

The following documents are required to apply for RENEWAL of licence of Private Security Agency

Contact No.:(033)-2253-5062/5063/5064

email : [isbranch@wb.gov.in](mailto:isbranch@wb.gov.in)

SL NO.	Items	Original	Photocopy	Remarks
1.	FORM –I (available from website : <a href="http://home.wb.gov.in">home.wb.gov.in</a> -> <b>Acts &amp; Rules-&gt; Click on Private Security Agency Acts &amp; Rules-&gt;WB PSA(Regulations) Rules 2007 -&gt;Download Respective Form</b> )	2 Copies	-	For proprietor/ each partner/ Each Director Of PVT. LTD. & LTD. & O.P.C Agency
2.	FORM –V (available from website : : <a href="http://home.wb.gov.in">home.wb.gov.in</a> -> <b>Acts &amp; Rules-&gt; Click on Private Security Agency Acts &amp; Rules-&gt;WB PSA(Regulations) Rules, 2007 -&gt;Download Respective Forms</b> )	3 Copies	-	For proprietor/ each partner/ Managing Director Of PVT. LTD. & LTD. & O.P.C. Agency
3.	Residential Address Proof	-	2 Copies	For proprietor/ each partner/ Each Director of PVT. LTD. & LTD. Agency
4.	Affidavit as per section 7(2) of PSA(R) Act, 2005 ( <b>Notarised</b> )	1 Copy	1 Copy	For proprietor/ each partner/ Managing Director Of PVT. LTD. & LTD. & O.P.C. Agency
5.	Copy of old PSARA licence	-	2 Copies	
6.	Trade Licence (Current Year)	-	2 Copies	-
7.	Professional Tax Enrolment Certificate & Challan (Current Financial Year)	-	2 Copies each	-
8.	EPFO Registration Certificate & latest Challan for Contribution	-	2 Copies each	-
9.	ESIC Registration Certificate & latest Challan for Contribution	-	2 Copies each	-
10.	GST Registration Certificate	-	2 Copies	-
11.	I.T. Return Acknowledgement (Current A.Y) with Profit & Loss Balance Sheet w.r.t PSA	-	2 Copies	-
12.	Memorandum and Articles of Association as per the Companies Act, in case of PVT. LTD. & LTD. Co./ O.P.C. Agency Partnership Deed in case of partnership Co.	-	2 Copies	In the Memorandum , declaration of purpose, inter alia, must contain the phrase <b>Security Business</b> / Partnership Deed must be registered under Registration Act.
13.	Declaration of M.D. as Form MGT-14 / Board Resolution regarding Declaration of M.D. in case of PVT. LTD. & LTD. Co.	-	2 Copies	-
14.	Form T.R. No 7 (offline)/ E-Challan (online) of Licence Fees.	1 Copy	1 Copy	2 copies print-out if submitted electronically
15.	Documents related to Trainer : For Ex-serviceman/ Retired Police Officer 1. Identity Card 2. P.P.O. 3 . Discharge Book, if applicable 4. Consent letter  <b>Or</b> For recognised training institutes : A) Copy of agreement B) Documents of recognition C) Other particulars like Faculties, Indoor & Outdoor Training Facilities, etc.	- - - 1 Copy  - - -	2 Copies 2 Copies 2 Copies  2 Copies 2 Copies 2 Copies	Trainer should have requisite expertise to impart training as per the provision of the PSAR Act, 2005 And WBPSA(R) Rules, 2007
16.	FORM- III, IV, VIII, & IX (available from website : : <a href="http://home.wb.gov.in">home.wb.gov.in</a> -> <b>Acts &amp; Rules-&gt; Click on Private Security Agency Acts &amp; Rules-&gt;WB PSA(Regulations) Rules, 2007 -&gt;Download Respective Forms</b> )	-	-	- v
18	Current Salary Register of the Security Guards	-	-	-

**Note :**

a) Fees to be deposited in the Reserve Bank of India, Kolkata with T.R. Form No. 7 (Rs. **5000/-** in case of 1 (**One**) District, **Rs. 10,000/-** in case of upto 5 (**Five**) Districts and **Rs. 25,000/-** in case of **entire State of West Bengal**  
Account Code:

**00706080002213**

Head of Account: "022-Fees under the Private Security Agencies (Regulation) Act, 2005" with detailed Head "13-Licence Fees-16-Other Fees" Subordinate to "0070-Other Administrative Services-60-Other Services-800-Other Receipts"

A) Fees may be submitted **online** through <https://wbifms.gov.in/GRIPS/> =>Payment of Taxes and Non-taxes Revenue => Select Department : Home(Political) => Select Service : Registration/Licence fees, leave Salary, Recoveries, Sale Proceeds, Fees-Penalties-Confiscation

B) **Renewal of Licence shall be applied for, not less than 45 days before the date of expiry of the period of the validity of the previous licence.**

C) In case of necessity, the Controlling Authority may ask for additional information.

D) All photocopies should be duly attested by the applicant/applicants.

E) \*\*\*\*\* In the name of the Private Security Agency , no words like , "**Indian**", "**National**", (WBPSAR.2007 Section 9 foot note) which give the the impression of any Government patronage & certain specific words like "**Detective**", "**Investigation**", "**Surveillance**", "**Intelligence**", "**Interrogation**", "**Facility**", "**Labour Supplier**" can be used according to MHA F.no-24021, /19/20212-PM-I, Dated 4<sup>th</sup> July,2022, Government of India.

FORMAT FOR AFFIDAVIT

(COLUMN -5 )

The applicant shall declare the following:-

1. Self (name/father's name/husband's name/address/ citizenship etc.)
2. Have not been convicted an offence in connection with promotion, formation or management of a company (any fraud or misfeasance committed by him in relation to the company) including an undischarged insolvent.  
/Section 6 (1) (a)/
3. Have not been convicted by a competent Court for an offence the prescribed punishment for which is imprisonment of not less than two years.  
/Section 6 (1) (b)/
4. Have not been keeping links with any organization or association which is banned under any law on account of their activities which pose threat to national security or public order or there is information about such a person indulging in activities which are prejudicial to national security or public order.  
/Section 6 (1) (c)/
5. Have not been dismissed or removed from Government Service on grounds of misconduct or moral turpitude.  
/Section 6 (1) (d)/
6. Shall ensure imparting of such training and skills to its private security guards and supervisors as may prescribed in the West Bengal Private Security Agency (Regulations) Rules, 2007.  
/Section 9 (2)/
7. Shall keep the controlling authority informed time to time in writing regarding any change in address management etc. and also about any criminal charge made against the person(s) forming the agency in the course of their performance of their duties.  
/Section 11 (1)/

