing of the licensing officer.

Protection of information

19. No person shall, otherwise than in the performance of his duties or in the course of his business, reveal any information of a private or confidential nature which was acquired by him or which came to his knowledge, in the course of his duties as a security guard.

Offences

20. (1) Any person who contravenes any of these Regulations shall be guilty of an offence.

(2) Any person guilty of an offence for which no penalty is expressly provided shall be liable on conviction to a fine not exceeding \$4,000 or to imprisonment for a term not exceeding one year.

False statements, etc.

21. Any person who in any form, document, return or notice submitted to the licensing officer or in any register which he is required to maintain under these Regulations makes any statement which is false or furnishes any particular which is false or knowingly omits to furnish any particular which is required to be furnished shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$4,000.

Photographs and fingerprints

22. The licensing officer may, at any time, require the taking and recording of photographs and fingerprints of persons applying for a licence and of every person employed by a licensee or seeking employment with a licensee.

THE SCHEDULE

Regulation 2

FORM A

ROYAL BRUNEI POLICE FORCE

EMERGENCY (SECURITY AGENCIES) ORDER, 1999
SECURITY AGENCIES REGULATIONS, 2000

APPLICATION FOR A LICENCE TO CARRY ON THE BUSINESS OF A
SECURITY GUARD AGENCY

Notes:

1. 3 copies of this form must be completed and submitted to the licensing officer, i.e. the Commissioner of Police, Police Headquarters, Gadong BE1710.
 2. 3 copies of a recent photograph of a size and form suitable for passports of the applicant and persons mentioned in paragraph B of this form must accompany this application.
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A. PARTICULARS OF APPLICANT

Name (in BLOCK CAPITALS, underline Surname)

Aliases, if any

Address

Date of Birth	Place of Birth	Citizenship	Sex	Former Identity Card No.	IC No. (with official ref.)
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B. PARTICULARS OF BUSINESS

Name of Business	Business Registration No.
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Address of Business

THE SCHEDULE — *continued*FORM A — *continued*

Type of Business
(Tick / in
appropriate
box (es))

Sole Proprietorship Partnership

Company
incorporated
under
Companies Act

If the business is a partnership, state names, addresses and IC numbers of the partners.

Name	Address	IC No.

If the business is a company incorporated under the Companies Act, state names, addresses and IC numbers of the Directors, Manager and Secretary.

Name	Address	IC No.	Designation

C. DECLARATION

I, the undersigned, declare that all the particulars stated in this form are true and correct.

Date:

.....
Signature of Applicant

THE SCHEDULE – *continued*

Regulation 3

FORM B

Licence No.

ROYAL BRUNEI POLICE FORCE

EMERGENCY (SECURITY AGENCIES) ORDER, 1999
SECURITY AGENCIES REGULATIONS, 2000

LICENCE TO CARRY ON THE BUSINESS OF A SECURITY GUARD AGENCY

Name of Licensee

IC No./Business Registration No.

Name of Business

Address of Business

Date of Issue of Licence

Date of Expiry of Licence

Conditions

Fee received (in words and figures)

(\$.....)

The above-named licensee is permitted to carry on the business of a security guard agency subject to the provisions of the Emergency (Security Agencies) Order, 1999, the above-mentioned Regulations and the conditions endorsed hereon.

.....
Licensing Officer

THE SCHEDULE – continued*Regulation 5***FORM C****ROYAL BRUNEI POLICE FORCE****EMERGENCY (SECURITY AGENCIES) ORDER, 1999
SECURITY AGENCIES REGULATIONS, 2000****SUBMISSION OF PERSONAL PARTICULARS BY PERSON
SEEKING EMPLOYMENT AS A SECURITY GUARD****Notes:**

1. 3 copies of this form must be completed and submitted to the licensing officer, i.e. the Commissioner of Police, Police Headquarters, Gadong BE1710.
2. 2 copies of a recent photograph of a size and form suitable for passports of the person submitting his particulars must accompany this form.

Name (in BLOCK CAPITALS, underline Surname)					
Aliases, if any					
Address				Race	
Date of Birth	Place of Birth	Citizenship	Sex	Former Identity Card No.	IC No. (with official ref.)
Name and address of Security Agency you are seeking employment with				Licence No. of the Agency	
Names of clubs, associations, societies or organisations of which you are a member					

THE SCHEDULE – *continued*

FORM – *continued*

Previous employment, if any (in chronological order)

To be completed by applicant to declare 2 referees who can provide genuine background information to supplement Security Vetting during the last 5 years or so.	
Referee 1: Full Name:	Permanent Address: Telephone No.:
Years known: Occupation:	
Referee 2: Full Name:	Permanent Address: Telephone No.:
Years known: Occupation:	

Previous convictions, if any

DECLARATION

I, the undersigned, declare that all the particulars stated in this form are true and correct.

.....
Signature of person submitting particulars

Date:

FORM D

IDENTIFICATION PAPER

Serial No.

HOLDER

Name:
IC No.:
Signature:

Photograph
of
holder

EMPLOYER

Name:
Licence No.:
Signature:
Date:

The holder of this Paper, whose photograph is fixed hereon, is employed by me/us as a security guard in my/our business of a security guard agency. This employment does not confer upon him/her the powers of a police officer.

THE SCHEDULE – *continued*

Regulation 8

FORM E

EMERGENCY (SECURITY AGENCIES) ORDER, 1999
SECURITY AGENCIES REGULATIONS, 2000

BRUNEI DARUSSALAM GOVERNMENT GAZETTE

RETURN OF EMPLOYEES					Name of Agency				Licence No.	
Serial No.	Name	IC. No.	Date of Birth	Citizen-ship status	Race	Sex	Home Address	Appointment	Date name filed with Licensing Office	Remarks

.....
Date

.....
Name of Licensee

.....
Signature of Licensee

29th MAY, 2000

Made this 7th. day of Safar, 1421 Hijriah corresponding to the 11th. day of May, 2000.

PEHIN ORANG KAYA LAILA SETIA BAKTI DIRAJA
DATO LAILA UTAMA HAJI AWANG ISA
BIN PEHIN DATU PERDANA MANTERI
DATO LAILA UTAMA HAJI AWANG IBRAHIM
Minister of Home Affairs,
Brunei Darussalam.