



# PSIRA

Private Security Industry Regulatory Authority

**To: All Security Training Providers**

**From: Philani Mthethwa Deputy Director: Law Enforcement**

**Date: 01 November 2011**

**Re: Course Reports**

With reference to our previous Industry Circulars dated 13 January 2011, 28 March 2011 and 25 June 2011 and in order ensure continued and timeous capturing of course reports submitted, please ensure that you comply with the following when submitting course reports to the Authority:

- Annual and other fees of the training centers as well as any other branch of the business must be paid up to date before any course reports will be processed. Please note if there are any fees outstanding by the time the course reports reach the Authority's training department, the course reports will not be captured by the Authority.
- The R50.00 fee per course report must be paid by the training centre and no learner / student must pay this amount to the Authority directly;
- All payments for course reports must clearly indicate that it relates to payment for course reports. (PSIRA Number/C5).
- Ms Virginia Thwala (012-0030500/1) was appointed on 31 October 2011 as the PSIRA account administrator for all training centres. In view thereof you are also requested to forward any proof of payment to her in order to allocate the fees accordingly.

We trust that you will find this in order.

Yours faithfully

  
PHILANI MTHETHWA  
DEPUTY DIRECTOR: LAW ENFORCEMENT