

ANNUAL REVIEW OF ADMINISTRATION FEES

2023/2024 FINANCIAL YEAR

| Category | | Current Fees | New Fees | % Increase |
|--|---|--------------|----------|------------|
| No | Individual Fees | | | |
| 1 | Registration Fee | R 240 | R 250 | 4% |
| 2 | Registration Renewal Fee (Online) | R 60 | R 60 | 0% |
| 3 | Ink Certificate Fee | - | R 50 | 0% |
| 4 | ID card renewal | R 90 | R 100 | 11% |
| 5 | ID Card (Re-issue) | R 120 | R 130 | 8% |
| 6 | ID Card (Upgrade) | R 110 | R 120 | 9% |
| 7 | Name Change (individual) | R 220 | R 230 | 5% |
| 8 | Appeal Individual | R 170 | R 180 | 6% |
| Business Fees | | | | |
| 1 | Registration Fee | R 7 100 | R 7 500 | 6% |
| 2 | Certificate Renewal Fee | R 350 | R 370 | 6% |
| 3 | Name Change (Business) | R 600 | R 630 | 5% |
| 4 | Application for Exemption (Minister Submissions) | R 510 | R 540 | 6% |
| 5 | Firearms Recommendation Letter Fee | R 0 | R 75 | - |
| 6 | Letter of Good standing | R 30 | R 35 | 17% |
| 7 | Manual of Information(Compulsory with New Registration) | R 270 | R 270 | 0% |
| 8 | In-house Registration | R 5 150 | R 5 400 | 5% |
| Business Profile Changes | | | | |
| 1 | Change of Trade Name | R 600 | R 630 | 5% |
| 2 | Change from CC to Company or Company to CC | R 980 | R 1 020 | 4% |
| 3 | Application for Suspension (Business) | R 3 600 | R 3 600 | 0% |
| 4 | Upliftment of Voluntary Suspension (Includes Infrastructure Assessment) | R 3 600 | R 3 800 | 6% |
| 5 | Application for Upliftment of Suspension | R 450 | R 450 | 0% |
| 6 | Application for Withdrawal | R 450 | R 450 | 0% |
| 7 | Infrastructure Re-assessment Fee (New Business) | R 1 850 | R 1 950 | 5% |
| 8 | Change of Director, Member, etc | R 600 | R 630 | 5% |
| 9 | New Branch Office (Includes Infrastructure Assessment) | R 3 600 | R 3 800 | 6% |
| 10 | Appeal-Business Registration | R 1 590 | R 1 700 | 7% |
| 11 | Application for Exemption (Minister Submission) | R 690 | R 730 | 6% |
| 12 | Change of Address | R 3 450 | R 3 800 | 10% |
| Training Security Service Provider Fees | | | | |
| 1 | Training Instructor Accreditation Fee (New) | R 590 | R 610 | 3% |
| 2 | Training Instructor Accreditation Fee (Upgrade) | R 590 | R 610 | 3% |
| 3 | Recognition of Prior Learning | R 590 | R 610 | 3% |
| 4 | Recognition of Prior Learning- SASSETA | R 140 | R 150 | 7% |
| 5 | Processing of Course Reports (Per Report) | R 160 | R 170 | 6% |
| 6 | Change of address accreditation re-inspection | R 3 600 | R 3 690 | 3% |
| 7 | re-accreditation post moratorium | R 12 300 | R 12 300 | 0% |
| 8 | accreditation registered business | R 12 300 | R 12 450 | 1% |
| 9 | Branch registration (EXISTING) | R 12 300 | R 12 450 | 1% |
| 10 | Approval of inspection report | R 170 | R 170 | 0% |
| 11 | (E-C) Standardised training manual | R 8 850 | R 8 850 | 0% |
| 12 | (E-A) Standardised training manual | R 15 650 | R 15 650 | 0% |
| 13 | Extension of Scope | R 6 800 | R 6 800 | 0% |
| 14 | First Classroom | R 240 | R 240 | 0% |
| 15 | Additional Classroom | R 200 | R 200 | 0% |
| 16 | Capacity 1-10 | R 560 | R 580 | 4% |
| 17 | Capacity 2-20 | R 930 | R 960 | 3% |
| 18 | Capacity 3-30 | R 1 400 | R 1 450 | 4% |

| Number of employees | Current Fees | New Fees | % Increase |
|-------------------------------------|--------------|----------|------------|
| Categories for in-house fees | | | |
| Large >101 | R 15 750,00 | R 18 900 | 20% |
| Medium 51-100 | R 9 785,00 | R 10 750 | 10% |
| Small 1-50 | R 9 167,00 | R 10 100 | 10% |
| Large >101 | R 15 750,00 | R 18 900 | 20% |
| Medium 51-100 | R 9 785,00 | R 10 750 | 10% |
| Small 1-50 | R 9 167,00 | R 10 100 | 10% |
| Large >101 | R 15 750,00 | R 18 900 | 20% |
| Medium 51-100 | R 9 785,00 | R 10 750 | 10% |
| Small 1-50 | R 9 167,00 | R 10 100 | 10% |
| Large >101 | R 7 210,00 | R 8 600 | 19% |
| Medium 51-100 | R 6 240,00 | R 6 800 | 9% |
| Small 1-50 | R 5 150,00 | R 5 400 | 5% |

| Annual subscription fees deducted from Security Officers | | |
|--|---|----------|
| CATEGORY OF SECURITY BUSINESS | CURRENT FEES | NEW FEES |
| All Security Officers employed by the in-house security business | R105.00 | R110.00 |
| All inactive Security Officers | | R110.00 |
| Payment structure/ terms | | |
| Categories | | |
| State departments, SOE's and municipalities | 100% of the annual in-house admin fees are payable on or before 7 May | |
| Commercial and retail | 100% of the annual in-house admin fees are payable on or before 7 May | |
| Educational sector | 100% of the annual in-house admin fees are payable on or before 7 May | |
| Residential | 50% of the annual in-house admin fees payable on or before 7 May, and remaining 50% is payable in 2 equal instalments from 7 June to 7 July | |
| Other | 50% of the annual in-house admin fees payable on or before 7 May, and remaining 50% is payable in 2 equal instalments from 7 June to 7 July | |