



Comprehensive guide:
Registering a security business

2025

business application: ePSiRA online portal (www.psira.co.za).

Two options: **SECURITY BUSINESS** or an **IN-HOUSE SECURITY BUSINESS**.



CHOOSE **SECURITY BUSINESS**

When your primary concern will be providing or rendering a security service to a third party for remuneration, reward, a fee or benefit.

Referred to as your usual security business i.e. *ABC Security services (Pty)Ltd*

ONLY CHOOSE **IN-HOUSE SECURITY BUSINESS**

When you will be providing a security service to protect your **own persons or property**, you will not be contracting your services out to a third party.

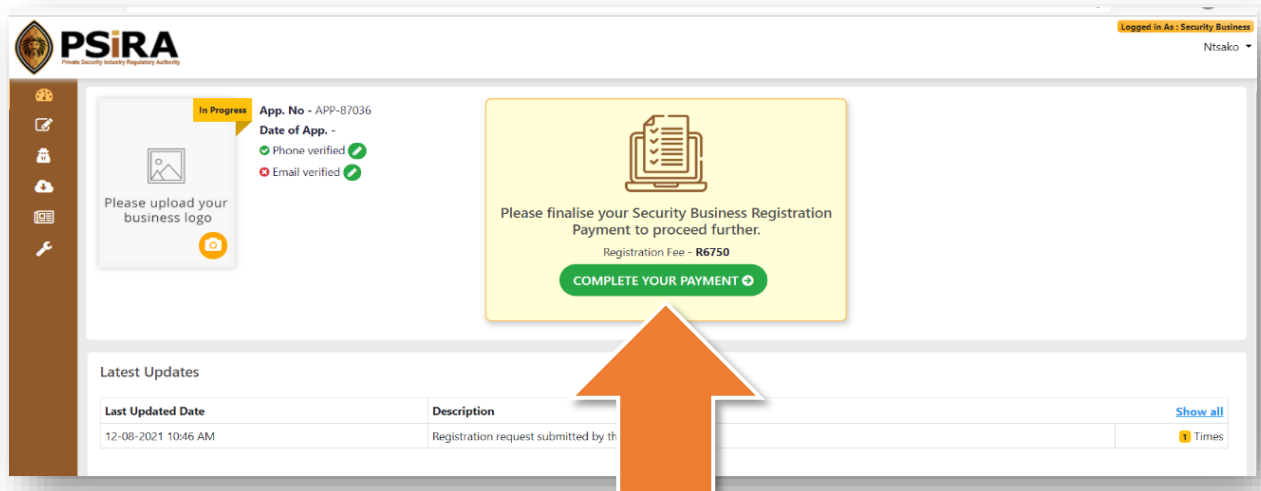
i.e. *employing your own security officers to safeguard your factory.*

NEXT STEP **pay the registration fee.**

Its important to note:

The registration fee is not refundable

(make sure you intend finalising the application before you make the payment)



FINALISE YOUR PAYMENT

Once registered – the business will be billed for the **pro-rata annual fees** due up to the next financial year (April)

Be mindful that annual fees increase annually on the **1st of April.**

EXAMPLE (important: example is not based on the current fee structure)

1. **Registration fee** (before registration)

R10 00-00

2. **Annual fees** (After you are registered)

R10 00-00

(This fee is prorated based on the number of months remaining until the end of the financial year, starting after registration)

Total

R20 000-00

DOCUMENTATION TAB

The screenshot shows the PSiRA application interface. At the top, the PSiRA logo is on the left, and 'Switch your profile' and 'Logged in As: Security Business' are on the right. The main content area shows an application in progress with details: 'App. No - APP-87079', 'Date of App. - 14-12-2021', and verification status for 'Phone verified' and 'Email verified'. A green callout box with a white arrow points to the 'Email verified' status, containing the text 'Remember to verify your e-mail address.' A large blue callout box with a white arrow points to the 'Documents' section, containing the text 'Ensure you upload you company LOGO. (.jpeg format)'. Below this, there are three document upload boxes, each with a 'Browse' button and a 'Max. file size' indicator. The first box is for 'CIPC Business (Company, Close Corporation or Co-Op)/Partnership/ Trust/foundation Documents' with an orange arrow pointing to its 'Browse' button. The second box is for 'A tax clearance certificate from the South African Revenue Service' with a blue arrow pointing to its 'Browse' button. The third box is for 'Lease agreement or Proof of Address/ownership' with a yellow arrow pointing to its 'Browse' button.

DOCUMENTS REQUIRED

1. **CIPC Business (Company, Close Corporation or Co-Op)/Partnership/ Trust/foundation Documents**
2. **A tax clearance certificate from SARS**
3. **Lease agreement or Proof of Address/ownership**
4. **Business plan for 1 year**
5. **Psira Specimen resolution on formal letterhead**
6. **Resolution Letter on a business letterhead stating that the business will be able to operate within a period of 12 months after registration.**
7. **Design, sketch or photo of the uniform and insignia/title/symbol business will use.**
8. **Detailed information on infrastructure (PSiRA 24a)**
9. **A completed Suretyship**
10. **Proof of ownership of a landline phone/ Mobile phone number**

Document format discussed below

Upload requirements of documents:

- Documents must be in PDF format. *(except uniform, which must be in JPEG format)*
- Document size may not exceed 3 Mb.
- Make sure the document uploaded correctly *(a small image of uploaded document will be visible)*

CORRECT FORMAT OF DOCUMENTS TO BE UPLOADED

1. CIPC DOCUMENTS

Certificate issued by the Commissioner of Companies & Intellectual Property Commission on Sunday, March 26, 2023 at 14:57

Disclosure Certificate: Companies and Close Corporations

Registration Number: ██████████
Enterprise Name: ██████████

ENTERPRISE INFORMATION

Registration Number: ██████████
Enterprise Name: ██████████ (PTY) LTD
Registration Date: ██████████
Business Start Date: ██████████
Enterprise Type: Private Company
Enterprise Status: In Business
Compliance Notice Status: YES
Financial Year End: April
TAX Number: ██████████

Addresses

POSTAL ADDRESS	ADDRESS OF REGISTERED OFFICE
██████████	██████████
██████████	██████████
██████████	██████████
██████████	██████████

ACTIVE MEMBERS / DIRECTORS

Surname and First Names	Type	ID Number / Date of Birth	Contrib. (R)	Interest (%)	Appoint. Date	Address
██████████	██████████	██████████	0.00	0.00	05/05/2019	██████████

AUDITOR DETAILS

Auditor Name	Type	Status	Appointment Date	Resignation Date	Email Address
██████████	██████████	██████████	██████████	██████████	██████████

Profession Number: ██████████

CHANGE SUMMARY


10/12/2020 Status changed to Annual Return In De-registration on 10/12/2020.
Annual Return Non Compliance - In Process of Deregistration No Payment have been made.

05/09/2019 Email Notification that Annual Return is due was sent on 05/09/2019.
██████████

26/02/2021 Status changed from ██████████ to ██████████
██████████

Page 1 of 2

Physical Address: the dti Campus - Block F, 77 Meintjies Street, Sunnyside 0001
Postal Address: Companies, P O Box 429, Pretoria, 0001
Dooex: 256
Web: www.cipc.co.za
Contact Centre: 086 100 2472 (CIPC)
Contact Centre (International): +27 12 354 9573

Enterprise status must show "in business"

All directors/members etc. MUST be:
1. Listed on EPSiRA when applying.
2. registered with PSiRA and
3. have at least a Grade "B" qualification

2. SARS CLEARANCE

a. Note we are unable to use the SARS pin as per example below.

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	[REDACTED]
Trading Name	[REDACTED]
Tax Reference Number(s)	[REDACTED]
Purpose of Request	Tender
Request Reference Number	[REDACTED]
PIN	G123456789BQ
PIN Expiry Date	24/03/2024

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date when the PIN is used.

You may cancel this PIN at any time before the expiry date requested above. Once cancelled, a third party will not be able to verify your TCS.

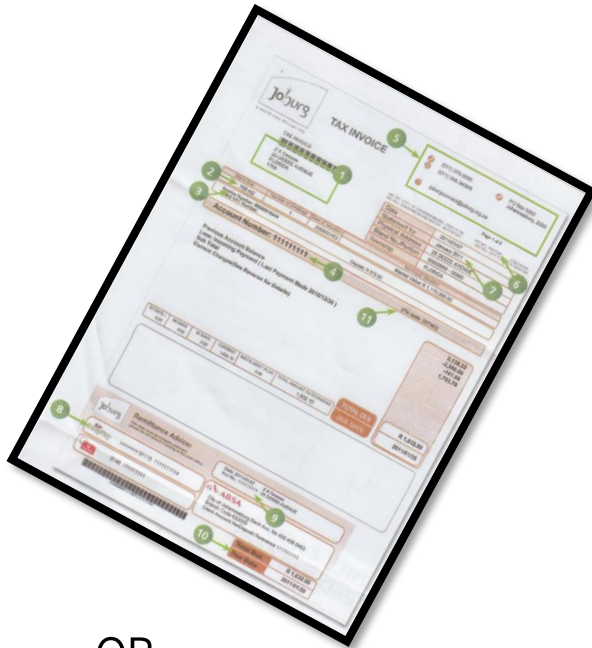
SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

b. Please provide us with the screen-print/copy from the SARS website indicating that the business is compliant, as per example below

The screenshot shows the SARS eFiling website interface. At the top, there are browser tabs for 'eFiling' and 'Flattened Letter'. The URL is 'secure.sarsfiling.co.za/app/efdotnet/efdotnet'. The main heading is 'TAX COMPLIANCE STATUS'. Below this, there are two sections: 'CLIENT DETAILS' and 'REFRESH STATUS'. 'CLIENT DETAILS' includes fields for Client Name, Trading Name, Registration Number, and Tax Reference, all of which are redacted. 'REFRESH STATUS' shows 'Last Refreshed: 2022/02/24 12:53:14 PM'. Below these is a 'SEARCH RESULTS' section with tabs for 'MY COMPLIANCE PROFILE' and 'TAX COMPLIANCE STATUS REQUEST'. Under 'MY COMPLIANCE PROFILE', there are four categories: 'REGISTRATION', 'SUBMISSION OF RETURNS', 'DEBT', and 'RELEVANT SUPPORTING DOCUMENTS'. Each category has a green 'Compliant' button next to it. A large green checkmark is overlaid on the bottom right of the screenshot.

3. Lease agreement or Proof of Address/ownership

- Either a “Water and lights” account/municipal account if you own the premises **or** a lease agreement
- If you are **sub-leasing**, we will also need a lease agreement from the original tenant, confirming they are allowed to sub-lease space.



OR



IMPORTANT

Address specified on either document must match the address you entered in the **ADDRESS TAB** of the application.

4. Business Plan



A Sample Business Plan Outline

Remember to use this outline as a general guide only. Some parts may not apply to your business and some items important to your particular business might be missing.

The Executive Summary - The Executive Summary appears at the beginning of the business plan and gives the reader a quick, but informative overview of who you are at a personal, what your business is all about and a brief, but convincing argument as to why you will succeed. The executive summary is never longer than two pages. One page is preferable.

Description of the Business

1. Name of business, Location, Facility Description
2. Three or four top level goals
3. At least one strategy to go with each goal

Products/Services

1. Briefly describe what you will offer and why it is unique
2. Introduction to your market. The market being served (The Target Market)
3. Customer demand in size, Competitive Situation
4. Sales & Marketing - Where is the market going?

Management

1. Type of Organization, its culture, how it will be operated
2. Who are the people in charge?

Financial Requirements

1. For what purpose is external financing required (if any)?
2. Financial History of the business

Organization Description

1. Division of Responsibility, authority of each person and assessment of effectiveness

5. Resolution

- Pro-forma Resolution form **downloadable** and found on the DOCUMENTS TAB

Business Details
Address
Documents
Management

Documents Certificate Logs

Please download template for specimen resolution, Suretyship and PSiRA 24a templates to fill and upload scanned copy

- Example:

Pro-forma resolution can be downloaded from the "document" on your application.

MY SECURITY NAME AND LOGO SECURITY (Pty)Ltd
123 Main street
Mpmunlanga
(010) 123 4567
23/123445/07

Resolution passed at a duly constituted meeting of the Directors
(owner/directors/members/trustees/partners) of My Security Name (Pty)Ltd (registered name of business), 23/123445/07 (registration number) held at 1/1/2023 (place) at Centurion (time) on 12h01 (date).

Resolved:
That Peter Nobody (name of natural person) in his/her capacity as Director (owner/director/member/trustee/partner) be and is hereby authorized to make application to the Private Security Industry Regulatory Authority in terms of Section 21 of the Private Security Industry Regulation Act 58 of 2001 on behalf of My Security Name (Pty)Ltd (registered name of business) to be registered as a security service provider.

Specimen signature of duly authorized person

Certified Correct

Name	Capacity	Signature	Date
<u>Peter Nobody</u>	<u>Director</u>		<u>1/1/2023</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(all owners/directors/members/trustees/partners to sign)

1

Resolution **MUST** be printed on a company letterhead.

6. Resolution stating that business is likely to commence its business activities by rendering a security service within 12 months after registration.



On a Business Letterhead

RESOLUTION CONFIRMING LIKELIHOOD TO CONTINUE TO MEET THE REQUIREMENTS FOR AT LEAST A YEAR AFTER P/SIRA REGISTRATION

Resolution passed at a duly constituted meeting of the _____
 (owner/directors/members/trustees/partners) of _____ (registered
 name of
 business), _____ (registration number) held at _____
 (place) at _____ (time) on _____ (date).

Resolved:
 _____ (name of business) will likely be able to meet the statutory
 requirements for at least 1 year after registration.

Certified Correct

Name _____	Capacity _____	Signature _____	Date _____
Name _____	Capacity _____	Signature _____	Date _____
Name _____	Capacity _____	Signature _____	Date _____
Name _____	Capacity _____	Signature _____	Date _____
Name _____	Capacity _____	Signature _____	Date _____
Name _____	Capacity _____	Signature _____	Date _____



IMPORTANT:
 Wording different from pro-forma resolution

7. Uniform/Logo upload.

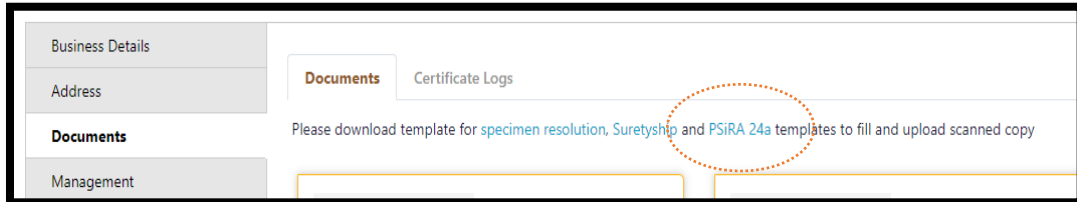


Photo/sketch requirements:

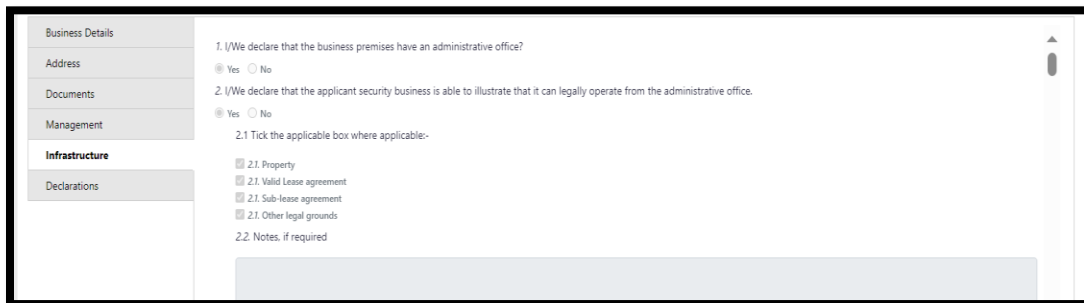
- Full uniform visible
- Logos visible
- Colors clear or written onto sketch (*i.e. white shirt*)
- No shades of **BLUE** or **CAMO** will be accepted (*exemption may apply*)

8. PSiRA 24 pro-forma (Confirmation of business infrastructure)

- Form downloadable on the DOCUMENTS TAB of the application – Download and complete and upload the completed document.



- Mark all items as **"YES"**, some might not be applicable at the moment, but you are indicating that you will be able to comply with these measures, should they become applicable in future.
- Any **"NO"** – provide reasons why they will never be applicable in future, the reply will be assessed and a decision based on the merits will be made.
- The PSiRA 24a appears twice on the application, one which you will be completed manually and uploaded, and one which needs to be completed digitally, on the INFRASTRUCTURE TAB.

A screenshot of the application interface showing the 'Infrastructure' tab selected in the navigation menu. The main content area contains the following text and form elements:

1. I/We declare that the business premises have an administrative office?
 Yes No

2. I/We declare that the applicant security business is able to illustrate that it can legally operate from the administrative office.
 Yes No

2.1 Tick the applicable box where applicable:-

- 2.1. Property
- 2.1. Valid Lease agreement
- 2.1. Sub-lease agreement
- 2.1. Other legal grounds

2.2. Notes, if required

Below the text, there is a large, empty grey rectangular box for entering notes.

9. Suretyship

- Suretyship form downloadable and found on the DOCUMENTS TAB

Business Details
Address
Documents
Management

Documents Certificate Logs

Please download template for specimen resolution, **Suretyship** and PSiRA 24a templates to fill and upload scanned copy

- Historically, the majority of applications are provisionally rejected due to mistakes in this form, **please make very sure that:**
 - **All** the required information is stated on the suretyship.
 - All directors/members etc. need to **sign** the suretyship agreement.
 - **No** mistakes/deletions/scribbling on any page (clean document)
 - All pages need to be **initialed** by ALL the directors/members etc. **AND** the **two witnesses**.

Example: Correctly completed

PRIVATE BAG X817
PRETORIA
0001

PSiRA
Private Security Industry Regulatory Authority

2(4)(c) of the Regulations made
under the Private Security Industry
Regulation Act No. 56 of 2001"
[SIRA-4]

I / We the undersigned,
Peter Nobody (730405 5020 088)
Full name and identity number (hereinafter called "the Surety")
Susan Somebody (581201 5020 086)
Full name and identity number (hereinafter called "the Surety")
Full name and identity number (hereinafter called "the Surety")
Full name and identity number (hereinafter called "the Surety")
Full name and identity number (hereinafter called "the Surety")
Full name and identity number (hereinafter called "the Surety")

herely bind ourselves jointly and severally in favour of:
THE PRIVATE SECURITY INDUSTRY REGULATORY AUTHORITY
(Established in terms of Act No. 56 of 2001)
(hereinafter called "the Authority")

as Surety for and co-principal debtor in solidum with:
My Security Name (Pty)Ltd
(hereinafter called "the Applicant Business")

for the payment of every amount which may now or at any time hereafter be or become owing by the Applicant Business to the Authority, its predecessor or lawful successors in title, in terms of the Private Security Industry Regulation Act ("the Act"), any Regulations made under the Act, the Private Security Industry Levies Act or any other law, and for the due performance of every obligation, howsoever arising, which the Applicant Business may now or at any time hereafter be or become bound to perform in favour of the Authority, its predecessor or lawful successors in title.

The Surety hereby agrees that:

1. This agreement shall establish a continuing covering liability on my part for whatsoever amounts and whatsoever other obligations will be owing by the Applicant Business to the Authority for the time being, notwithstanding any intermediate discharge or settlement of the amount and notwithstanding insolvency (which term, shall for all intents and purposes of this agreement include sequestration, surrender, winding up and judicial management) or legal disability of the Applicant Business, until the Authority agrees in writing to cancel this agreement.
2. Without restricting the generality of anything hereinbefore contained the Surety's liability hereunder shall not be limited to the principal sum of indebtedness of the Applicant Business to the Authority but shall also cover all amounts making up the indebtedness.
3. An admission or acknowledgement of indebtedness by the Applicant Business shall be binding on the Surety;

Initials [Handwritten initials in boxes]

Page 1 of 3 Pages

All directors/members etc.
info captured.

Full business name

Initials of all directors AND
2 witnesses (four in total in
this example) on all pages

9. The Authority shall at all times be entitled to apply any amount/s received by it from the Applicant Business or from the surety, or from the proceeds of any relevant security or otherwise, to such debt/s of the Applicant Business as the Authority may in its discretion decide and whenever the Authority may in its discretion think fit to do so.

10. In terms of Section 45 of the Magistrate's Court Act 1944, the surety hereby consents to the jurisdiction of the Magistrate's Court having jurisdiction under Section 28 of the said Act in respect of any action to be instituted against the surety by the Authority/ It shall nevertheless be entirely within the discretion of the Authority whether to proceed against the Surety in such Magistrate's Court or to do so in any other court having jurisdiction.

11. The Surety hereby chooses *domicilium citandi et executandi* for all purposes arising out of this agreement as follows:

THIS DONE AND SIGNED at Johannesburg on 01/01/2024 in the presence of the

Undersigned witnesses.

SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____

SIGNATURE: _____

WITNESSES

1. _____

2. _____

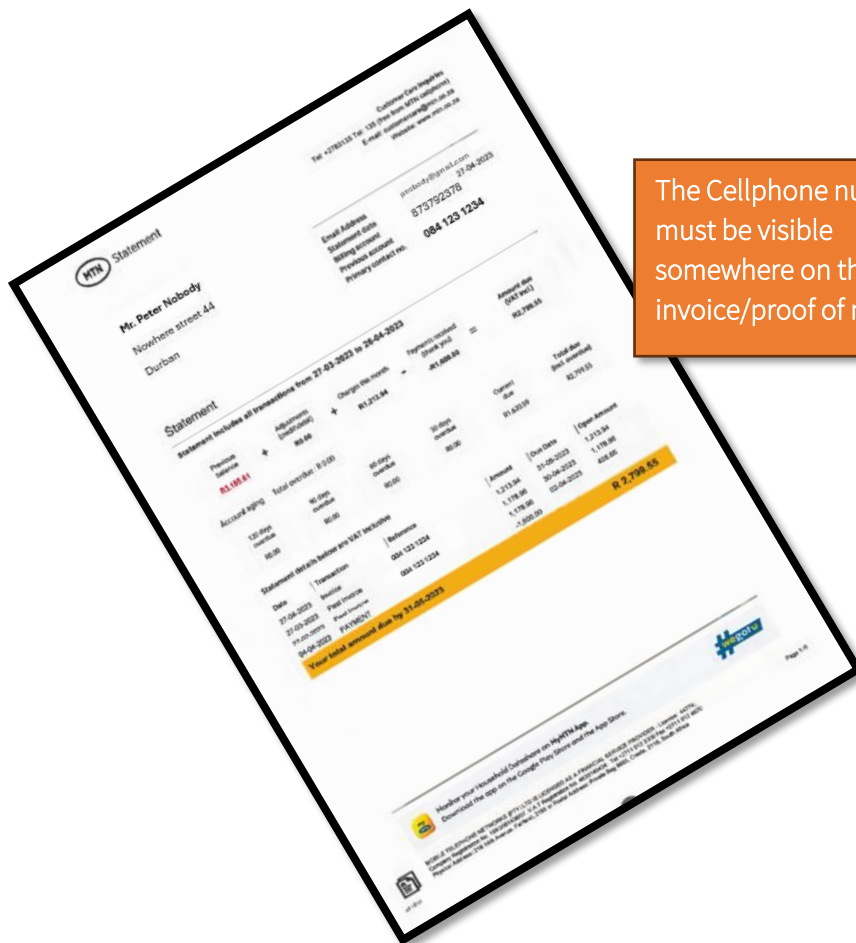
All Surety(s) sign here
(business owners)

Witnesses sign here.

- Any incorrect form will be Provisionally rejected, and you will have to rectify the mistakes and upload them again.

10. Proof of landline phone/ Mobile phone number

- Business can provide any of the following:
 - Proof of a **landline**
 - The landline must be **in the name of** the business/any of the directors.
 - Tenants using the building switchboard number – proof from the lessor that they own the number and your business have access to the use of their landline.
 - Proof that **cellphone** number is registered to the business/ director(s) of the business.
 - If you are using a cellphone registered to a third party – **this will not be excepted**, it must be registered i.n.o one of the owners/businesses (an affidavit from the third party is not sufficient)



The Cellphone number must be visible somewhere on the invoice/proof of number.

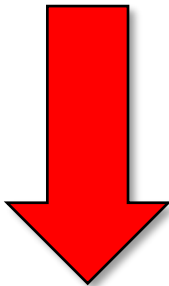
FINAL NOTES

- Remember to **sign** your application and then save the declaration tab.
- Your reference number will always be the application number i.e. **APP-123456** (*use this reference in all your correspondence*)
- Only once registered, you will be allocated a **PSiRA registration number**

- **Status of applications:**
 - **IN PROGRESS** – this means you have not yet submitted your application, complete all tabs and save every tab/upload.
 - **SUBMITTED FOR REVIEW** – you submitted your application and PSiRA staff will now assess your application.
 - **APPROVED** – you are now registered and you will receive an email as confirmation.

- **Review process:**
 - Applications are reviewed on 4 levels persons
 - **LEVEL 1** – Consultant verifies correctness and does background checks.
 - **LEVEL 2** – Team Leader confirms that all validations have been met.
 - **INFRASTRUCTURE ASSESMENT** – An inspector from Law Enforcement will visit your premises to confirm it matches the documents on your application and whether the infrastructure is in line with Legislative requirements.
 - **LEVEL 3** – Sign off by Manager.

 - Assessment times:
 - **Level 1** – 2 working days (*dependent on correctness of documents uploaded*)
 - **Level 2** – 2 working days (*dependent on correctness of documents uploaded*)
 - **Infrastructure assessment** – anything from a week to 3 weeks (*depending on your location*)
 - **Level 3** – 2 working days.



- Any errors/incomplete information or documents, the consultant will **“provisionally reject”** your application.
 - You can access your profile and review each tab to read the comments and rectify the error.
 - Save once completed, and the application will be re-submitted for review.
 - On a re-submission, please send mail to the consultants to enable them to immediately assess your re-submission:

Petunia SITHOLE Petunia.SITHOLE@psira.co.za

Jabulile REBESE Jabulile.REBESE@psira.co.za

Junior KHANGALE Junior.KHANGALE@psira.co.za

- The PSiRA certificate is downloadable from your profile once registered, please refer to the digital manual available on www.psira.co.za should you have challenges in accessing this feature or refer your query to digitalsupport@psira.co.za

END