

# PSiRA ONLINE USER MANUAL



**PSiRA**  
Private Security Industry Regulatory Authority

## SECURITY BUSINESS FRONT END

**Version 012022**

# Training Manual

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## 1. Background

Private Security Industry Regulatory Authority was established in terms of Section 2 of the Private Security Industry Regulation Act (56 of 2001) which came into operations in 2002. The strategic mandate of PSIRA originates from the Act and the regulations issued in terms of the Act. The primary objectives of PSiRA are to regulate the private security industry and to exercise effective control over the practice of the occupation of security service providers in the public and national interest and in the interest of the private security industry itself.

## 2. Purpose

The purpose of this Training manual is to empower PSiRA clients on how to use the new Online Registration System. The document will be enhanced over time to ensure it is aligned to new changes as they are implemented. Clients of PSiRA are requested to continue using the current version found on <https://www.psira.co.za>

## 3. Pre-requirements

Clients are requested to ensure they have with them the following information to make the security business registration process smooth...

- i. Cell phone Number,
- ii. Identification Number,
- iii. Know your date of birth
- iv. Valid email address
- v. Director/Owner PSiRA number

## 4. Security Business Registration

4.1 Access the link via your Laptop, Computer, or cell phone,

4.1.1 Go to the website and type

<https://digitalservices.psira.co.za/>

4.1.2 On the Home page screen, select **Security Business** button



4.2 On the below Security Business information field, complete the mandatory fields marked with the red Asterix \*

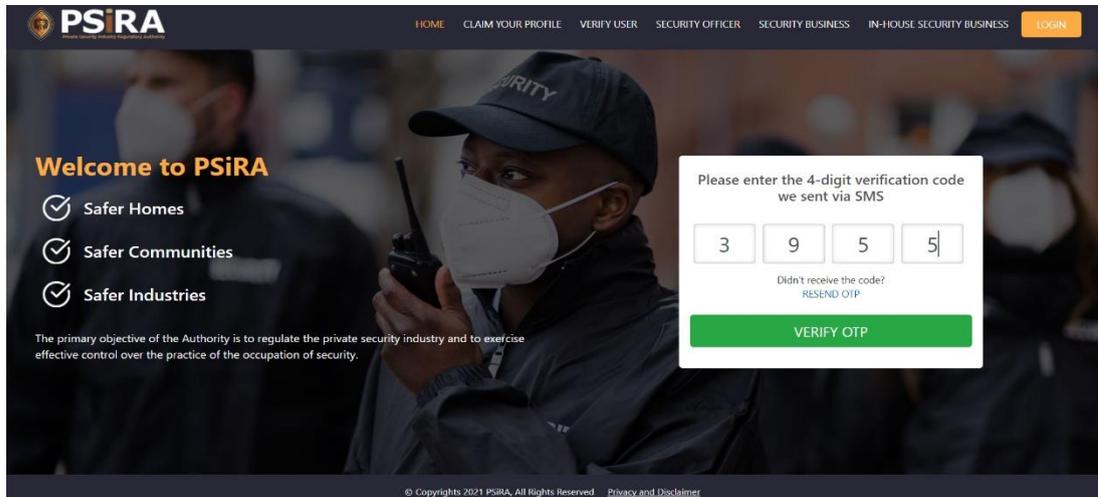
4.2.1 Check the **"I'm not a robot"** checkbox and click the **Submit** button

4.3 On the verify OTP page, enter the 4-digit OTP received via SMS

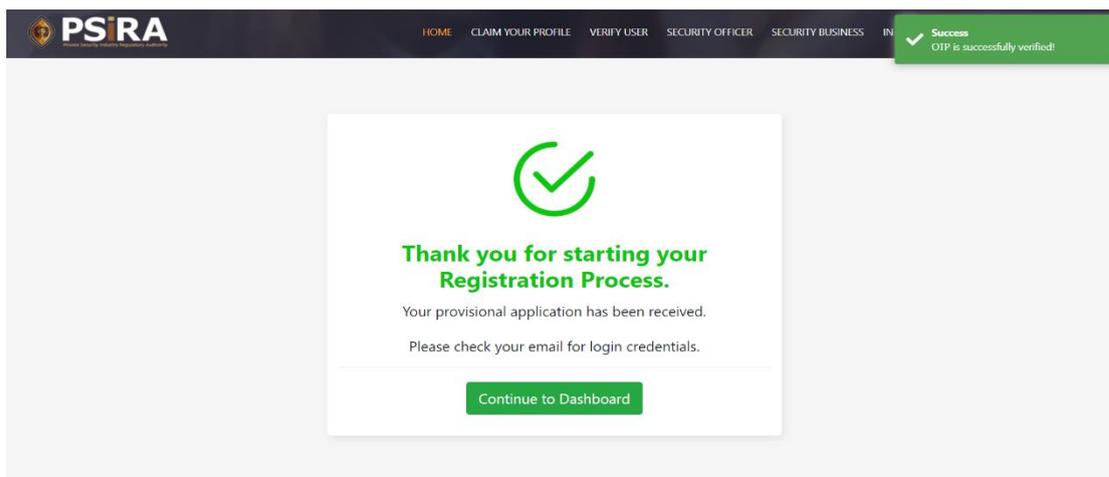
- If you don't receive OTP in 30 seconds, please click on "RESEND OTP" button

4.3.1 Click the **VERIFY OTP** button once complete

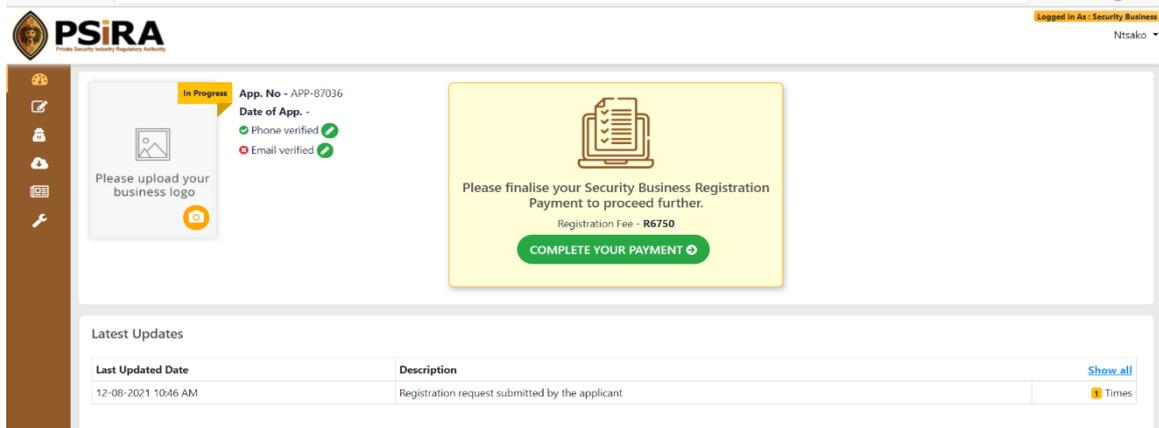
Note: There is Verify email address link that is sent your email address for you verify



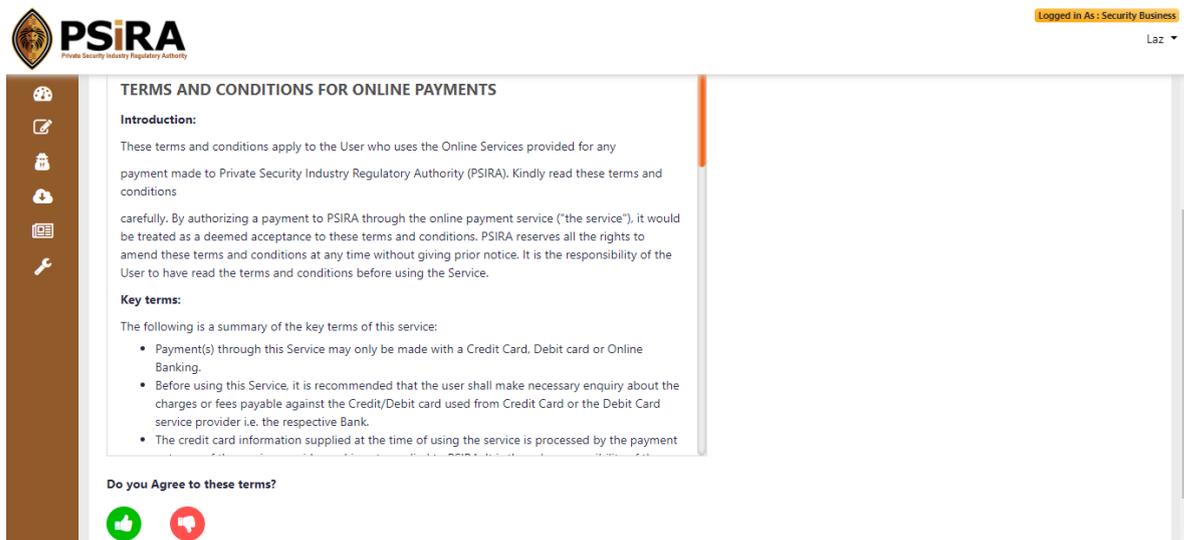
4.3.2 Click the Continue to Dashboard button



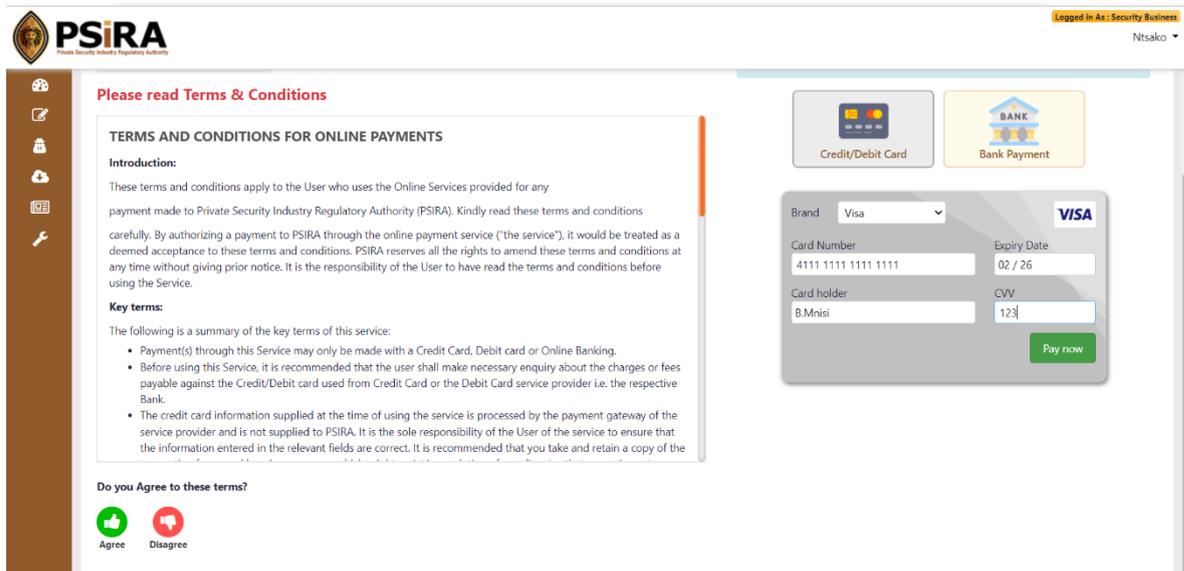
4.4 On the Security Business dashboard, Click the **COMPLTE YOUR PAYMENT** button



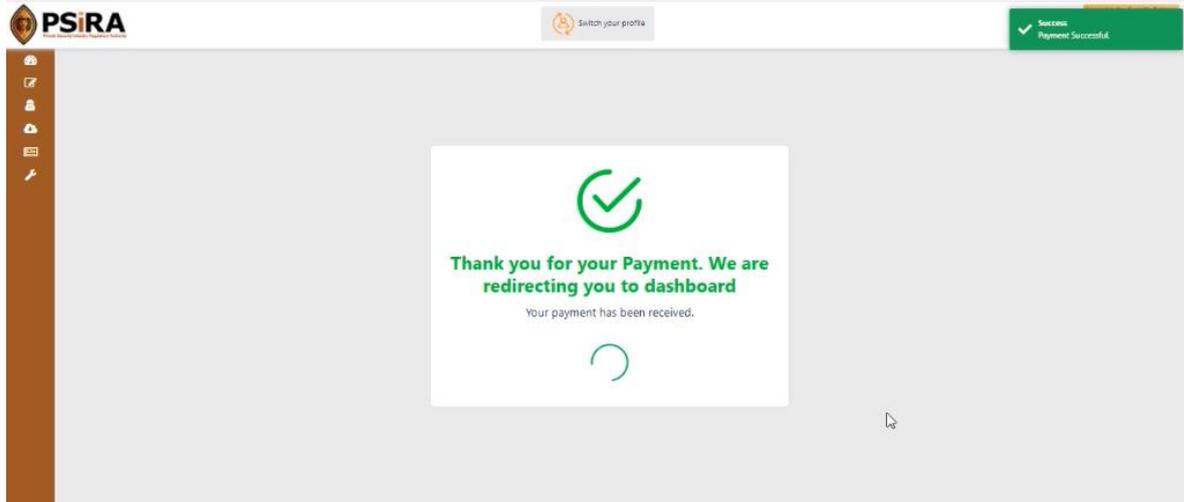
4.4.1 Read the Online Payments Terms and Conditions, Select the green **Agree** button



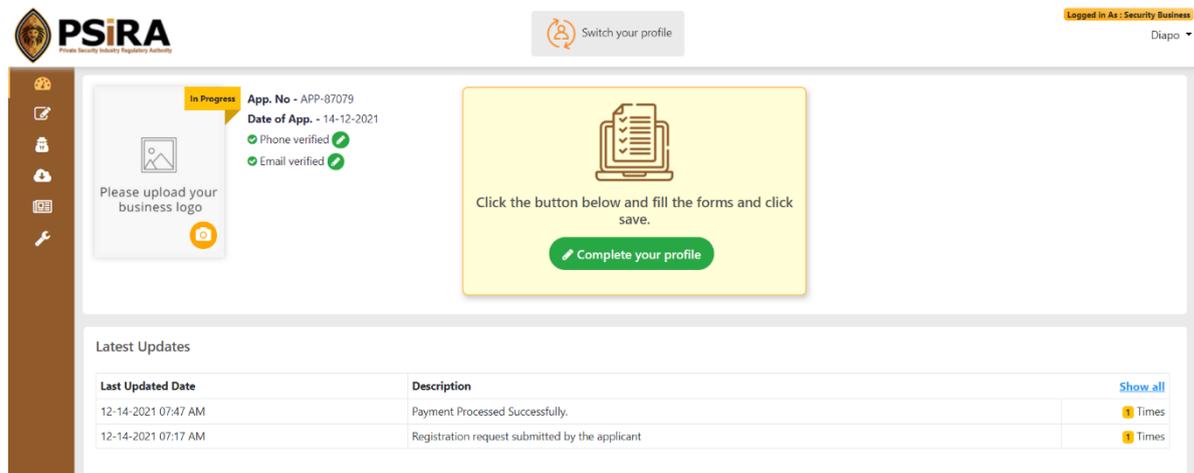
4.4.2 Select the preferred method of payment and complete payment information (i.e., Credit/Debit Card or Bank Payment)



4.4.3 If payment has been successfully completed and authorised, the system will redirect you back to profile dashboard



4.5 On the Security Business dashboard, Click the **COMPLETE YOUR PROFILE** button



- 4.5.1 Upload business logo, by navigating and selecting the Icon by **“Please upload your business logo”** section
- 4.5.2 Complete the **Business Details** tab information and ensure to complete the mandatory fields marked with a red Asterix\*
- 4.5.3 Click the **Save** button
  - If the mandatory fields are not complete, the system will not allow you to save the tab information

The screenshot displays the PSIRA (Private Security Industry Regulatory Authority) application portal. At the top left is the PSIRA logo. The top right shows the user is logged in as 'Security Business' with a 'Diapo' dropdown menu. A 'Switch your profile' button is also visible. The main content area features a navigation sidebar on the left with icons for home, messages, profile, documents, and settings. The central panel shows an 'In Progress' status for application APP-87079, with a 'Date of App.' of 14-12-2021 and verification checks for phone and email. A prominent message asks the user to 'Please upload your business logo'. Below this is the 'Business Details' form, which includes a sidebar menu with options like Address, Documents, Management, Infrastructure, and Declarations. The form fields include: Application No (APP-87079), PSIRA No., Business Name\* (DG Corp), Trade Name, SARS Number\*, Business Registration Number\*, COID Registration Number, PAYE Registration Number, UIF Number, VAT Registration Number, and BBBEE Status\*. The 'Type of Business Entity' section offers radio button options for SOLE PROPRIETOR, COMPANY, CLOSE CORPORATION, and TRUST.

4.5.4 Click the **Address** tab, Complete the Business Details tab information and ensure to complete the mandatory fields marked with a red Asterix\*

4.5.5 Click the **Save** button

- If the mandatory fields are not completed, the system will not allow you to save the tab information

PSiRA Private Security Industry Regulatory Authority

Switch your profile

Logged in As: Security Business Diapo

**Business Details**

**Address**

Documents

Management

Infrastructure

Declarations

**Street Address of the Applicant Business**

Address 1\* 8 Glen marais

Address 2\* botha street

Address 3

Province\* Gauteng

City\* KEMPTON PARK

Suburb\* VAN RIEBEECKPARK EXT 20

Postal Code\* 1619

**Street Address of the Administration Office**

Same as physical address

Address 1\* 8 Glen marais

Address 2\* botha street

Address 3

Province\* Gauteng

City\* KEMPTON PARK

Suburb\* VAN RIEBEECKPARK EXT 20

Postal Code\* 1619

App. No - APP-87079

Date of App. - 14-12-2021

Phone verified

Email verified

4.5.6 Click the **Documents** tab

4.5.7 Click the **Specimen resolution** and **Suretyship** link to download and complete the templates

PSiRA Private Security Industry Regulatory Authority

Switch your profile

Logged in As: Security Business Diapo

**Business Details**

Address

**Documents**

Management

Infrastructure

Declarations

Please download template for **specimen resolution** and **Suretyship** templates to fill and upload scanned copy

**CIPC Business (Company, Close Corporation or Co-Op)/Partnership/Trust/Foundation Documents**

ur File Here.

Browse

Max. file size 3mb JPG, JPEG, PNG, PDF

**A tax clearance certificate from the South African Revenue Service**

ur File Here.

Browse

Max. file size 3mb JPG, JPEG, PNG, PDF

**Lease agreement or Proof of Address/ownership**

ur File Here.

Browse

Max. file size 3mb JPG, JPEG, PNG, PDF

App. No - APP-87079

Date of App. - 14-12-2021

Phone verified

Email verified

4.5.8 Upload and attach the required document by selecting the **Browse** button under each mandatory document

4.5.9 Click **Save** button

- If the mandatory documents aren't attached, the system will not allow you to save the tab

The screenshot shows the PSiRA document upload interface. It features a sidebar with navigation icons and a main content area with four document upload fields. Each field has a 'Browse' button and a 'Max. file size 3mb. JPG, JPEG, PNG, PDF' label. A success message at the top right indicates 'Success Documents uploaded successfully'. A 'SAVE' button is located at the bottom right of the main content area.

4.5.10 Click the Management tab, Find the companies

management(owners/directors/trustees) by entering their PSiRA number in space provided and selecting the **Search** Button

4.5.11 Click the **Save** button, once all management has been successfully added

The screenshot shows the PSiRA Management tab interface. It features a sidebar with navigation icons and a main content area with a list of management details. The list has columns for #, Full Name, Capacity, Address, PSiRA No., Grade, ID, CV, and Status. A 'SAVE' button is located at the bottom right of the main content area.

#	Full Name	Capacity	Address	PSiRA No.	Grade	ID	CV	Status
1	Pamela Mukherjee	Member	118 A, New Colony, Gurgaon, Eastern Cape	SIRA-86782	A			Pending

4.5.12 Click the **Infrastructure** tab, Complete the Infrastructure tab questions

4.5.13 Click the **Save** button

- If all questions aren't answered, the system will not allow you to save the tab

The screenshot shows the PSiRA application interface. At the top left is the PSiRA logo. A navigation sidebar on the left contains icons for Home, Profile, Documents, Management, Infrastructure (highlighted), and Declarations. The main content area shows a form for 'Infrastructure' with a 'SAVE' button at the bottom right. A green notification box at the top right states 'Success Infrastructure details saved successfully'. The form contains several questions with radio button options for 'Yes' and 'No':

- 71.1/We declare that the business will ensure that the business uniforms comply with the amendments of Regulation 13 of the Private Security Industry Regulation Act,2001 (Act 56 OF 2001). The following attachments need to be included:
  - Yes  No
- 71.1. Design, sketch or photograph of the business insignia, emblem, title or symbol that will be used.(Attachment A)
  - Yes  No
- 71.2. Colour sketch or photograph of the business uniform(s). (Attachment B) No CAMO uniforms are permitted. No UNIFORM may include or have part of it, the colour BLUE (even shades of blue are not permitted) The Uniforms MAY NOT resemble any of the uniforms of the South African Forces. Regulations exclude:- Anti Poaching Exemption letter from the Accounting Officer of the applicable state force(s).
  - Yes  No

4.5.14 Click the **Declaration** tab, Read the declaration and undertaking statement

4.5.15 Select the **Click here for Signature link**

The screenshot shows the PSiRA application interface with the 'Declarations' tab selected. At the top right, it says 'Logged in As: Security Business' and 'Diapo'. The main content area displays the 'Declaration and undertaking' section. It includes the following information:

- App. No - APP-87079**
- Date of App. - 14-12-2021**
- Phone verified
- Email verified

The declaration text reads: 'I, the undersigned, duly authorised by the applicant business hereby warrant that the information furnished in this application, as well as any documentation submitted in support of this application, to the best of my knowledge true and correct.'

Additional details include:

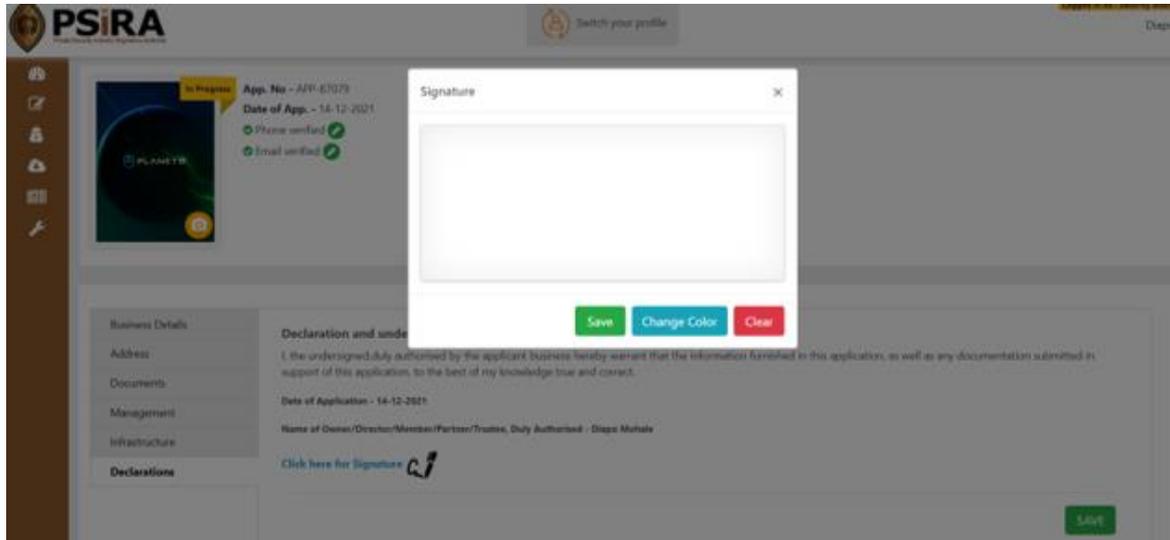
- Date of Application - 14-12-2021**
- Name of Owner/Director/Member/Partner/Trustee, Duly Authorised - Diapo Mohale**

A blue link 'Click here for Signature' with a signature icon is present. A green 'SAVE' button is at the bottom right.

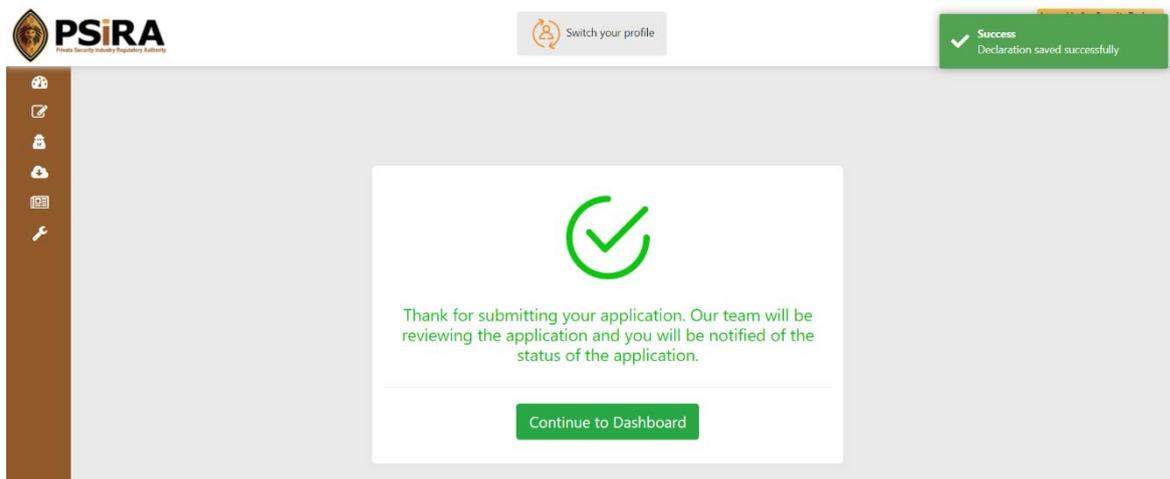
4.5.16 On the Signature dialog box, complete your electronic signature on the space provided.

4.5.17 Click the **Save** signature button

4.5.18 Click the **Save** button on the Declaration tab



4.5.19 Click the **Continue to Dashboard**



**Note:** The PSiRA team will review the application and an email notification will be sent once all processes have been followed

## 5. Download Certificate

5.1 On the Security Business Dashboard screen, select the **Download** tab on the left menu

**PSIRA** Private Security Industry Regulatory Authority

Switch your profile

Logged in As: Security Business rakesh

**Downloads**

Approved App. No - APP-86577  
PSIRA No - SIRA-86802  
Date of App. - 22-09-2021  
Reg. Approval Date - 22-09-2021  
Phone verified  
Email verified  
View Profile

My Locations

App No.	PSIRA No.	App Date	Status	View
APP-86578		22 Sep 2021	In Progress	
APP-86577	SIRA-86802	22 Sep 2021	Approved	

Voluntary Suspension  
Voluntary Withdrawal

Latest Updates

Last Updated Date	Description	Show all
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Checklist	1 Times
09-22-2021 04:56 AM	Application details have been Approved by the administrator for Checklist	1 Times
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Declarations	1 Times
09-22-2021 04:56 AM	Application details have been Approved by the administrator for Declarations	1 Times
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Infrastructure	1 Times
09-22-2021 04:56 AM	Application details have been Approved by the administrator for Infrastructure	1 Times
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Management	1 Times
09-22-2021 04:56 AM	Application details have been Approved by the administrator for Management	1 Times

https://staging.protatechindia.com/PSIRA/admin/tool/downloads

5.2 Click the **DOWNLOAD CERTIFICATE** button

**PSIRA** Private Security Industry Regulatory Authority

Switch your profile

Logged in As: Security Business rakesh

**Downloads**

12-14-2021-09-38-33.pdf  
Open file

12-14-2021-09-38-21.pdf  
Open file

12-14-2021-09-37-39.pdf  
Open file

See more

DOWNLOAD CERTIFICATE

Note: The PSIRA team would have to first approve the application before download option is available

## 6. Adding and Terminating Security Officer(s)

### Engagement:

- 6.1 On the Security Business Dashboard screen, select the **Security Officer** tab on the left menu

The screenshot shows the PSiRA Security Business Dashboard. The left sidebar has the 'Security Officer' tab selected. The main content area displays details for application APP-86577, which is in an 'Approved' status. It lists the PSiRA No. as SIRA-86802, the Date of App. as 22-09-2021, and the Reg. Approval Date as 22-09-2021. Verification status shows 'Phone verified' and 'Email verified' as successful. Below this, there are links for 'View Profile', 'Voluntary Suspension', and 'Voluntary Withdrawal'. A 'My Locations' table is also present:

App No.	PSiRA No.	App Date	Status	View
APP-86578		22 Sep 2021	In Progress	
APP-86577	SIRA-86802	22 Sep 2021	Approved	

Below the table is a 'Latest Updates' section with a table of activity:

Last Updated Date	Description	Show all
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Checklist	1 Times
09-22-2021 04:56 AM	Application details have been Approved by the administrator for Checklist	1 Times
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Declarations	1 Times
09-22-2021 04:56 AM	Application details have been Approved by the administrator for Declarations	1 Times
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Infrastructure	1 Times
09-22-2021 04:56 AM	Application details have been Approved by the administrator for Infrastructure	1 Times
09-22-2021 04:56 AM	APP-86577 have been Approved by the Robbet for Management	1 Times

- 6.2 On the default Security Office List tab, select the **Add Security Officer** button

The screenshot shows the PSiRA Security Office List tab. The page title is 'Security Officer List' with a sub-tab 'Transfer Request'. An 'Add Security Officer' button is located in the top right corner. The main content is a table of security officers:

<input type="checkbox"/>	PSiRA Number	Name	Employee No	Effective From	Position	End Date	Status	Rema...
<input type="checkbox"/>	86724	Yogesh Kumar	EMP-86499	01-09-2021	Security Officer	18-11-2021	Terminat...	
<input type="checkbox"/>	87299	Ndabe Luthuli	srf	14-12-2021	Bodyguard	13-12-2021	Terminat...	Resigned

At the bottom of the page, there is a text input field labeled 'Enter Termination Reason' and a 'Terminate' button.

6.2.1 On the Security Officer Request box, complete the mandatory fields regarding the security officer

6.2.2 Check the **Nominate for Payment** box if applicable

6.2.3 Click the **Submit** button

The screenshot shows the PSIRA Security Officer Request form. The form is titled "Security Officer Request" and contains the following fields:

- Employment Type: Select
- PSIRA Number: [Text Input]
- Employee Number: [Text Input]
- Effective From: yyyy/mm/dd [Date Picker]
- Position: Select
- Nominated for Payment:

A green "SUBMIT" button is located at the bottom right of the form. The background shows a "Security Officer List" table with the following columns: PSIRA Number, Name, Position, End Date, Status, and Remarks. The table contains two rows of data:

PSIRA Number	Name	Position	End Date	Status	Remarks
86724	Yogesh Kumar	Security Officer	18-11-2021	Terminat...	
87299	Ndabe Luthuli	Bodyguard	13-12-2021	Terminat...	Resigned

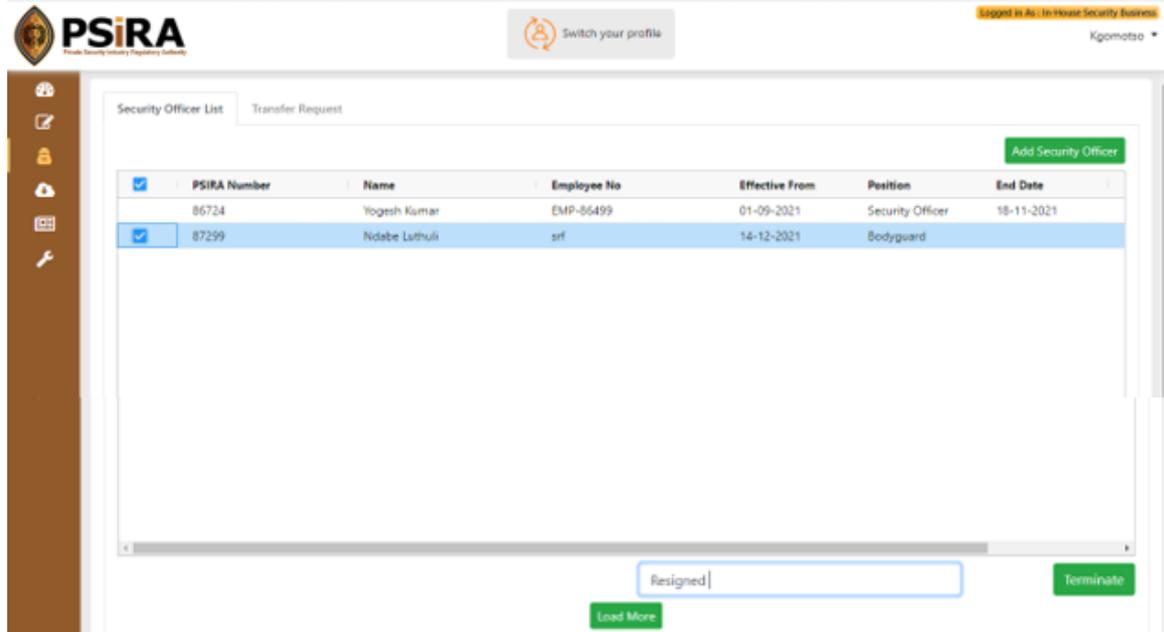
6.2.4 The added security officer will display on the Security Officer List tab

**Note: Directors and Instructors cannot be engaged but will be displayed on the Security Officer List automatically during the registration process or instructor linkage process**

## Termination:

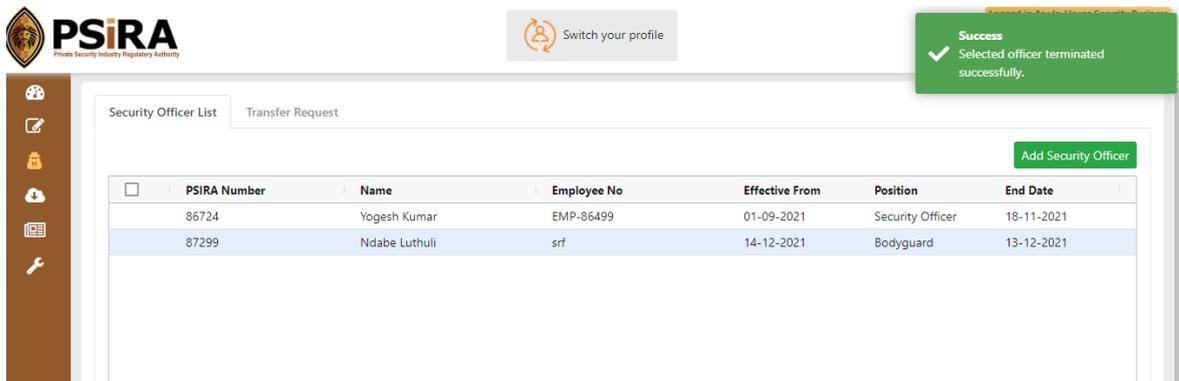
6.1 On the default Security Officer List tab, select the checkbox next to the desired security officer to terminate

6.1.1 Navigate to the bottom of the page and complete the reason for the termination



The screenshot shows the PSiRA web application interface. At the top, there is a navigation bar with the PSiRA logo, a 'Switch your profile' button, and a user profile indicator 'Kgomofo'. Below the navigation bar, there are two tabs: 'Security Officer List' (active) and 'Transfer Request'. A table with the following columns is displayed: PSiRA Number, Name, Employee No, Effective From, Position, and End Date. Two rows are visible: one for Yogesh Kumar (PSiRA Number 86724, EMP-86499, Security Officer, 01-09-2021 to 18-11-2021) and one for Ndabe Luthuli (PSiRA Number 87299, srf, Bodyguard, 14-12-2021). The second row is selected. Below the table, there is a text input field containing 'Resigned' and a green 'Terminate' button. A 'Load More' button is also present.

6.1.2 Click the **Terminate** button

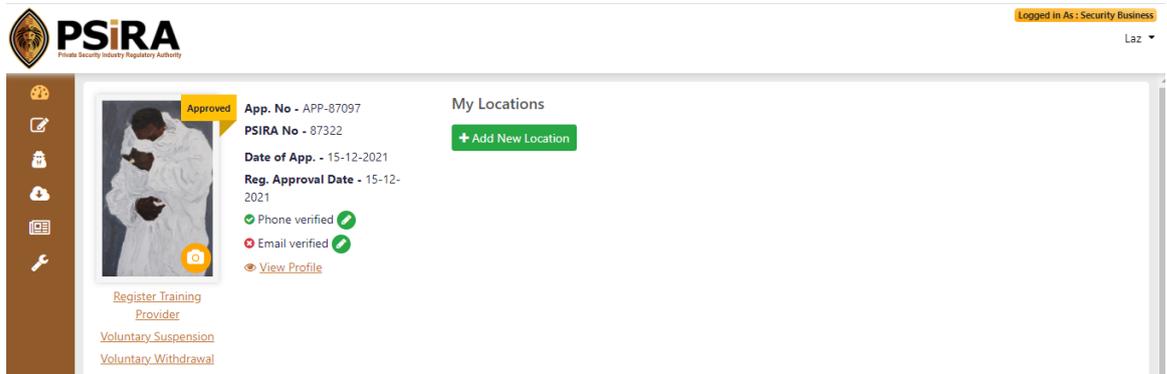


The screenshot shows the PSiRA web application interface after the termination action. A green success message is displayed in the top right corner: 'Success Selected officer terminated successfully.' The table now shows three rows: one for Yogesh Kumar (PSiRA Number 86724, EMP-86499, Security Officer, 01-09-2021 to 18-11-2021), one for Ndabe Luthuli (PSiRA Number 87299, srf, Bodyguard, 14-12-2021 to 13-12-2021), and one for another officer (PSiRA Number 87299, srf, Bodyguard, 14-12-2021 to 13-12-2021). The 'Add Security Officer' button is still visible.

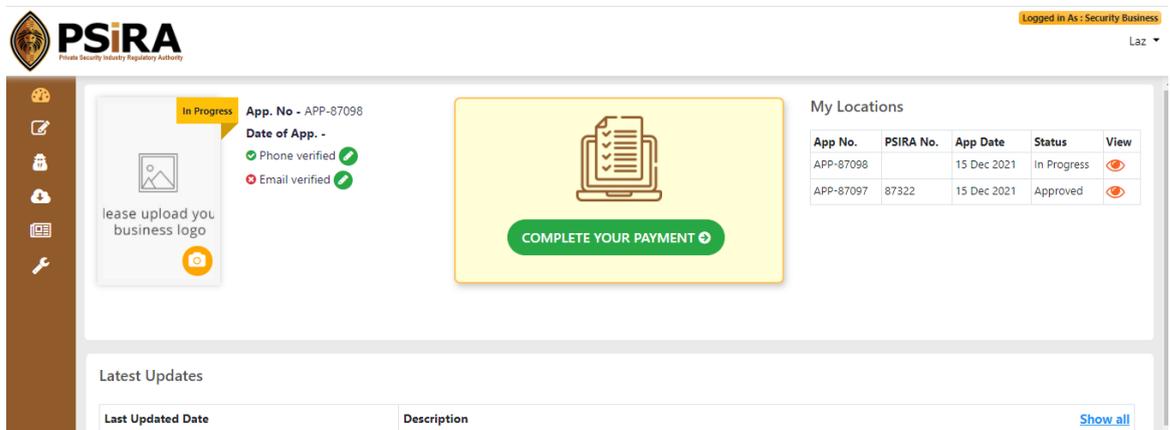
**Note: PSiRA Finance Administrator will be notified of Engaged and Terminated security(s) officer**

## 7. Add Branch Location

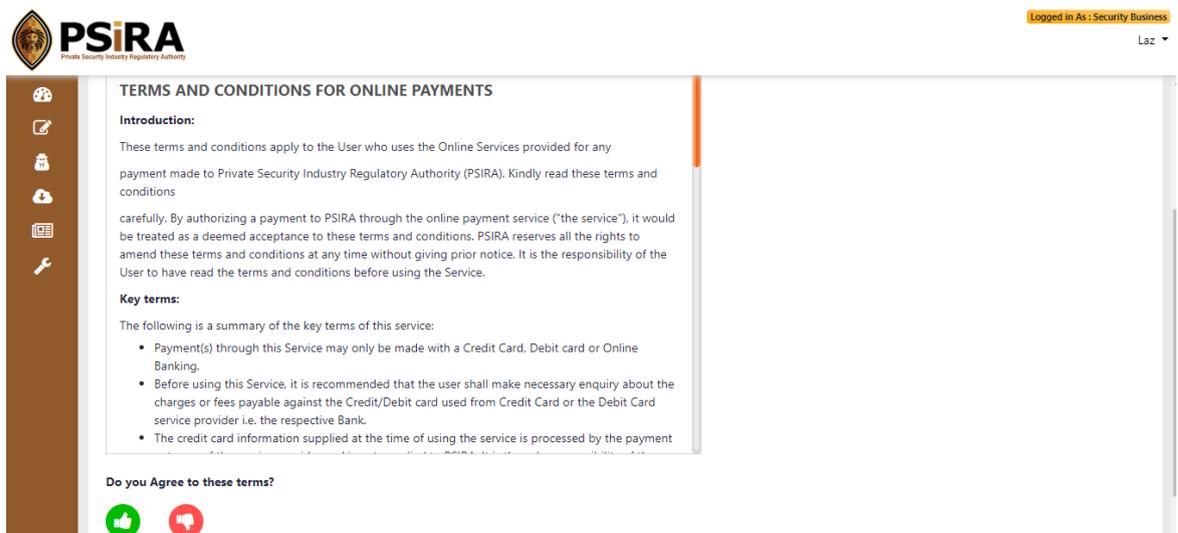
7.1 On the Security Business Dashboard screen, select the **Add New Location** button under My Locations section



7.2 Click on the **Complete Your Payment** Button



7.2.1 Read the Online Payments Terms and Conditions, Select the green **Agree** button



## 7.2.2 Select the preferred method of payment and complete payment information (Credit/Debit Card or Bank Payment),

**PSiRA** Private Security Industry Regulatory Authority

Logged in As: Security Business Laz

Total Due: R3450.00

Please read Terms & Conditions

**TERMS AND CONDITIONS FOR ONLINE PAYMENTS**

**Introduction:**

These terms and conditions apply to the User who uses the Online Services provided for any payment made to Private Security Industry Regulatory Authority (PSiRA). Kindly read these terms and conditions carefully. By authorizing a payment to PSiRA through the online payment service ("the service"), it would be treated as a deemed acceptance to these terms and conditions. PSiRA reserves all the rights to amend these terms and conditions at any time without giving prior notice. It is the responsibility of the User to have read the terms and conditions before using the Service.

**Key terms:**

The following is a summary of the key terms of this service:

- Payment(s) through this Service may only be made with a Credit Card, Debit card or Online Banking.

Please choose your payment preference.

Credit/Debit Card | Bank Payment

Brand: Visa | VISA

Card Number: [input] | Expiry Date: [input] MM / YY

Card holder: [input] | CVV: [input]

Pay now

## 7.3 On the Dashboard, Click on the Complete Your Profile Button

**PSiRA** Private Security Industry Regulatory Authority

Logged in As: Security Business Laz

In Progress App. No - APP-87098  
Date of App. - 15-12-2021  
Phone verified ✓  
Email verified ✓

Please upload your business logo

Click the button below and fill the forms and click save.

Complete your profile

**My Locations**

App No.	PSiRA No.	App Date	Status	View
APP-87098		15 Dec 2021	In Progress	
APP-87097	87322	15 Dec 2021	Approved	

**Latest Updates**

Last Updated Date	Description	Show all
12-15-2021 16:51 PM	Payment Processed Successfully.	

### 7.3.1 Complete the relevant branch information in all the relevant tabs

**PSiRA** Private Security Industry Regulatory Authority

Logged in As: Security Business Laz

In Progress App. No - APP-87098  
Date of App. - 15-12-2021  
Phone verified ✓  
Email verified ✓

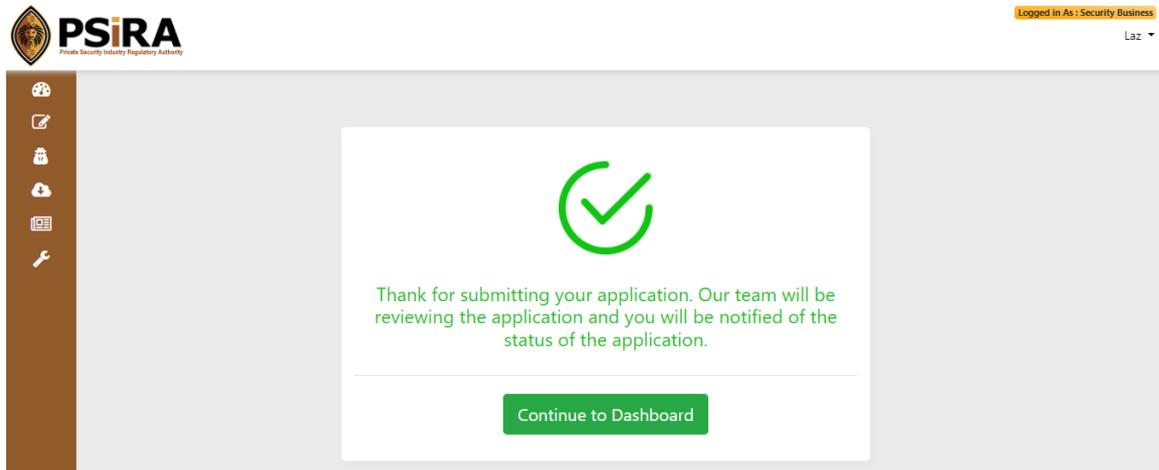
GET ON CONSULT

**Branch Details**

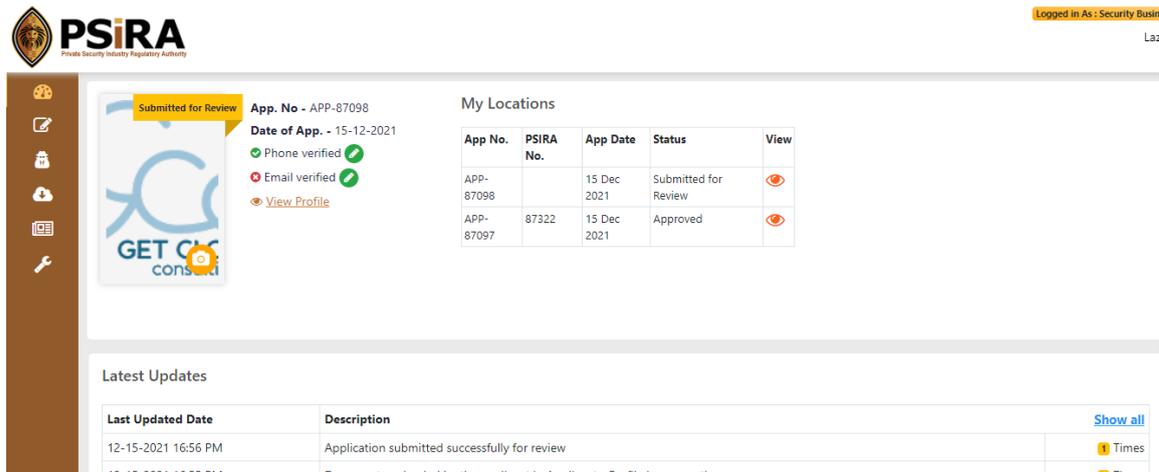
Application No	APP-87098	PSiRA No.	
Address	Branch Name* Daytona KZN Branch	Trade Name	
Documents	SARS Number* 1234567	Business Registration Number*	1234567
Management	COID Registration Number	PAYE Registration Number	
Infrastructure	UIF Number	VAT Registration Number	

Note: The completing of the Profile for the New Branch Location process is the same as for the original Business Registration (Refer to 5. Registration).

7.3.2 Once all the new location information has been completed and saved, Click the **Continue to Dashboard** button



7.3.3 The system will present the user's new branch location dashboard with a status update of the progress of the application



## 8. Security Business Billing

8.1 On the Security Business Dashboard screen, select the **Invoices** tab on the left menu

8.1.1 The system will display the default Ledger tab, where the user can see all the payments/fees due to them, current closing balance and the option to **Proceed to Pay** button to settle the amounts

The screenshot shows the PSIRA Security Business Billing dashboard. The 'Ledger' tab is selected, displaying a table of transactions for Provy Company in December 2021. The table includes columns for PSIRA#, Name, Month, Transaction Date, Description, Opening Balance, Debit Amount, Credit Amount, and Closing Balance. A 'PROCEED TO PAY' button is visible in the top right corner.

PSIRA#	Name	Month	Transaction Date	Description	Opening Balance	Debit Amount	Credit Amount	Closing Balance
87052	Provy Company	DEC	17-12-2021	Registration	R 0,00 CR	R 5555,00	R 0,00	R 5555,00 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 34,72	R 0,00	R 5589,72 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 0,00	R 5555,00	R 34,72 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 1200,00	R 0,00	R 1234,72 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 5000,00	R 0,00	R 6234,72 DR

8.2 Select the **Invoice** tab and filter to the desired Invoices made

8.2.1 The **Invoices** tab displays a detailed summary of the outstanding and due payments billed to the business, including a downloadable pdf to access each payment

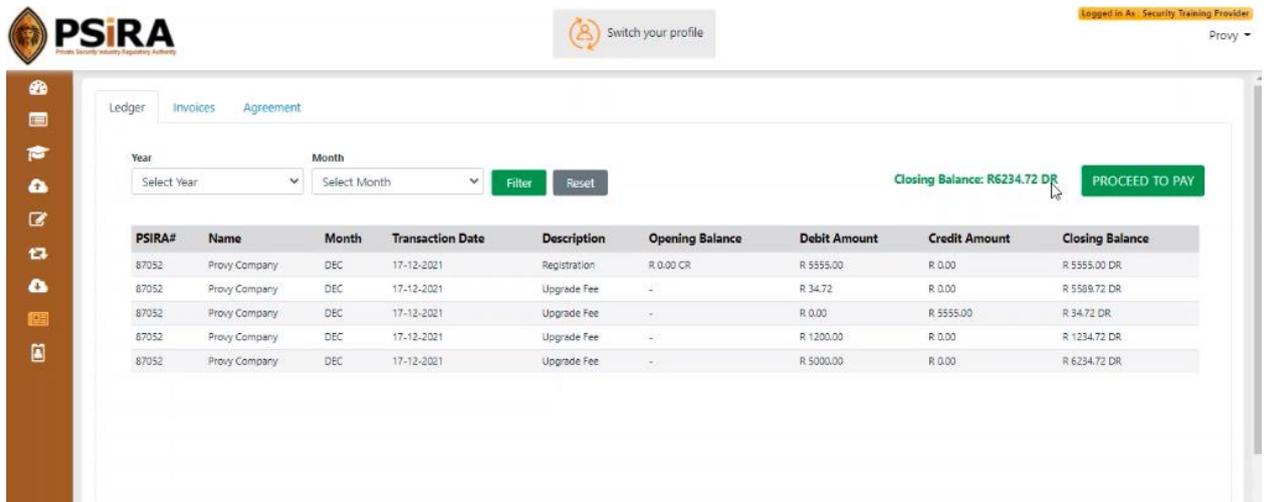
**Note: Outstanding payment invoices will be marked in red**

The screenshot shows the PSIRA Security Business Billing dashboard with the 'Invoices' tab selected. The interface includes filters for Type (Monthly/Yearly) and Year. A table displays invoice details, including Invoice No., Invoice Date, Due Date, Amount, Fee Type, Paid Amount, Interest Rate, Interest Amount, #Employee, Status, and Balance Amount. Outstanding invoices are highlighted in red.

Invoice No.	Invoice Date	Due Date	Amount	Fee Type	Paid Amount	Interest Rate	Interest Amount	#Employee	Status	Balance Amount
INV-PSIRA-791	17 Dec 2021	31 Dec 2021	R1200,00	Outstanding - Renewal Fee	R0,00	0%	R0,00		PENDING	R1200,00
INV-PSIRA-790	17 Dec 2021	31 Dec 2021	R5000,00	Outstanding - Registration Fee	R0,00	0%	R0,00		PENDING	R5000,00
INV-PSIRA-788	17 Dec 2021	31 Dec 2021	R5555,00	Outstanding - Others	R5555,00	0%	R0,00		PAID	R0,00
INV-PSIRA-639	10 Dec 2021	10 Dec 2021	R150,00	BusinessTranFee	R150,00	0%	R0,00		PAID	R0,00
INV-PSIRA-638	10 Dec 2021	10 Dec 2021	R160,00	CourseReport	R160,00	0%	R0,00		PAID	R0,00
INV-PSIRA-636	10 Dec 2021	10 Dec 2021	R150,00	BusinessTranFee	R150,00	0%	R0,00		PAID	R0,00
INV-PSIRA-635	10 Dec 2021	10 Dec 2021	R640,00	CourseReport	R640,00	0%	R0,00		PAID	R0,00

8.3 On the Ledger tab, Click the **Proceed to Pay** button, to settle the relevant closing balance

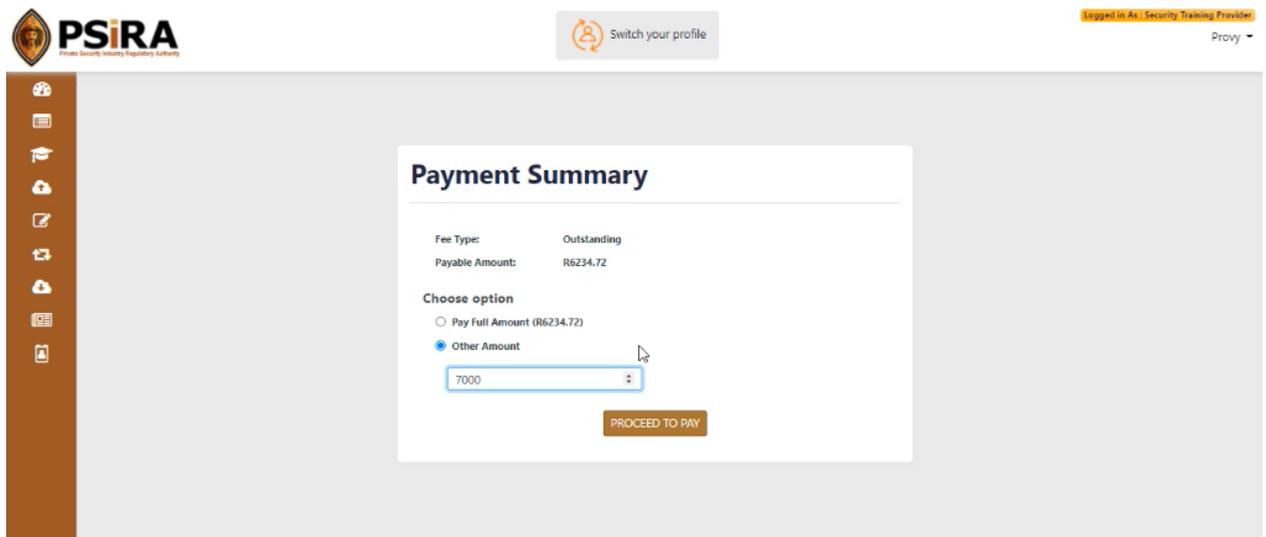
Note: Negative owing closing balances are marked with DR. Positive closing balances are marked with CR



8.3.1 On the Payment Summary page, select the desired payment option to settle the billing; **Pay Full Amount** or **Other Amount**.

8.3.2 If **other amount** is selected, enter the desired amount to pay.

8.3.3 Click **Proceed to Pay** button



Note: The user can settle half the owing amount or pay more than the owing amount

8.3.4 The system will redirect the user to Payment Information window, to complete payment

8.3.5 Click the **Agree** Icon for the payment terms and conditions for the desired payment amount.

8.3.6 Proceed to choosing the preferred payment option to complete payment (i.e., Credit/Debit card or Bank Payment)

**PSiRA** Private Security Industry Regulatory Authority

Switch your profile

Logged in As: Security Training Provider

Provy

**Payment Information**

Total Due  
R7000.00

**Please read Terms & Conditions**

and/or issues an online payment instruction and provides his/ her card / bank details:

1. The Applicant is fully and lawfully entitled to use such credit / debit card, bank account for such transactions;
2. The Applicant is responsible to ensure that the card/ bank account details provided by him/ her are accurate;
3. The Applicant authorizes debit of the nominated card/ bank account for the Payment of fees selected by such Applicant along with the applicable Fees.
4. The Applicant is responsible to ensure that sufficient credit is available on the nominated card/ bank account at the time of making the payment to permit the
5. Payment of the dues payable or fees dues selected by the Applicant inclusive of the applicable Fee.

**No warranty:**  
No warranty, representation or guarantee, express or implied, is given by the PSiRA in respect of the operation of the service.

**Disclaimer and Limitation of liability:**

Please choose your payment preference.

Credit/Debit Card

Bank Payment

Brand: Visa

Card Number: 4111 1111 1111 1111

Expiry Date: 05 / 25

Card holder: ebs

CVV: 123

Pay now

8.3.7 The closing balance on the **Leger** tab displays the new closing balance after the payment

**PSiRA** Private Security Industry Regulatory Authority

Switch your profile

Logged in As: Security Training Provider

Provy

Ledger | Invoices | Agreement

Year: Select Year

Month: Select Month

Filter

Reset

Closing Balance: R765.28 CR

PROCEED TO PAY

PSiRA#	Name	Month	Transaction Date	Description	Opening Balance	Debit Amount	Credit Amount	Closing Balance
87052	Provy Company	DEC	17-12-2021	Registration	R 0.00 CR	R 5555.00	R 0.00	R 5555.00 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 34.72	R 0.00	R 5589.72 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 0.00	R 5555.00	R 34.72 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 1200.00	R 0.00	R 1234.72 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 5000.00	R 0.00	R 6234.72 DR
87052	Provy Company	DEC	17-12-2021	Upgrade Fee	-	R 0.00	R 7000.00	R 765.28 CR

8.3.8 Select the **Invoices** tab, to view the paid amount and click the pdf document icon to view the details of the paid invoice

The screenshot shows the PSiRA web application interface. At the top left is the PSiRA logo (Private Security Industry Regulatory Authority). At the top right, there is a 'Switch your profile' button and a user status indicator 'Logged in As: Security Training Priv'. Below the header, there are navigation tabs for 'Ledger', 'Invoices', and 'Agreement'. The 'Invoices' tab is active. Below the tabs, there are filters for 'Type' (Monthly, Yearly) and 'Year' (Select Year), along with 'Search' and 'Reset' buttons. The main content is a table with the following columns: Invoice No., Invoice Date, Due Date, Amount, Fee Type, Paid Amount, Interest Rate, Interest Amount, #Employee, Status, and Balance Amount. The table contains seven rows of invoice data, all with a status of 'PAID'.

Invoice No.	Invoice Date	Due Date	Amount	Fee Type	Paid Amount	Interest Rate	Interest Amount	#Employee	Status	Balance Amount
INV-PSIRA-791	17 Dec 2021	31 Dec 2021	R1200.00	Outstanding - Renewal Fee	R1200.00	0%	R0.00		PAID	R0.00
INV-PSIRA-790	17 Dec 2021	31 Dec 2021	R5000.00	Outstanding - Registration Fee	R5000.00	0%	R0.00		PAID	R0.00
INV-PSIRA-788	17 Dec 2021	31 Dec 2021	R5555.00	Outstanding - Others	R5555.00	0%	R0.00		PAID	R0.00
INV-PSIRA-639	10 Dec 2021	10 Dec 2021	R150.00	BusinessTranFee	R150.00	0%	R0.00		PAID	R0.00
INV-PSIRA-638	10 Dec 2021	10 Dec 2021	R160.00	CourseReport	R160.00	0%	R0.00		PAID	R0.00
INV-PSIRA-636	10 Dec 2021	10 Dec 2021	R150.00	BusinessTranFee	R150.00	0%	R0.00		PAID	R0.00
INV-PSIRA-635	10 Dec 2021	10 Dec 2021	R640.00	CourseReport	R640.00	0%	R0.00		PAID	R0.00

## 9. Security Business Renewals

- 9.1 On the Security Business Dashboard screen, read/view the message that notifies you to renew your business certificate as it has expired

PSIRA

Switch your profile

Logged in As: Security Business  
William

App. No - APP-88678  
PSIRA No - SIRA-88901  
Date of App. - 01-10-2021  
Reg. Approval Date - 06-12-2021  
Phone verified  
Email verified  
View Profile

Attention! Your certificate expired on 22 Dec 2021. Please go to Service Requests menu for the renewal of Certificate.

My Locations

App No.	PSIRA No.	App Date	Status	View
APP-88677	SIRA-88902	01 Oct 2021	Approved	
APP-88678	SIRA-88901	01 Oct 2021	Approved	

Add New Location

Latest Updates

Last Updated Date	Description	Show All
12-06-2021 12:44 PM	APP-88678 have been Approved by the Robber for RenewalCertificate	3 Times
12-06-2021 12:44 PM	Application details have been Approved by the administrator for RenewalCertificate	3 Times
12-06-2021 12:30 PM	Payment Processed Successfully.	3 Times
11-17-2021 05:18 AM	Documents uploaded by the applicant in Renewal section.	3 Times
10-01-2021 08:09 AM	APP-88678 have been Approved by the Robber for Declarations	3 Times
10-01-2021 08:09 AM	Application details have been Approved by the administrator for Declarations	3 Times
10-01-2021 08:09 AM	APP-88678 have been Approved by the Robber for Infrastructure	3 Times
10-01-2021 08:09 AM	Application details have been Approved by the administrator for Infrastructure	3 Times
10-01-2021 08:09 AM	APP-88678 have been Approved by the Robber for Management	3 Times
10-01-2021 08:09 AM	Application details have been Approved by the administrator for Management	3 Times
10-01-2021 08:09 AM	APP-88678 have been Approved by the Robber for document	3 Times
10-01-2021 08:09 AM	Application details have been Approved by the administrator for document	3 Times

9.1.1 Navigate and select the **Service Request** tab on the left menu

9.1.2 Click the **Renew Certificate** button

9.1.3 The system will display a message on the dashboard, indicating that the business certificate is due for renewal

9.1.4 Click the green **Pay – R340** button

PSIRA

Switch your profile

Logged in As: Security Business  
William

Service Request

Letter of Good Standing

Renewal Certificate

Attention! Your certificate expired on 22 Dec 2021. Please renew certificate by clicking on the below link.

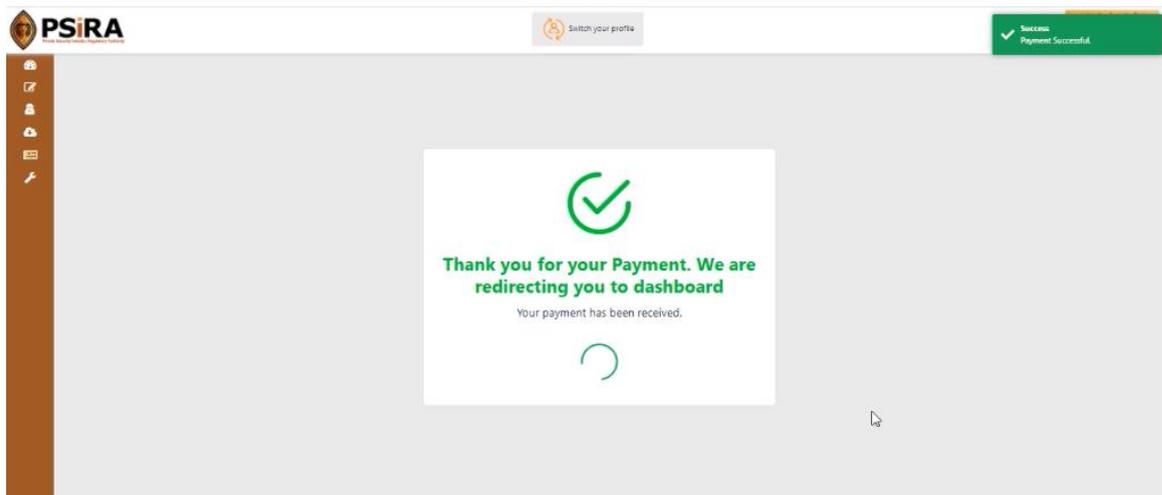
PAY - R340

9.1.5 Click the **Agree** Icon for the payment terms and conditions for the renewal amount.

9.1.6 Proceed to choosing the preferred payment option to complete the payment (i.e., **Credit/Debit** card or **Bank Payment**)

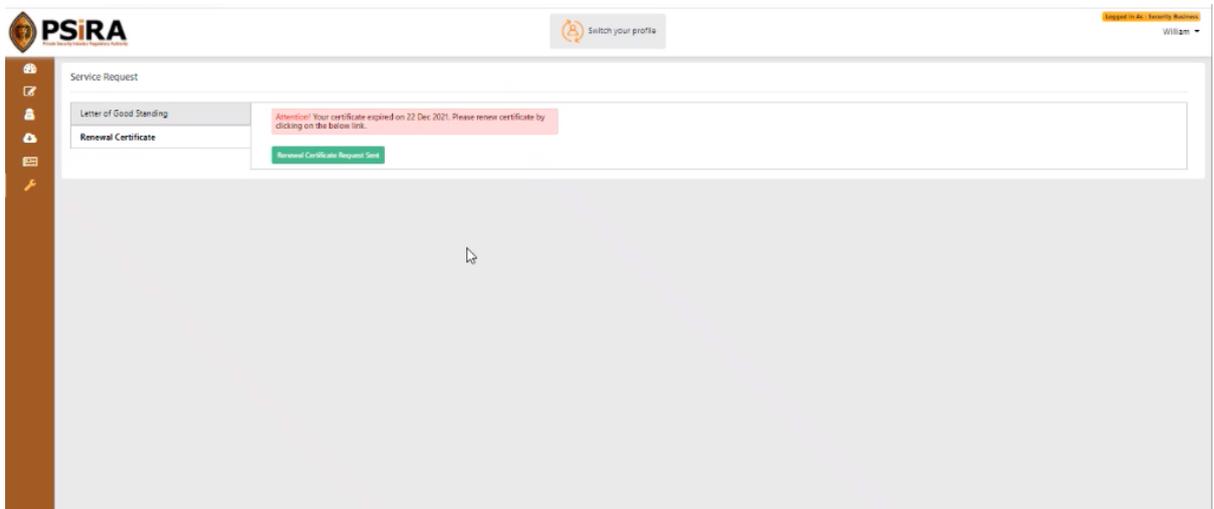
The screenshot shows the PSiRA payment interface. On the left, there is a sidebar with navigation icons. The main content area is titled "Payment Information" and shows a "Total Due" of R340.00. Below this, there is a section for "TERMS AND CONDITIONS FOR ONLINE PAYMENTS" with an "Introduction" and "Key terms" section. At the bottom of this section, there are "Agree" and "Disagree" buttons. To the right, there is a "Please choose your payment preference." section with two options: "Credit/Debit Card" and "Bank Payment". The "Credit/Debit Card" option is selected, and a form is displayed with fields for "Brand" (set to Visa), "Card Number" (4111), "Expiry Date" (MM / YY), "Card holder", and "CVV". A "Pay now" button is visible at the bottom right of the form.

9.1.7 The system will verify the completed payment

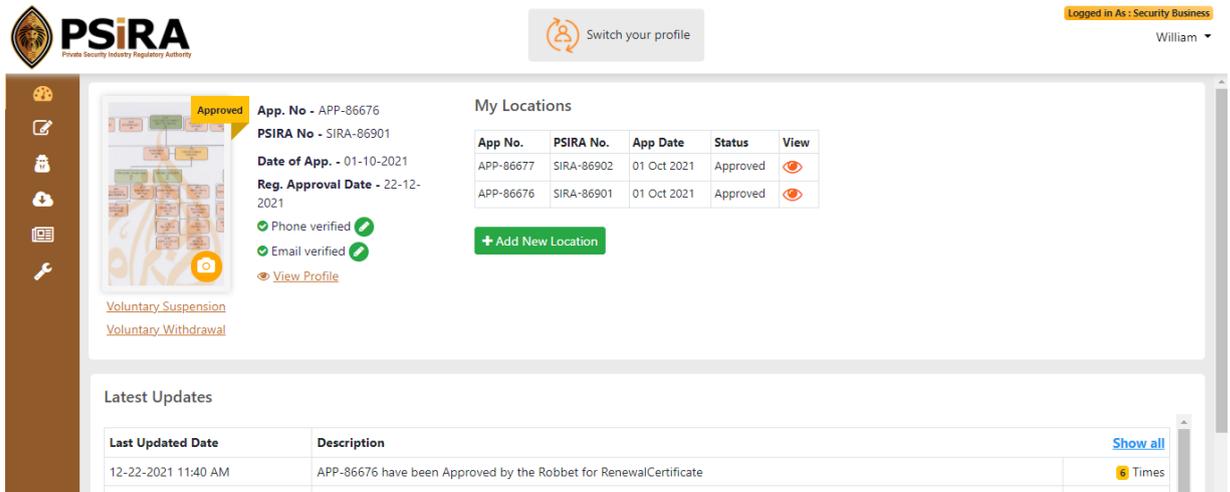


9.1.8 The system will display a message that informs the user that the renewal request has been sent to PSiRA back office

Note: The renewal request must be approved by PSiRA back Office before it reflects approved on the business profile

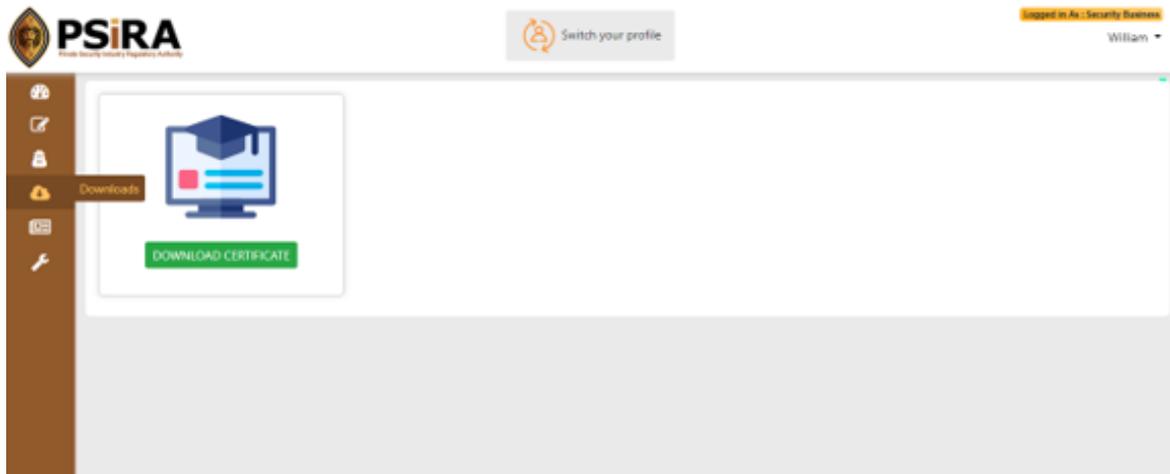


9.2. Once the renewal request has been approved, On the Security Business Dashboard screen, notice that renewal expiry message has disappeared



9.2.1. Navigate and select the **Downloads** tab button on the left menu, to access the renewed certificate

9.2.2. Click the **Download Certificate** button



## 10. Security Officer Transfer Request Approval

**Security Business 1:** (This business desires to add a security officer that works for Security business 2)

10.1 On the Security Business Dashboard screen, navigate and select the **Security Officer** Tab on the left menu

10.1.1 Proceed to adding the security officer that is already employed by another Security Business

10.1.2 Click the **Add Security Officer** button, complete and submit the relevant Security Officer request box (*Refer to Adding Security Officer Process*)

**Note:** The system will display a message informing that the security officer is already engaged with another security business and the request has been sent to accept or decline the transfer

The screenshot displays the PSIRA Security Officer Request form. The form is titled "Security Officer Request" and contains the following fields:

- Employment Type: Permanent (dropdown)
- PSIRA Number: 87325
- Employee Number: E10P-5656
- Effective From: 24-12-2021
- Position: Consultant (dropdown)
- Nominated for Payment:

A green success message is displayed in the top right corner: "Success Employee with this PSIRA number already engaged with another Service Provider. Request has been sent to that Service Provider." Below the form, there is a "SUBMIT" button. In the background, a table lists security officers with columns for PSIRA Number, Name, and Employee No. The table contains three entries:

PSIRA Number	Name	Employee No
SIRA-86773	Nunni Sharma	
SIRA-86783	Ashu Sharma	
87325	Nidaha Luthuli	

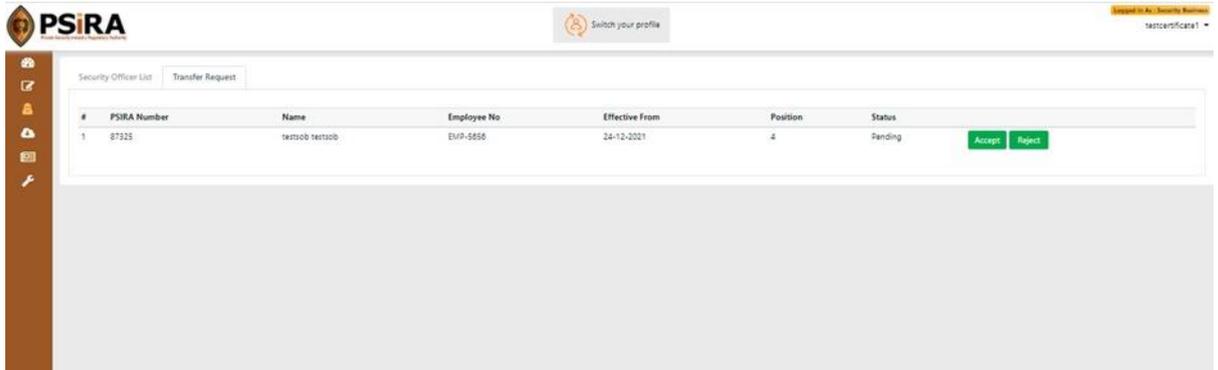
At the bottom of the form, there is a "Load More" button and a "Terminate" button. The "Enter Termination Reason" field is also visible.

**Security Business 2:** (This business must accept or reject the security officer request)

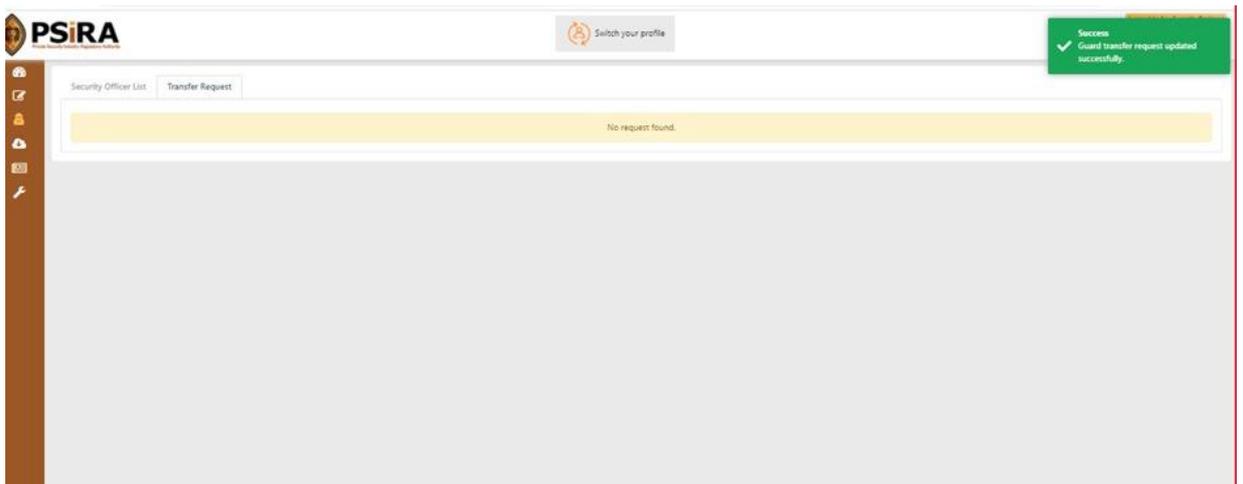
10.2 On the Security Business Dashboard screen, navigate and select the **Security Officer** Tab on the left menu

10.2.1 Select the **Transfer Request** tab, to see the request from the Security Business 1

10.2.2 Click the **Accept** or **Reject** button next to the security officer details



10.2.1 The system will display a successful message of whether the security officer transfer request has been accepted or rejected



**The End**