

The following documents are required to apply for RENEWAL of licence of Private Security Agency
Contact No. : (033)-2253-5064/5063/5062 **email: isbranch@wb.gov.in**

Sl No	Items	Original	Photocopy	Remarks
1.	FORM –V (available from website : home.wb.gov.in)	3 Copies	-	For proprietor/ each partner/ Managing Director Of PVT. LTD. & LTD. Agency
2.	Passport size photo	4 Copies	-	For proprietor/ each partner/ Each Director Of PVT. LTD. & LTD. 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	1 Copy	1 Copy	For proprietor/ each partner/ Each Director Of PVT. LTD. & LTD. Agency
5.	Copy of old PSARA licence	-	2 Copies	-
6.	Trade Licence (Current Year)	-	2 Copies	-
7.	Professional Tax Enrolment Certificate & Challan (Current Year)	-	2 Copies each	-
8.	ESIC Registration Certificate and latest Challan for contribution	-	2 Copies each	-
9.	EPFO Registration Certificate and latest Challan for contribution	-	2 Copies each	-
10.	Service Tax Registration Certificate	-	2 Copies each	-
11.	I.T. Return Acknowledgement (Current A.Y) with Balance Sheet w.r.t. PSA business	-	2 Copies	For proprietor/ each partner/ Each Director Of PVT. LTD. & LTD. Agency and PSA
12.	Memorandum and Articles of Association as per the Companies act, 1956 in case of PVT. LTD. & LTD. Co./ Partnership Deed in case of partnership Co.	-	2 Copies	-
13.	Declaration of M.D. as Form MGT-14 in case of PVT. LTD.	-	2 Copies	-
14.	Form T.R. No 7	1 Copy	1 Copy	2 copies print-out if submitted electronically
15.	Documents related to Trainer : a) For Ex-serviceman/ Retired Police Officer i) Identity Proof ii) P.P.O., if applicable iii) Discharge Book, if applicable iv) Consent letter b) For recognised training institutes : i) Copy of agreement ii) Document of recognition iii) 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

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"

b) 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

c) In case of necessity, the Controlling Authority may ask for additional information/ documents.

d) All photocopies should be duly attested.

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FORMAT FOR AFFIDAVIT

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)/
