



**PSiRA**  
Private Security Industry Regulatory Authority

## SUPPLY CHAIN MANAGEMENT UNIT

### APPLICATION FORM FOR ACCREDITATION AS A PROSPECTIVE PSiRA 3<sup>rd</sup> PARTY SERVICE PROVIDER/VENDOR FOR ONLINE REGISTRATION SERVICES

Return completed application forms and supporting documentation to:  
Enquiries:

FOR OFFICE USE

Name of the enterprise: \_\_\_\_\_

PSiRA Registration Number: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_  
(Application form)

Province: \_\_\_\_\_

Municipal Area: \_\_\_\_\_

Vendor Registration Number: \_\_\_\_\_

Captured by \_\_\_\_\_

**All questions are to be answered in detail and the application form must  
be signed.**

Note: Accreditation on the PSiRA's vendor database does not automatically qualify any vendor for any bid or contract or guarantee any award of bid or contract.

## DEFINITIONS

The following definitions shall apply: -

- "Authority" -means the Private Security Industry Regulatory Authority;
- "Registration" –means registering the applicant service provider as a 3<sup>rd</sup> party Vendor for online services;
- "Supply Chain Management Unit" means the Procurement and Provisioning Unit of the Authority;
- "Service Provider/Vendor" means a person/business which adheres to statutory labour practices, is a legal entity, registered with the South Africa Revenue Services (SARS) and provides the Authority with a service in respect of PSiRA's online platform;
- " Services" means equipment, plant, vehicles, materials or services to be supplied by the Service Provider to the Authority.

## GUIDELINES

### 1. GUIDELINES

In order to ensure that potential Service Providers are considered accredited PSiRA vendors, it is imperative that the following guidelines are strictly adhered to:

- a) **Applicants must complete pages 4 to 9, where applicable. Failure by an applicant to provide ALL relevant information and documents required will result in disqualification. If the information required is not applicable to your business; clearly insert the symbols "N/A" in the appropriate space(s). If the space provided is left blank, it will be regarded as information that is still outstanding and your application WILL NOT be registered.**
- b) Applicants are advised that only **ORIGINAL** forms will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.
- c) It is imperative that only original documents with an **ORIGINAL** signature be submitted.
- d) All signatures to the document must be commissioned by an authorized Commissioner of Oaths. Failure to do so will result in the applicant not qualifying for registration.
- e) The onus shall rest upon the potential service provider to inform the Supply Chain Management Unit (SCMU) of any changes to the status of the Service Provider's Business, in which case certified proof will be required in order to effect the changes. Failure to do so may result in the Service Provider being removed from the Database and/or the cancellation of contracts awarded to the Service Provider, on the basis of misrepresentation. Changes to the status of the Business shall also be subjected to a 30-day waiting period commencing from the date of receipt of such changes by the SCMU.
- f) Any alterations made by the applicant must be initialed. The use of correcting fluid is prohibited, and the use thereof will lead to non-registration of the applicant business.
- g) Electronic forms are available on the website: [www.psiira.co.za](http://www.psiira.co.za), however, documentation such as Affidavits, Tax Clearance Certificates, etc. must be submitted to the Procurement Unit in its original form.
- h) Registration of the Business on the Database shall be subjected to a 30-day waiting period commencing from the date of receipt of the application by the SCMU.
- i) Applicants furnishing false information shall be immediately disqualified from registration and removed from the Database. Further to this, the Authority shall institute action against the Service Provider in terms of Regulation 15 of the Preferential Procurement Policy Framework Act No. 5 of 2000.
- j) The Authority shall not be held liable for any document which is not timeously delivered, mislaid or incorrectly delivered due to the negligence of a Courier Company or any other party involved in the delivery of the documents to the Authority.
- k) The Authority reserves the right to request any other information it may deem necessary to determine the capability of the Service Provider. Further to this, the Authority also reserves the right to inspect the premises of the Service Provider at any given time.
- l) Service Providers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors, the Service Provider shall inform the Procurement Manager at once and have the same rectified. No liability whatsoever will be admitted in respect of errors in any document due to the Service Provider's failure to observe this requirement.

m) No guarantee can be given that work will be awarded to Service Providers who are registered on the Database. Work will be awarded to Service Providers on an **“as and when”** required basis.

n) The following documentation must accompany your application (please tick

Details	
A valid Tax Clearance Certificate	✓
Certified copy of ID Documents for owners, partners, members, directors, trustees or administrators of the business	
Certified copy of Partnership Agreement for Partnership	
Copies of CK 1 & CK 2 forms for Close Corporations	
CM 29, Certificate of Incorporation, Share Certificates (if there is more than one shareholder) for PTY or PTY (LTD) companies	
Certified copy of Trust document for Trusts	
A recent bank statement or original cancelled cheque	
Other relevant document such as sector specific grading e.g. CIDB, SABS, VAT, PAYE, UIF, COID, etc.	
Proof of valid registration as a security service provider	
Letter of good-standing issued by PSiRA	
Lease agreement, if renting property	

o) This application must be accompanied by a refundable non-interest-bearing application fee in the amount of R5 000.00.

p) The monthly fee payable by the 7<sup>th</sup> day of each month is R200.00.

## **PARTICULARS OF THE ENTERPRISE**

1.1 Registered Name of the enterprise

1.2 Trading Name

1.3 Contact Person

1.4 Postal Address

Postal Code:

1.5 Physical Address


1.6 Telephone Number      Cell Phone Number      Fax Number      Postal Code:

(    )      (    )      (    )

1.7 E-Mail Address

1.8 Preferred Method of Communication [Please Tick]:  
E-mail            Post            SMS     

1.9 Type of Enterprise  
**(Certified copy of registration form must be attached)**

- Partnership     One Person Business/Sole Proprietor     Close Corporation  
 Pty Limited     Limited       Trust  
 Co-operative     Other

1.10 Enterprise Registration Number

1.11 Income Tax Registration Number  
**(Certified copy of registration form must be attached)**  
*(Insert personal income tax number if a one-person business and personal income tax numbers of all partners if a partnership)*

1.12 VAT Registration Number  
**(Certified copy of registration form must be attached)**

1.13 Unemployment Insurance Fund No. (If applicable)  
**(Certified copy of registration form must be attached)**

1.14 P.A.Y.E. Number (If applicable)  
**(Certified copy of registration form must be attached)**

1.15 Compensation Commissioner Registration No. (If applicable)  
**(Certified copy of registration form must be attached)**

1.16 Total number of years the Enterprise has been in business

1.17 Did the Enterprise exist under a previous name? (Yes/No)

If 'Yes'

1.18.1 What was the previous name?

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1.18.2 Why did the name change?


1.18.3 Who were the owners/partners/directors?

Name	Position held

1.19 Describe all property agreements relating to facilities used by the Enterprise and the nature of the agreements indicating whether facilities are owned or leased by the Enterprise.

Facility	Monthly rental amount	Name of owner	Type of agreement (written/verbal)

## 2. TERMS AND CONDITIONS

- 1.1. The vendor must have public liability insurance cover in the amount of R5 million.
- 1.2. Infrastructure – the service provider is required to have adequate and reliable infrastructure which includes, *inter alia*, the following:
  - 1.2.1. Minimum internet speed of 10Mbps.
  - 1.2.2. Reliable computers.
  - 1.2.3. Appropriate facilities, including ablution facilities for males and females.
  - 1.2.4. Appropriate premises/office space which are conducive for the services it intends to render.
  - 1.2.5. Basic first aid facilities and meet any other requirements in respect of Occupational Health and Safety.
- 1.3. The service provider will be required to submit monthly reports to the Authority regarding security service providers assisted on a reporting templated determined by the Authority.
- 1.4. The service provider must ensure that relevant anti-virus is installed on all computers used to access the online system to ensure that PSiRA information is properly safeguarded.
- 1.5. The service provider must ensure that all computer hard drives are encrypted using relevant encryption software that will be used to access the online system to ensure PSiRA information is properly safe guarded.

- 1.6. The service provider must ensure at minimum all computers used have Windows 10 Professional installed as the operating system.
- 1.7. The Authority shall have the right to conduct inspections of the infrastructure of the vendor to determine whether it needs any of the requirements for registration as a vendor or as and when it deems necessary.
- 1.8. The vendor is required to comply with the Code of Conduct for Security Service Providers, 2003.
- 1.9. The vendor is prohibited from offering any add-on services (e.g. funeral policies, loans, etc.) to security service providers, except for reasonable add-on services/products such as sale of refreshments, etc.
- 1.10. All vendors will be required to sign a Service Level Agreement with the Authority when the application process has been finalized.

## 2. PRESCRIBED MAXIMUM FEE STRUCTURE

The prescribed maximum fees that may be charged by vendors for online services are as follows:

<b>PSiRA 3<sup>rd</sup> Party Vendor Fee Structure</b>		
<b>Individuals</b>		
1.	<i>Online Registration Application</i>	R80-00
2.	<i>Online Certificate Renewal</i>	R20-00
3.	<i>Online ID Card renewal/re-issue/upgrade</i>	R20-00
4.	<i>Online Name Change (Individual)</i>	R20-00
<b>Businesses</b>		
1.	<i>Online Registration Application</i>	R200-00
2.	<i>Online Certificate Renewal</i>	R20-00
3.	<i>Online Name Change (Business)</i>	R20-00
4.	<i>Online In-house Registration</i>	R100-00
<b>Business Profile Changes</b>		
1.	<i>Online Change of Trade Name</i>	R25-00
2.	<i>Online Change from CC to Company</i>	R25-00
3.	<i>Online Application for Suspension (Business)</i>	R25-00
4.	<i>Online Upliftment of Voluntary Suspension (Including Infrastructure Assessment)</i>	R25-00
5.	<i>Online Application for Upliftment of Suspension</i>	R25-00
6.	<i>Online Application for Withdrawal</i>	R25-00
7.	<i>Online Infrastructure Re-assessment (New Business)</i>	R25-00
8.	<i>Online Change of Director, Member etc.</i>	R25-00
9.	<i>Online application for new Branch Office (Includes Infrastructure Assessment)</i>	R25-00
12.	<i>Online application for Letter of Good Standing</i>	R25-00
13.	<i>Online application for Change of Address</i>	R25-00
<b>Training Security Business: Accreditation and Admin Fees</b>		
1.	<i>Online Application for Security Business Accreditation (New)</i>	R200-00
2.	<i>Online Application for Training Instructor Accreditation (Upgrade)</i>	R40-00
3.	<i>Online Application for Recognition of Prior Learning</i>	R25-00
4.	<i>Online Application for Recognition of Prior Learning - SASSETA</i>	R25-00
5.	<i>Online Processing of course reports (Per Report)</i>	R25-00
6.	<i>Online Application for Accreditation of a Training Centre</i>	R25-00
7.	<i>Online Change of Accredited Training Centre Address – Re-accreditation</i>	R200-00
8.	<i>Online upgrade of classrooms</i>	R25-00
9.	<i>Online upgrade of courses</i>	R25-00
10.	<i>Branch Accreditation (New)</i>	R150-00

