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LEGAL NOTICE NO. XXX

THE PRIVATE SECURITY REGULATION ACT

CAP. 207

DRAFT THE PRIVATE SECURITY (GENERAL) REGULATIONS, 2025

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DRAFT

## THE PRIVATE SECURITY REGULATION ACT

## CAP. 207

IN EXERCISE of the powers conferred by section 70 of the Security Regulation Act, Cap. 207 the Cabinet Secretary for Interior and National Administration makes the following Regulations —

## THE PRIVATE SECURITY (GENERAL) REGULATIONS, 2025

*Citation*

1. These Regulations may be cited as the Private Security (General) Regulations, 2025.

*Interpretation*

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

“Act” means the Private Security Regulation Act (Cap. 207);

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

“Cabinet Secretary” means the Cabinet Secretary responsible for matters relating to internal security;

“Category of private security service(s)” means any of the following services set out under section 2 of the Act;

“Contact address” means physical address, telephone number, facsimile number and email address of an applicant;

“Licence” means a licence issued under the Act; and

“Licensee” means a person or an entity licensed by the Authority to provide private security services or offer private security services in accordance with the Act.

## PART II—APPLICATION FOR REGISTRATION AND LICENSING OF PRIVATE SECURITY SERVICE PROVIDERS

*Application for registration or renewal of registration as an individual private security service provider*

3. (1) 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.

(2) An application for renewal of registration shall be submitted to the Authority at least thirty days before the expiry of such registration.

(3) The fees payable under section 23 (1) and 26 (2) (a) of the Act shall be as prescribed in the Second Schedule.

*Application for registration or Renewal of Licence as a Corporate Private Security Service Provider*

4. (1) An application for licensing or renewal of a licence to operate as a corporate private security service provider under Part IV of the Act shall be in Form PSR 8 in the First Schedule.

(2) An application for renewal of a licence shall be submitted to the Authority at least thirty days before the expiry of such licence.

(3) The fees payable under section 29 (1) of the Act shall be as prescribed in the Second Schedule.

*Documents to be Submitted with the Application*

5. 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;
  - (d) 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) contact address;
  - (g) a copy of a valid insurance policy, including Work Injury Benefits Act (WIBA) insurance, public liability insurance and any other insurance policy that may be necessary and appropriate having regard to the nature, scope, and risk profile of the security services rendered;
  - (h) a police clearance certificate for an individual private security service provider;
  - (i) a police clearance certificate for every director, partner, trustee, administrator and management staff, in the case of a corporate private security service provider;
  - (j) a private security training certificate for an individual private security service provider;
  - (k) a private security training certificate for every director, partner, trustee, administrator and management staff;
  - (l) two passport sized photographs for every director, partner, trustee, administrator and management staff;
  - (m) a list of all security equipment and tools of trade;
  - (n) sample set of uniforms for all private security ranks accompanied by full photographs of each rank in uniform;
  - (o) three clear (front, back and side) photographs of a branded vehicle, if any;
  - (p) a copy of the firm's human resource policy including details of the duties and salary structure of employees;
  - (q) proof of payment of private security fidelity levy;
  - (r) a certificate of compliance for safe handling, care and use of animals issued by a certified veterinary surgeon, where applicable;
  - (s) the fees prescribed in the second schedule; and
  - (t) any other information that the Authority may specify.

*Issuance of a certificate of registration for individual private security service providers*

6. (1) The Authority shall issue a certificate of registration and a legibly written name plate containing the applicant's name and registration number to all successful individual private security service providers, as evidence of registration.

(2) An individual private security service provider shall at all times while on duty wear a legibly written name plate issued by the Authority.

*Issuance of a licence for corporate private security service providers*

7. (1) The Authority shall issue a licence to all successful corporate private security service providers as evidence of licensing.

(2) A corporate private security service provider shall ensure that the licence is prominently and conspicuously exhibited within the premises of the firm.

(3) Notwithstanding any other provision of these Regulations, the Authority may where it deems it appropriate register an applicant for a category of private security services other than that applied for.

*Annual fees*

8. (1) Every person registered under the provisions of the Act shall be required to pay annual licence fees prescribed in the Second Schedule on or before 1<sup>st</sup> January of every calendar year.

(2) Late renewal fees as prescribed in the second schedule shall be imposed for a licence which has not been renewed for a year or longer.

*Initial registration under the act*

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

**PART III—EMPLOYMENT AND TRAINING OF PERSONNEL***Requirement to vet employees*

10. (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*

11. (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 accredited by the Authority;
- (b) undergoes an annual mandatory security training and assessment at an institution accredited by the Authority; and
- (c) at all times while on duty wears a legibly written name plate containing his/her name and registration number issued by the Authority.

(2) Every private security institution under sub regulation (1) shall have —

- (a) a training facility of the size and layout as the Authority may, with the approval of the cabinet secretary determine from time to time; and
- (b) a designated training and quality assurance officer.

(3) Every director, person performing executive or management functions in respect of the security business 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.

(4) The Authority shall have supervisory powers over security training and assessment of persons employed in the private security industry.

PART IV—EQUIPMENT AND TOOLS OF TRADE

*Private security service providers uniform*

12. (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 appropriate for the nature of security service rendered;
- (c) head gear fitted with an insignia inscribed with such words that indicate the clear identity of the service provider;
- (d) a heavy-duty belt capable of safely holding security equipment;

(3) A private security service provider shall not adopt a camouflage uniform.

(4) The top front part of the uniform shall be fitted a badge with a legibly embroidered 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 twelve months of coming into force of these Regulations, replace the uniform.

*Private security equipment*

13. (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 approved 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 shall not use or permit the use of equipment that requires calibration without a valid calibration certificate issued by an institution approved by the Authority.

- (6) A private security officer on duty shall be provided with —
  - (a) suitable clothing in accordance with regulation 9;

- (b) flashlight for private security officers on night duty;
- (c) defense equipment including baton;
- (d) notepad and pen, where appropriate or necessary;
- (e) mobile phone, where appropriate or necessary;
- (f) digital camera or other recording equipment, where appropriate or necessary; 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 Third 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) warning lights;
- (f) distribution and installation security equipment;
- (g) tele-protection; and
- (h) contingency fittings.

(9) A private security service provider intending to dispose of any of the equipment listed under sub regulations (1) and (8) shall within twenty-one days notify the Authority before the disposal.

*Branding of private security vehicles and other equipment*

14. (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 building using the words “police”, “public law enforcement” or similar phrases.

(3) No person shall brand a vehicle, equipment or building in colours or designs that resemble those of national security organs.

(4) 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*

15.(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 services 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 9 and PSR 10 respectively in the First Schedule.

#### PART V—CO-OPERATION WITH NATIONAL SECURITY ORGANS

##### *Scope of co-operation*

16.(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.

*Co-operation on information sharing*

17. (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;
- (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 subject to applicable laws.

(6) Where there are any gaps in the information provided, the requesting agency may seek additional information from the private security service provider.

**PART VI—GENERAL PROVISIONS***Exercise of the power of arrest*

18. (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*

19. (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 or two independent witnesses;
- (d) a body search involving touching of the person shall be conducted by an officer of the same sex.
- (e) a bag search 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*

20. (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*

21. (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; and
- (b) 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.

*Support facilities*

22. A private security service provider shall ensure that every employee on duty has access to the following facilities—

- (a) toilet facilities;
- (b) washing facilities; and

- 
- (c) lactation rooms, where necessary.

DRAFT





Secondary School				
College/University				
Others				
PRIVATE SECURITY TRAINING				
<i>(Attach copy of certificates with this document)</i>				
<i>Institution</i>		<i>Course Taken</i>		<i>Certificate Number.</i>

**EMPLOYMENT HISTORY***(Attach copy of full list with this document)*

<i>Company/Place of work</i>	<i>Position</i>	<i>Supervisor/manager</i>	<i>Reasons for</i>	<i>From..... To.....</i>
		<i>Contact</i>	<i>Leaving</i>	

**STATUTORY DETAILS***(Attach copy of NSSF, SHIF and KRA PIN details with this document)*

NSSF NUMBER:.....

SHIF 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):*

<i>Name of Association</i>	<i>Membership ID</i>	<i>Chairperson</i>	<i>Year of membership</i>

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

<i>Company/Place of work</i>	<i>Position</i>	<i>Supervisor/manager contact</i>	<i>Working Hours</i>


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.

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/Service/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)



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

<i>Name</i>	<i>Email Address</i>	<i>Telephone No.</i>	<i>Training Certificate No.</i>

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)

<i>Name</i>	<i>Experience</i>	<i>Job description</i>	<i>Training Certificate No.-</i>

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)

<i>No.</i>	<i>Equipment</i>	<i>Serial Number</i>	<i>Intent</i>

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

<i>Type</i>	<i>Number Plate</i>	<i>Brand Name on</i>	<i>Intent</i>	<i>Supervisor in-</i>	<i>Colours</i>

		<i>Vehicle</i>		<i>Charge</i>	

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))

<i>Breed</i>	<i>Brief Description of Appearance</i>	<i>Handler's Name</i>	Handler's Training	Supervisor of
			Certificate	Unit

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

<i>Premise</i>	<i>Location</i>	<i>Service provided</i>	<i>Name of employee allocated</i>	<i>Training Certificate No. of employee</i>

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

<i>Name</i>	<i>Job Description</i>	<i>Monthly Salary</i>	<i>Working Hours</i>

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

 Internal Training Department

**External Training Institution**

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

<i>Employee</i>	<i>Certification/Accreditation</i>	<i>Training Institution</i>

- (1) 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)

FORM PSR 9

(r.15 (2))

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:

<i>No.</i>	<i>Name of equipment</i>	<i>Quantity</i>	<i>Function</i>	<i>Serial No.</i>
1.				
2.				
3.				
4.				
5.				

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

<i>No.</i>	<i>Name</i>	<i>Licence Number</i>	<i>Designation</i>

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 (r. 15 (2))

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 service 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:

<i>No.</i>	<i>Name of Equipment</i>	<i>Quantity</i>	<i>Function</i>	<i>Serial No.</i>

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

<i>No.</i>	<i>Name</i>	<i>Licence Number</i>	<i>Designation</i>

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)*

## SECOND SCHEDULE (r.3 (3), 4 (3))

## FEES

The registration fees, annual licence renewal fees and late renewal fees payable by corporate private security service providers shall be as follows:

## REGISTRATION FEES

Corporate private security service provider registration (one off) – Ksh. 30,000

## ANNUAL LICENCE RENEWAL FEES

## Service based

Category	Security Service	Annual Fees (Ksh)
1.	Cash and valuables in transit	75,000
2.	Training institutions	50,000
3.	Technical security services including installation, maintenance, repair, and/or monitoring of closed-circuit television; car tracking; access control; alarm response; safes, vaults, or other secured containers; or any other security device, system, or equipment under section 2 of the Act.	25,000
4.	Professional consultancy services	25,000
5.	Close protection and event security	15,000
6.	Guarding services, maritime security and/or aviation security	<p><b>Tier 1:</b> security firms employing 2,001 or more private security officers - Ksh.75,000</p> <p><b>Tier 2:</b> security firms employing 501 to 2000 private security officers – Ksh.50,000</p> <p><b>Tier 3:</b> security firms employing less than or equal to 500 private security officers – Ksh.25,000</p>
7.	Working animal section	10,000

## LATE RENEWAL FEES

Where an amount of fees remains unpaid after the date when it becomes due and payable by a person liable to remit the amount, a penalty equal to ten per centum (10%) of the unpaid amount shall be due and payable for each year or part thereof that the amount remains unpaid.

The registration fees and annual fee payable by individual private security service providers shall be as follows:

#### REGISTRATION FEES

Individual private security service provider registration (one off) – Ksh. 1,200

#### ANNUAL RENEWAL FEES

Service based

<i>Category</i>	<i>Security Service Provider</i>	<i>Annual Fees (Ksh)</i>
1.	Director/partners, senior management/administrator	2,000
2.	Security consultant, principal private investigator, security training instructor.	2,000
7.	Close protection officer, event steward, junior private investigator.	1,000
8.	Private security officer (Security Guard)	700

#### LATE RENEWAL FEES

Where an amount of fees remains unpaid after the date when it becomes due and payable by a person liable to remit the amount, a penalty equal to ten per centum (10%) of the unpaid amount shall be due and payable for each year or part thereof that the amount remains unpaid.

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

*Control Room/Central Alarm Monitoring Station (CAMS) requirements*

1. (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.

*Vaults and vaulting area requirements*

2. 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.
- (ix) Have close – circuit televisions (CCTV) cameras.

*Armoured Vehicles Requirements*

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

- (g) the armoured vehicles shall be of at least Ballistic Protection Level B5.
- (h) 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 with applicable laws and all other subsidiary legislation made thereunder.

*Distribution and installation of security equipment requirements*

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

- (i) have an electronic and technical workshop of an adequate size, with sufficient facilities to provide adequate service repair or have a valid service contract with a supplier;
- (j) have sufficient test equipment and tools necessary for carrying out installation work, service repair and field services;
- (k) maintain a detailed list of equipment for record purposes; and
- (l) ensure that all security equipment designed, installed, maintained and repaired meet the standards required by the Authority.

*Other specifications and standards*

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

- (m) rapid response cars;
- (n) warning lights;
- (o) distribution and installation of security equipment;
- (p) tele-protection;
- (q) contingency fittings; and
- (r) any other equipment or facility used in the provision of private security service.

Dated the .....

ONESIMUS KIPCHUMBA MURKOMEN,  
*Cabinet Secretary for Interior and National Administration.*