



**GOVERNMENT OF WEST BENGAL  
HOME AND HILL AFFAIRS DEPARTMENT  
INTERNAL SECURITY BRANCH  
NABANNA**

**325, SARAT CHATTERJEE ROAD, HOWRAH – 711 102**

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

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

Email: [psara.isbwb@gmail.com](mailto:psara.isbwb@gmail.com)

Sl No.	Items	Original	Photocopy	Remarks
1	FORM-1	2 Copies		For proprietor/each partner/Each Director of PVT. LTD. & LTD. & OP.C Agency
2	FORM-II	2 Copies		For proprietor/each partner/Managing Director of PVT. LTD. & LTD. OP.C Agency with Photo & Self Attested.
3.	Age Proof		1 Copy	For proprietor/each partner/Managing Director ofPVT. LTD. & LTD. OP.C Agency
4.	Residential Address Proof		1 Copy	For proprietor/each partner/Managing Director of PVT. LTD. & LTD. OP.C Agency
5.	Affidavit as per section 7(2) of PSA(R) Act, 2005 (Notarised) read with Form-III of WBPSA(R) Rule, 2024.	1 Copy		For proprietor/each partner/Managing Director ofPVT. LTD. & LTD. OP.C Agency
6.	Copy of PAN Card		1 Copy	For proprietor/each partner/Managing Director of PVT. LTD. & LTD. OP.C Agency and PSA, If there is
7.	Trade Licence (Current Year)		1 Copy	-In place of Business purpose "Security Business" must be included
8.	Professional Tax Enrolment Certificate & Challan (Current Year)		1 Copy	
9.	EPFO and ESIC Registration Certificate with Challan		1 Copy	**[Declaration may be allowed for Start Up PSAs]
10.	Partnership Deed in case of partnership Co.		1 Copy	Partnership Deed must be registered under Registration Act
11.	GST Registration Certificate		1 Copy	
12.	IT Return Acknowledgement (Current A.Y) With current year Profit & Loss Balance Sheet		1 Copy	For proprietor/each partner/Managing Director of PVT. LTD. & LTD. OP.C Agency and PSA
13.	Memorandum and Articles of Association as per the Companies act, 1956 in case of PVT. LTD. & LTD. Co/O.P.C. Agency		1 Copy	In the Memorandum, declaration of purpose, inter alia, must contain the phrase Security Business
14.	Declaration of M.D. as Form MGT-14/ Board Resolution regarding Declaration of M.D. in case of PVT. LTD. & LTD. Co.			
15.	Form T.R. No 7 (offline)/ E-Challan (online) of Licence Fees.	1 Copy		1 copy print-out if submitted electronically
16.	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 OR 1. Copy of agreement 2. Documents of recognition 3. Other particulars like Faculties, Indoor & Outdoor Training Facilities, etc.	1 Copy	1 Copy 1 Copy 1 Copy  1 Copy 1 Copy 1 Copy	Trainer should have requisite expertise to impart training as per the provision of the PSAR Act, 2005 And WBPSA(R) Rules, 2024
17.	Form- VII, VIII, X & XI			VII, VIII & XI of five Security guard/ Supervisor
18.	Current Salary Register of the Security Guards			
19	Old PSA Licence		1 Copy	

[contd. In page 2]

**Note:**

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:

Head of (Regulation)

**00706080002213**

Account: "022-Fees under the Private Security Agencies 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

8) In the name of the Private Security Agency, words like, "Indian", "National" etc. which give the impression of any Government patronage and/or certain specific words like "Detective", "Investigation", "Surveillance", "Intelligence", "Interrogation", "Facility", "Labour Supplier" cannot be used

C) 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.

D) Affidavit should be made as per Form- III of WBPSA (R) Rule, 2024.

E) All photocopies should be duly self-attested by the applicant/applicants.