

LEGAL NOTICE NO.....

THE PRIVATE SECURITY REGULATION ACT

(No. 13 of 2016)

THE PRIVATE SECURITY (GENERAL) REGULATIONS, 2024

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The Private Security (General) Regulations, 2024
THE PRIVATE SECURITY REGULATION ACT

(No. 13 of 2016)

IN EXERCISE of the powers conferred by section 70 of the Private Security Regulation Act, 2016 the Cabinet Secretary for Interior and National Administration makes the following Regulations —

THE PRIVATE SECURITY (GENERAL) REGULATIONS, 2024

Citation.

1. These Regulations may be cited as the Private Security (General) Regulations, 2024.

Interpretation.

2. In these Regulations, unless the context otherwise requires —

No. 13 of 2016.

“Act” means the Private Security Regulation Act, 2016;

“Authority” means the Private Security Regulatory Authority established under section 7 of the Act;

PART II APPLICATION FOR REGISTRATION AS PRIVATE SECURITY SERVICE PROVIDERS

Application for
registration as an
individual private
security service
provider.

3. An application for registration or renewal of registration as an individual private security service provider under Part III of the Act shall be in Form PSR 7 in the First Schedule.

Application for registration as a corporate private security service provider.

4. An application for registration or renewal of registration as a corporate private security service provider under Part IV of the Act shall be in Form PSR 8 in the First Schedule.

Additional requirements for registration.

4. An application for registration under the Act shall be accompanied by —

- (a) a copy of the national identity card or valid passport of the person, in the case of individuals;
- (b) a copy of the certificate of incorporation or other formal registration document of the private security firm, in the case of a corporate private security service provider;
- (c) valid tax compliance certificate;

(a) three years of audited accounts of the private security firm or six months bank statements in case of individuals;

- (e) proof of compliance with all statutory deductions;
- (f) a copy of a valid insurance policy for the private security firm;
- (g) a certificate of good conduct for an individual private security service provider;
- (h) a certificate of good conduct for every director, partner, trustee, administrator and management staff, in the case of a corporate private security service provider;
- (i) a private security training certificate for every director, partner, trustee, administrator and management staff;
- (j) two passport sized photographs for every director, partner, trustee, administrator and management staff;
- (k) a clear and complete set of fingerprints for every director, partner, trustee, administrator and management staff;
- (l) a list of all security equipment and tools of trade;
- (m) sample set of uniforms for all private security ranks accompanied by full photographs of each rank in uniform;
- (n) three clear (front, back and side) photographs of a branded vehicle, if any;
- (o) a copy of the firm's human resource policy including details of the duties and salary structure of employees;
- (p) a certificate of compliance for safe handling, care and use of animals issued by a certified veterinary surgeon where applicable; and
- (q) any other information that the Authority may specify.

Initial Registration
under the Act.

6. All private security service providers shall be required to register with the Authority within six months of coming into force of these Regulations.

PART IV—EMPLOYMENT AND TRAINING OF PERSONNEL

Requirement to vet
employees.

7. (1) A private security service provider shall carry out a vetting exercise to authenticate a prospective employees' security training, employment history, character, residence and any other relevant information.
- (2) A person seeking employment as a private security service provider shall when submitting an application for employment provide —
- (a) security training certification;
 - (b) accurate employment history;
 - (c) names and contacts of three referees not related to him or her, one of whom shall be engaged in security work or is a security trainer; and
 - (d) residential physical address including street name, estate and house number supported by evidence of a utility bill, rent payment receipt or lease agreement.
- (3) Every user, prospective user, or representative of a user of private security services shall ensure that any private security service provider in their service is registered with the Authority.
- (4) A private security service provider shall keep a record of information furnished by the person seeking to be employed as private security personnel and —
- (a) may at any time verify the correctness of the information; or
 - (b) submit it to the Authority upon demand.

Requirement for
mandatory security
training.

8. (1) Every private security firm shall ensure that a person employed as a private security officer —
- (a) has a valid certificate of security training issued by a private security training institution licensed by the Authority;
 - (b) undergoes an annual mandatory security training and assessment at an institution licensed by the Authority; and
- (2) Every private security firm under sub regulation (1) shall have —
- (a) a training facility of the size and layout set out in the second schedule; and
 - (b) a designated training and quality assurance officer.
- (3) Notwithstanding paragraph (2), an employer who does not have a training facility shall provide evidence of partnership with a licensed training institution.
- (4) Every director, partner, trustee, administrator, management staff and employee of a private security provider shall be required to undergo training in their areas of operation and shall demonstrate proof by way of testimonials of undergoing continuous professional development courses annually.
- (5) The Authority shall have supervisory powers over security training and assessment of persons employed in the private security industry.

PART V — EQUIPMENT AND TOOLS OF TRADE

Private security
providers uniform.

9. (1) Pursuant to section 51 (1) (a) of the Act, a private security service provider shall adopt a distinct uniform which shall be suitable for the nature and circumstances for which the security service is rendered.
- (2) The uniform shall consist of—
- (a) body gear comprising of suits, trousers, skirts, shirts, polo-shirts, jackets and sweaters of suitable fabric and purpose customized-features;
 - (b) footwear comprising of leather boots;
 - (c) head gear fitted comprising of a standard beret fitted with an insignia inscribed with such words as that indicate the clear identity of the service provider
 - (d) a heavy-duty belt capable of safely holding security equipment;
- (3) The top and lower gear shall consist of one color and a private security provider shall not adopt a camouflage uniform
- (4) The top front part of the uniform shall be fitted a badge with a legibly printed insignia containing the words “PRIVATE SECURITY” and a company patch containing the company’s name.
- (5) On the top back part of the uniform shall be imprinted the word “SECURITY” in legible characters.
- (6) An officer on duty shall wear a legibly written name plate containing his name and registration number issued by the Authority.
- (7) Nothing in these Regulations prevents a private security service provider from providing to its employees, special duty security clothing materials including —
- (a) fire resistant clothing;

- (b) water resistant clothing;
- (c) visibility reflective vests; or
- (d) any other form of safety clothing.

- (8) The Authority shall from time to time inspect the uniforms used by a private security service provider.
- (9) A private security service provider whose uniform does not comply with these Regulations shall, within six months of coming into force of these Regulations, replace the uniform.

Private security
equipment.

10. (1) The equipment and tools approved by the Authority for use by private security service providers include —

- (a) security alarm system;
- (b) satellite tracking device, closed circuit television or other electronic monitoring device or surveillance equipment;
- (c) device used for intrusion detection, access control, bomb detection, fire detection, metal detection, x-ray inspection or for securing telephone communications;
- (d) specialized device to open, close or engage locking mechanisms;
- (e) specialized device to reproduce or duplicate keys or other objects to unlock, close or engage locking mechanisms;
- (f) fire-fighting equipment;
- (g) patrol cars;
- (h) armored cash and valuables-transit vehicles; and
- (i) any other equipment as may from time to time be authorized by the Authority.

(2) Every private security service provider shall furnish the Authority with a list of all the equipment at its disposal—

- (a) at the time of registration; and
- (b) upon acquisition of new equipment.

- (3) The Authority shall periodically inspect all the equipment used by private security service providers.
- (4) The Authority shall calibrate all equipment requiring calibration and shall cause the equipment to be certified at least once a year..
- (5) A private security service provider who permits the use or uses equipment that requires calibration without a valid calibration certificate issued by an institution licensed by the Authority, commits an offence.
- (6) A private security officer on duty shall be provided with —
 - (a) suitable clothing in accordance with regulation 9;
 - (b) flashlight;
 - (c) defense equipment including baton and pepper spray;
 - (d) notepad and pen;
 - (e) mobile phone;
 - (f) digital camera or other recording equipment; and
 - (g) two-way radio.
- (7) Where a private security service provider is engaged in any other business other than private security services, such provider shall have separate and distinct equipment, for its private security officers.
- (8) The specifications and standards set out under the Second Schedule shall apply to the—
 - (a) Control Room and Central Alarm Monitoring Stations (CAMS);
 - (b) vaults and vaulting areas;
 - (c) armored vehicles;
 - (d) rapid response cars;
 - (e) vehicle sirens and warning lights;
 - (f) distribution and installation security equipment;
 - (g) tele-protection; and
 - (h) contingency fittings.

- (9) A private security service provider intending to acquire or dispose of any of the equipment listed under sub regulations (1) and (8) shall seek approval from the Authority before the acquisition and disposal.

Branding of private security vehicles and other equipment.

- 11.** (1) A private security service provider may brand its vehicles, equipment and buildings subject to section 51 (1) (b) of the Act.

- (2) No person shall brand a vehicle, equipment or buildings using the words “police”, “public law enforcement” or similar phrases.

- (3) Where a private security service provider is engaged in any other business other than private security services, it shall have separate and distinct vehicles, for its private security services.

Communication tools and systems.

- 12.** (1) A private security service provider shall not use or install—

- (a) communication tools or systems capable of interfering with a communication system used by any disciplined forces or national security organ in Kenya;

- (b) equipment that is capable of intercepting or otherwise interfering with another person's communication;

- (c) equipment that has hazardous effects on the environment or on the health of the people that are in contact with it;

- (d) any equipment that does not comply with the international standards on security and protection; or

- (e) such other equipment as the Authority may from time to time prescribe.

- (2) A private security service provider intending to install its own security communication system or security software application shall apply for a licence from the Authority in the Form PSR 10 in the First Schedule.

- (3) A person who contravenes this regulation commits an offence.

PART VI—COOPERATION WITH NATIONAL SECURITY ORGANS

Scope of
cooperation.

- 13.** (1) The Inspector-General of the National Police Service or the Cabinet Secretary may, in accordance with section 45 of the Act, require a private security service provider to cooperate for purposes of—
- (a) maintenance of law and order;
 - (b) preventing or mitigating a national disaster;
 - (c) sharing security information;
 - (d) incident planning ;and
 - (e) sharing expertise and training.
- (2) A request for cooperation under sub Regulation (1) shall—
- (a) be in writing and may entail calling and stationing the private security service providers for such duty in any place and for such period as it may be considered necessary;
 - (b) specify in exact terms the nature, extent and limits of the cooperation; and
 - (c) state the name of the commanding officer who shall be a senior police officer or a person of similar rank from a disciplined force or service.
- (3) The commanding officer specified under sub regulation (2) (c) shall be in charge of the operations during the period of cooperation and every private security officer participating in the exercise shall be under duty to obey all the commands.
- (4) The entity that requires cooperation with a private security service provider pursuant to sub regulation (1) may facilitate any form of training necessary for the assignment.
- (5) Whenever a private security officer is acting under the command of an officer of the National Police Service, such officer shall, subject to any limitations imposed under sub regulation (2), exercise the powers of a police officer and shall be subject to disciplinary actions applicable to a police officer of the rank of a constable.

- (6) Whenever deployed pursuant to this regulation, a private security service provider may be facilitated with transport and shall be paid daily allowances as may be determined by the Cabinet Secretary.
- (7) Upon completion of any duty to which a private security service provider is engaged under this regulation, the commanding officer shall in writing discharge the private security service provider.
- (8) Every person engaged under this regulation shall remain in the employment of the private security service provider and shall not be eligible for any other benefits.

Cooperation on
information sharing.

- 14.** (1) A private security service provider shall be under duty to share with the National Police Service all information that it obtains in the course of duty which reasonably appears important for purposes of —
- (a) preventing the commission of a crime;
 - (b) apprehending a person suspected to have committed a crime;
 - (c) mitigating or eliminating any form of security threat;
 - (d) sharing actionable intelligence or serious incident reports; or
 - (e) any other lawful purpose.
- (2) A private security service provider shall at all times ensure that any information relating to security is kept confidential, safe and accessible on demand.
- (3) Notwithstanding sub regulations (1) and (2), whenever it appears to any national security organ, the National Police Service, the Cabinet Secretary or other law enforcement agency that information held by a private security service provider is necessary for the maintenance of law and order, the relevant agency may, in writing through the Authority, request for such information.
- (4) Upon receipt of the request under sub regulation (3), the Authority shall transmit the request to the relevant private security service provider and require that the requested information be provided within a specified time.

- (5) A private security service provider shall comply with the request and may for that purpose—
 - (a) avail any records containing the required information at its disposal;
 - (b) facilitate the decoding of any information contained in security technology whether net-worked or standalone;
 - (c) cause the recording of statements by any employee, with the relevant agencies; or
 - (d) cooperate in any manner requested.
- (6) Where there are any gaps in the information provided, the requesting agency may seek additional information from the private security service provider.

PART VIII— GENERAL PROVISIONS

Exercise of the
power of arrest.

- 15 .** (1) Pursuant to section 46 of the Act, a private security service provider may arrest a person who is suspected to have committed an offence and shall without unnecessary delay hand over the person to a police officer or in the absence of a police officer shall take the person to the nearest police station or post.
- (2) In making an arrest the private security service provider shall touch or confine the body of the person to be arrested, unless there be a submission to custody by word or action.
- (3) A private security service provider shall as far as is reasonably possible, use non-violent means in arresting any suspected offender and may only employ minimum and reasonable force —
- (a) when non-violent measures have failed; or
 - (b) to prevent escape.
- (4) The force used shall be proportional to the objective sought to be achieved, the seriousness of the offence and the resistance of the person against whom it is used.
- (5) Nothing in this section shall justify the use of greater force than was reasonable in the particular circumstances in which it was employed or was necessary for the apprehension of the offender.
- (6) A private security service provider who uses any form of force shall immediately, report to the police station or post, explaining the circumstances that necessitated the use of force and the police officer shall record that report.
- (7) Nothing in this regulation precludes any legal measures from being taken against a private security service provider whose action leads to harm or injury.
- (8) The person arrested shall not be subjected to more restraint than is necessary to prevent his/her escape.
- (9) The private security service provider making an arrest may take from the person arrested any offensive weapons which he has about his person, and shall deliver all weapons so taken to a police officer before which or whom the person making the arrest is required by law to produce the person arrested.
- (10) A private security service provider shall not tamper or otherwise damage any evidence from the scene of the act.

- (11) A private security service provider may under no circumstances detain an arrested person in any facility other than a police lock-up facility.
- (12) A private security service provider who effects an arrest shall be under duty to cooperate with a police officer in the investigation of the offence and where necessary, in adducing evidence in a court of law.
- (13) In addition to the statement recorded at the police station or post, a private security service provider shall make a detailed report to his employer in accordance with in-house incidence management procedures.

Exercise of power
of search.

- 16.** (1) Pursuant to section 47 of the Act, a private security service provider may search a person on entry or exit of a building or property without warrant.
- (2) For purposes of this regulation, search includes personal body search, bag search or vehicle search.
 - (3) A search under sub regulation (1) may be physical or machine assisted and may take the form of—
 - (a) daily routine;
 - (b) search based on some pre-known information; or
 - (c) random check.
 - (4) A search by a private security service provider shall be conducted with dignity and decorum as follows—
 - (a) the person upon whom a search is intended to be conducted shall be requested for their permission to search and where the permission is not forthcoming, entry into the premises shall be denied;
 - (b) the person to be searched shall be requested to display the contents in their pockets, bags or vehicle;
 - (c) every search shall be conducted in the presence of at least two officers;
 - (d) a body search involving touching of the person shall be conducted by an officer of the same sex.

- (5) Whenever a prohibited item is found, the private security service provider shall—
 - (a) contact the supervisor and management;
 - (b) confiscate the item and place it in a lockable compartment;
 - (c) call the police if necessary; and
 - (d) prepare an incident report
- (6) A private security service provider shall prominently display a sign at the entrance of any premises to indicate the search area.
- (7) A private security service provider shall have the power to search any property left unattended in suspicious circumstances.

Power to record and temporarily withhold identification documents.

- 17. (1) Pursuant to section 48 of the Act, a private security service provider may —
 - (a) require a person visiting any premises to provide proof of identification; and
 - (b) record or copy the details in the identification documents; or
 - (c) temporarily retain the identification documents.
- (2) Any information collected in the course of identification of entrants in any premises shall be kept confidential and shall not be—
 - (a) shared with any other person; or
 - (b) used for any other purpose other than identification.

Conduct of patrols
by private security
service provider.

- 18.** (1) A private security service provider intending to conduct patrol or response services in any area shall notify the Authority in writing about the—
- (a) specific geographical area where the patrol or response services are to be offered;
 - (b) targeted premises, if any; and
 - (c) the number of officers involved in the patrol or response exercise.
- (2) The Authority shall transmit the information specified in sub regulation (1) to the National Police Service officer in charge of the relevant police station or post.

Lavatory facilities.

- 19.** A private security service provider shall ensure access to toilet and washing facilities to all its employees whenever such employees are on duty.

**FORM PSR 7: APPLICATION FOR REGISTRATION/RENEWAL FOR
INDIVIDUAL PRIVATE SECURITY PROVIDERS**

PERSONAL DETAILS

(attach copy of ID/Passport)

NAME: (surname) (middle name) (first name)

DATE OF BIRTH:

(dd/mm/yyyy)

NATIONALITY:.....

ID/PASSPORT NO.:.....

GENDER:

P. O. BOX:

(address number)

(code)

(town)

MOBILE NO.:

(personal)

EMAIL ADDRESS:

(personal)

PLACE OF RESIDENCE DETAILS

COUNTY:.....

SUB-COUNTY:.....

CONSTITUENCY:.....

LOCATION:.....

CHIEF:.....

ASSISTANT CHIEF:.....

ESTATE:.....

MAJOR ROAD:.....

ALIGHTING STAGE:.....

NEAREST SCHOOL:.....

NEAREST HOSPITAL:.....

NEAREST POLICE STATION:.....

BUILDING:.....

(NAME AND/OR NUMBER)

FAMILY DETAILS

(indicate details of deceased persons)

FATHER'S NAME:

(surname) (middle name) (first name)

MOBILE NO.:

CURRENT LOCATION:

(county) (constituency) (village/stage name)

MOTHER'S NAME:

(surname) (middle name) (first name)

MOBILE NO.:

CURRENT LOCATION:

(county) (constituency) (village/stage name)

MARITAL STATUS(married/ single/ divorced/ separated):.....

NAME OF SPOUSE:

(surname) (middle name) (first name)

MOBILE NO.:

ID NO/PASSPORT:.....

CURRENT LOCATION:

(county) (constituency) (village/stage name)

CHILDREN(attach complete copy of list with this document):

| | Full Name | Gender | Age | Date of Birth |
|----------------------|-----------|--------|-----|---------------|
| 1 st Born | | | | |
| 2 nd Born | | | | |
| 3 rd Born | | | | |
| 4 th Born | | | | |

NEXT OF KIN:

(surname)

(middle name)

(first name)

RELATIONSHIP:.....

ID NO./PASSPORT:.....

MOBILENO:.....

CURRENT LOCATION

(county)

(constituency)

(village/stage name)

EMERGENCY CONTACT PERSON:

(full name)

RELATIONSHIP.....

ID NO.:.....

MOBILENO

CURRENT LOCATION.....

(county)

(constituency)

(village/stage name)

**PERSONAL
REFEREES**

(attach copy of full list with this document)

| NAME | Relationship | Mobile Number | ID Number | Current Place of work |
|------|--------------|---------------|-----------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

ACADEMIC QUALIFICATIONS/ACCREDITATIONS

(attach copy of full list and certificates for each award with this document)

| | Institution/School | Awards/Certificate | Grade Attained | From..... To..... |
|--------------------|--------------------|--------------------|----------------|----------------------|
| Primary School | | | | |
| Secondary School | | | | |
| College/University | | | | |
| Others | | | | |

**PRIVATE SECURITY
TRAINING**

(attach copy of certificates with this document)

| Institution | Course Taken | Certificate Number. |
|-------------|-----------------|---------------------|
| | | |
| | | |
| | | |

EMPLOYMENT HISTORY

(attach copy of full list with this document)

| Company/Place of work | Position | Supervisor/manager contact | Reasons for leaving | From..... To..... |
|--------------------------|----------|-------------------------------|------------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

STATUTORY DETAILS

(attach copy of NSSF, NHIF and KRA PIN details with this document)

NSSF NUMBER:.....

NHIF NUMBER:.....

KRA PIN NUMBER:.....

VITAL INFORMATION

Are you a member of any association? If so, give details of the following information(attach copy of membership certificate with this document):

| Name of Association | Membership ID | Chairperson | Year of membership |
|---------------------|---------------|-------------|--------------------|
| | | | |
| | | | |
| | | | |

Do you have any other employment or job outside offering private security services? If so, give details of the following information:

| Company/Place of work | Position | Supervisor/manager contact | Working Hours |
|-----------------------|----------|----------------------------|---------------|
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Have you ever been convicted or arrested for a criminal offence? YES/NO... (attach certificate of good conduct from the Directorate of Criminal Investigations)

Have you ever served in any of the disciplined service? YES/NO (attach a certificate of discharge and a certificate of clearance from the service)

Do you suffer from any ailment or pre-existing condition? YES/NO..... (attach copy of certificate of health)

Attach 3 colored passport size photos and one full photo of applicant with this document.

DRAFT

FINGERPRINTS

Right-hand

| Thumb | First Finger | Second Finger | Third Finger | Fourth Finger |
|-------|--------------|---------------|--------------|---------------|
| | | | | |

Left-hand

| Thumb | First Finger | Second Finger | Third Finger | Fourth Finger |
|-------|--------------|---------------|--------------|---------------|
| | | | | |

CATEGORY OF LICENSE

Private Security officer (Guard).....

Private Security Officer (Supervisor, Shift Manager, Door Supervisor, Event Security, Control Room Operators, CVIT Escort, Junior Management).....

Security Equipment Installer/Operator/Serviceman/Repair.....

Instructor/Trainer.....

Close Protection.....

Investigator..... Security

Consultant.....

Senior Management/Administrator.....

Director/Partner/Trustee/Member.....

Other (Specify).....

DECLARATION

I do hereby certify that the foregoing information declared by me, is to the best of my knowledge, true and accurate. I am aware that if anything declared by me is proved to be false or incorrect. I will be liable to be penalty under the law.

.....

Signature of Applicant

.....

Date(dd/mm/yyyy)

DRAFT

**FORM PSR 8: APPLICATION FOR REGISTRATION/RENEWAL FOR CORPORATE
PRIVATE SECURITY PROVIDERS**

Name of Applicant:

(surname) (middle name) (first name)

1. Name of security firm:
2. Email address and Telephone No:
3. Registration number and date of commencement of operations:
4. Nature of Business (Sole-proprietorship/Company/Trust/Partnership/etc):
5. Shareholding structure(attach complete list with this document):

| Name of Shareholder | Percentage of shareholder | Nationality |
|---------------------|---------------------------|-------------|
| | | |
| | | |
| | | |
| | | |

6. Category of private security service(s) provided (tick where applicable)

- ☒ Security guarding services
- ☐ Armoured transportation services
- ☒ Designing, manufacturing, importing, maintaining, repairing, distribution and/or installation of a security incorporating a security device/equipment
- ☒ Investigative services
- ☒ Armed private security services
- ☒ Training department/Institution
- ☒ Consultancy services
- ☒ CCTV, Alarm and Mobile Response Teams
- ☒ Animal section

- ☐ Close protection
- ☐ Aviation security
- ☐ Maritime security
- ☐ Door supervision/event security management
- ☐ Other Security Service

7. Names, Addresses and Telephone No. of directors/members/partners/trustees/administrator/person (attach complete list with this document)

| Name | Email Address | Telephone No. | Training Certificate No. |
|------|---------------|---------------|--------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

8. Name of executive and senior management employees of security firms and address with details as to his/her experience and current job description(attach complete list with this document)

| Name | Experience | Job description | Training Certificate No.- |
|------|------------|-----------------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9. Number of persons employed/to be employed at:

- (a) Senior level positions:.....
- (b) Junior level positions:.....
- (c) Others:.....

10. Security equipment and tools of trade used/to be used with their serial number and intent of use(attach complete list with this document)

| No. | Equipment | Serial Number | Intent |
|-----|-----------|---------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

11. Details of Vehicles used for(attach complete list with this document with pictures as required in the regulations):

- (a) Providing security(K9/Patrol/etc)
(b) Transport of cash and/or valuables

| Type | Number Plate | Brand Name on Vehicle | Intent | Supervisor in-Charge | Colours |
|------|--------------|-----------------------|--------|----------------------|---------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

12. Details of animals to be used to provide private security services(attach complete list with this document with veterinary certificate(s) for each animal(s))

| Breed | Brief Description of Appearance | Handler's Name | Handler's Training Certificate | Supervisor or of Unit |
|-------|---------------------------------|----------------|--------------------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

13. Details of premises to which private security service(s) are being provided/are to be provided(attach complete list with this document).

| Premise | Location | Service provided | Name of employee allocated | Training Certificate No. of employee |
|---------|----------|------------------|----------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

14. Salary Structure for all employees(attach complete list with this document).

| Name | Job Description | Monthly Salary | Working Hours |
|------|-----------------|----------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |

15. Training Plan for all employees(attach complete list with this document)

☐ Internal Training Department

☐ External Training Institution

- (1) In the case that the private security firm has partnered with a licenced training institution, it shall attach a copy of the training agreement;

| Employee | Certification | Training Institution |
|----------|---------------|----------------------|
| | | |
| | | |
| | | |
| | | |

- (2) For a private security firm with a training facility(attach complete list and training certificate with this document);

| Name of Certified Trainer and Training Supervisor | Training Certificate No. of Trainer | Equipment in training facility |
|---|-------------------------------------|--------------------------------|
| | | |
| | | |
| | | |

16. Attach with this document:

- (1) Certificate of incorporation(two copies)
- (2) Memorandum and articles of association(two copies)
- (3) A valid Tax compliance certificate
- (4) Audited statements of accounts
- (5) Insurance policy from a licensed insurance firm
- (6) Copy of Authority's licence of each directors/members/partners/trustees/administrator/person in control and any person performing executive and management function
- (7) Training Certificate from a licenced training institution
- (8) All other requirements required by the Act/Regulations/guidelines

DECLARATION

I do hereby certify that the foregoing information declared by me, is to the best of my knowledge, true and accurate. I am aware that if anything declared by me is proved to be false or incorrect. I will be liable to be penalty under law.

.....

Signature of Applicant

.....

Date(dd/mm/yyyy)

DRAFT

FORM PSR 9: APPLICATION FOR LICENCE TO INSTALL COMMUNICATION SYSTEM FORM

■■■■■
Name of Applicant:
(surname) (middle name) (first name)

Applicant's Licence No.:

Position held in Security Firm:

Name of Security Firm:

Security firm's registration No.:

Physical address where the Communication System will be installed:

.....

.....

Radius the Communication System covers:

Purpose for Installation of Communication System:

.....

.....

.....

Attach full list of the details of the equipment to be used for the communication system:

| No. | Name of equipment | Quantity | Function | Serial No. |
|-----|-------------------|----------|----------|------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Attach full list of persons assigned to monitor the Communication System:

| No. | Name | Licence Number | Designation |
|-----|------|----------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

I do hereby certify that the foregoing information declared by me, is to the best of my knowledge, true and accurate. I am aware that if anything declared by me is proved to be false or incorrect. I will be liable to be penalty under law.

.....

Signature of Applicant

.....

Date(dd/mm/yyyy)

FORM PSR 10: APPLICATION FOR INSTALLATION AND DEVELOPMENT OF SECURITY SOFTWARE

(r....)

(tick where applicable)

☐

Installation of security software

☐

Development of security software

Name of applicant:..
(surname) (middle name) (first name)

(in case of a private security provider)

Position held in security firm:.....

Name of security firm:.....

Security firm's registration No.:.....

(incase of a company that is not a private security firm)

Position held in the firm:.....

Name of firm:.....

Firm's registration No.:.....

State services provided by firm:.....

Targeted end user:.....

Attach detailed information of the function of the security software (attach prototype where necessary in the case of a security software development):.....

.....
.....
.....
.....

Location where the security software will be installed:.....

.....
.....
.....

Radius the security software covers:.....

Purpose for installation/development of security software:.....

.....
.....
.....
.....
.....
.....

Attach full list and details of the equipment to be used with the security software:

| No. | Name of equipment | quantity | function | Serial No. |
|-----|-------------------|----------|----------|------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Attach full list of persons assigned to monitor the security software:

| No. | Name | Licence number | designation |
|-----|------|----------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

For security software installation:

I hereby certify that the forgoing information declared by me is, to the best of my knowledge, true and accurate. I am aware that if anything declared by me is proved to be false or incorrect, I will be liable to penalty under law.

.....

Signature of the applicant

.....

(dd/mm/yyyy)

For security software development:

I hereby certify that during development of this security software, copyright laws and laws on data protection were adhered to and that the foregoing information declared by me is, to the best of my knowledge, true and accurate. I am aware that if anything declared by me is proved to be false or incorrect, I will be liable to penalty under law.

.....

(Signature of the applicant)

.....

(dd/mm/yyyy)

DRAFT

SECOND SCHEDULE (r.10(8))
SPECIFICATIONS AND STANDARDS FOR
EQUIPMENT AND FACILITIES

1. Control Room/Central Alarm Monitoring Station (CAMS) requirements

- (a) Where a private security service provider is required by the nature of the work to operate a control room, it shall comply with the following requirements:
- (i) be manned at all times during operating hours of the company;
 - (ii) the shell of the control room shall be a secure building with adequate ventilation;
 - (iii) the outer door(s) shall be fitted with automatic self-closing and locking devices;
 - (iv) access to the control room shall be controlled by surveillance from within;
 - (v) access to the control room shall be restricted to authorized personnel only, (of which a movements log or an electronic data log capable of providing a printed copy on demand should be maintained inside the control room for a minimum period of 6 months);
 - (vi) be fitted with a standby lighting and power for uninterrupted operation and communications in the event of a mains failure for not less than 12 hours.
- (b) Where the control room is used for on-site alarm monitoring, a secure cabinet or safe for the protection of client information should be provided with the following particulars:
- (i) name, address and telephone number of the subscriber with an allocated reference number and details of any special arrangements or circumstances concerning the subscriber;
 - (ii) name, address and telephone number of key holder(s);
 - (iii) agreed setting and unsetting times; and
 - (iv) all alarm events, for not less than 6 months (by printout on demand if stored electronically).

- (c) Where information is kept electronically, it shall be made available to the Authority upon request and the data shall be protected from unauthorized access and tampering, with proper back-up storage.
- (d) There shall be an emergency duress alarm in the control room for summoning assistance when required.
- (e) The locking device shall be operable without the use of a key from inside the control room or under the emergency entry procedure.
- (f) There shall be a minimum of one single direct telephone line.

2. Vaults and vaulting area requirements

- (a) A vault or vaulting area shall meet the following requirements:
 - (i) Have a sterile loading/unloading facility for cash or valuables at the company premises.
 - (ii) Have a sterile loading/unloading area large enough to securely house at least one armoured vehicle.
 - (iii) The sterile area shall be closed off at the vaulting side by a receiving hatch and by at least one roller shutter door (of a closed link structure) at the entrance.
 - (iv) The receiving hatch and entrance door should not be opened at the same time.
 - (v) The vault walls, floor and ceiling of a minimum 225 mm reinforced concrete construction or equivalent.
 - (vi) The vault doors shall be reinforced for strength.
 - (vii) Where the vault is not manned 24 hours the vault and vault area shall have a monitored alarm with a direct connection to an approved central alarm monitoring station.
 - (viii) The walls of the vault perimeter area of a minimum 150 mm reinforced concrete block or equivalent.

3. Armoured vehicles requirements

A private security service provider which operates armoured vehicles shall comply to the following requirements:

- (a) the armoured vehicles shall be of at least Ballistic Protection Level B5.

(b) All vehicles shall —

- (i) be fitted with a legal alarm for use in an emergency;
- (ii) have an identification number painted on the roof of such a size as to be clearly visible from the air;
- (iii) be fitted with a vehicle radio capable of communicating with the company cash control room at all times, on approved frequencies. Mobile phones can be accepted in lieu of a vehicle radio;
- (iv) have sealed windows which are not openable;
- (v) be air-conditioned and shall be fitted with an appropriate fire-fighting equipment approved by the Authority;
- (vi) be manned and escorted at all times while transporting cash or other valuables;
- (vii) display the name and telephone number of the private security service provider on the front, back and side of the vehicle; and
- (viii) be insured, licensed and inspected in accordance to national laws and all other subsidiary legislation made thereunder.

4. Distribution and installation of security equipment requirements

A private security service provider engaging in the distribution or installation of security equipment shall —

- (a) have an electronic and technical workshop of an adequate size, with sufficient facilities to provide adequate service repair;
- (b) have sufficient test equipment and tools necessary for carrying out installation work, service repair and field services;
- (c) maintain a detailed list of equipment for record purposes; and
- (d) ensure that all security equipment designed, installed, maintained and re-paired meet the standards required by the Authority.

5. Other specifications and standards

The Authority may, from time to time issue specifications and standards for —

- (a) rapid response cars;
- (b) vehicle sirens and warning lights;
- (c) distribution and installation of security equipment;

- (d) tele-protection;
- (e) contingency fittings; and
- (f) any other equipment or facility used in the provision of private security service.

Made on the, 2024

**KITHURE
KINDIKI,**
**Cabinet Secretary for Interior and National
Administration**