



Private Security Industry Regulatory
Authority

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INDUSTRY CIRCULAR

TO : SECURITY SERVICE PROVIDERS

FROM : MMATLOU SEBOGODI
DEPUTY DIRECTOR: FINANCE AND ADMINISTRATION

DATE : 21 SEPTEMBER 2016

SUBJECT : NOTIFICATION REGARDING ENGAGEMENT AND
TERMINATION OF SECURITY OFFICERS VIA PSIRA WEBSITE

The Authority requests all security service providers (businesses) to make use of the Authority's website to effect engagements and terminations of security officers for purposes of updating business records / listing of employees as required by the PSiR Act. Security service providers are required to update the listing of employees before or on the 22nd of each month. This employee listing serves the specific purpose of allowing the Authority to accurately bill service providers according to the number of employees in the employ of the business.

All security service providers must submit the web application form that can be obtained from the Authority's website in order to be given access to the online system. This form can be downloaded from the website as follows:

- Publications
- Downloads and forms
- Account Receivable forms

Open the web application forms. The guidelines on how to access the online system can also be downloaded from the website under Account Receivable forms. The forms must be submitted to OnlineServices@psira.co.za or Fax No: 086 292 0271.

Your co-operation will be highly appreciated.

Ms Mmatlou Sebogodi
Deputy Director: Finance and Administration