

SECURITY AGENCIES ACT
(CHAPTER 187)
SECURITY AGENCIES REGULATIONS

Rg. 1
S 35/2000

REVISED EDITION 2000

(30th December 2000)

SUBSIDIARY LEGISLATION

Regulations under section 25

SECURITY AGENCIES REGULATIONS

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THE SCHEDULE — FORMS

SUBSIDIARY LEGISLATION

Regulations under section 25

SECURITY AGENCIES REGULATIONS

Commencement: 1st June 2000

[S 34/2000]

Citation.

1. These Regulations may be cited as the Security Agencies Regulations.

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 subsection (1) of section 12 of the Act 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 Act 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.

[Subsidiary]

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 Act.

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.

[Subsidiary]

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.

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[Subsidiary]

THE SCHEDULE

Regulation 2

FORM A

ROYAL BRUNEI POLICE FORCE

**SECURITY AGENCIES ACT (CHAPTER 187)
SECURITY AGENCIES REGULATIONS**

**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.

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

[Subsidiary]

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 (Chapter 39), 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

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THE SCHEDULE — *continued*

Regulation 3

FORM B

Licence No.

ROYAL BRUNEI POLICE FORCE

**SECURITY AGENCIES ACT (CHAPTER 187)
SECURITY AGENCIES REGULATIONS**

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 Security Agencies Act, the above-mentioned Regulations and the conditions endorsed hereon.

.....
Licensing Officer

[Subsidiary]

THE SCHEDULE — *continued**Regulation 5*

FORM C

ROYAL BRUNEI POLICE FORCE

SECURITY AGENCIES ACT (CHAPTER 187)
SECURITY AGENCIES REGULATIONSSUBMISSION 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:

[Subsidiary]

THE SCHEDULE — *continued*

Regulation 6

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

SECURITY AGENCIES ACT (CHAPTER 187)
SECURITY AGENCIES REGULATIONS

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