



PSIRA

Private Security Industry Regulatory Authority

To: All Security Service Providers

From: Philani Mthethwa Deputy Director: Law Enforcement

Date: 22 June 2011

Re: Course Reports

With reference to our previous Industry Circulars dated 13 January 2011 and 28 March 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 provider as well as any other branch of the business must be paid up to date before any course reports will be processed;
- The R50.00 fee per course report must be paid by the training provider 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). The prescribed requisition forms (SIRA 44 A & 44 B) must be completed and forwarded to the Authority with proof of payment together with the **original** batch of course reports;
- Further, a copy of the proof of payment must also be forwarded to the relevant PSIRA account administrator in order to allocate the fees accordingly. Please note if there are **any fees** outstanding by the time the course reports reach the PSIRA training department the course reports will not be captured by the Authority and will be returned to the respective training provider.

We trust that you will find this in order.

Yours faithfully

PHILANI MTHETHWA
DEPUTY DIRECTOR: LAW ENFORCEMENT