



Private Security Industry Regulatory  
Authority

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## INDUSTRY CIRCULAR

**To : ALL SECURITY SERVICE PROVIDERS**

**From : MANABELA CHAUKE  
DIRECTOR**

**Date : 12 November 2018**

**Subject : FINAL EXTENSION OF CUT-OFF DATE FOR THE RENEWAL OF  
OLD PSiRA REGISTRATION CERTIFICATES TO 31 MARCH  
2019**

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After careful considerations, PSiRA has taken a decision to grant a final **extension of the cut-off date for the renewal of the old PSiRA registration certificates until 31 March 2019**. This extension applies to both security businesses as well as security officers who have not renewed their old PSiRA certificates and which still has the old logo. Renewal forms can be downloaded from PSiRA's website address at [www.psira.co.za](http://www.psira.co.za). The renewal costs are **R40-00** for security officers and **R290-00** for security businesses.

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Please note that part of the renewal of security officer certificates includes a verification of the applicant's identity through the Department of Home Affairs, which can be done at our respective offices. However, for convenience sake, we strongly recommend that security businesses assist the security officers in their employ with their renewal of registrations without them having to visit our offices at all or queue at one of our mobile registration facilities. This can be done through the following process:

1. The security officer completes and signs a consent form authorising his/her employer or representative to submit and/or collect the

- certificate of renewal (including ID card) on his / her behalf (example attached);
2. The security officer completes the application form to renew his/her registration certificate;
  3. Attach an authenticated copy of the first page of ID document;
  4. Include 2 Passport photos (if a PSiRA ID card is also required);
  5. Request security officers to obtain a **HANIS verification certificate**, which can be obtained from their nearest office of the Department of Home Affairs (*please inform security officers to take a payslip with to the Dept. of Home Affairs as the DHA only issue the HANIS certificate to employees in the private security industry*);
  6. Proof of payment of **R40-00** for the PSiRA certificate and **R100-00** for both the certificate and ID card. PSiRA normally request a bulk payment of all the security officers you intend assisting with renewals. In this regard, the business can send us a list of all the security officers whose certificates and / or ID cards you intend to renew on their behalf and we will invoice you in return. On receipt of the electronic payment for the invoiced amount, payment is then transferred to the accounts of each individual security officer.
  7. Once the above processes have been finalised from the business's side, we would request that someone from your office deliver all these documents at your nearest PSiRA office and we will in return process and print the certificates and cards and notify you once they are finalised. It will then simply require a representative from your office to collect the certificates and / or ID cards.
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The same process can be followed in respect of those security officers whose newly issued certificates have expired. However, with second renewals, the HANIS verification certificate is not required. For further enquiries, please call us on 086 133 3850 or WhatsApp 082 803 4329 or email: [info@psira.co.za](mailto:info@psira.co.za).

Please note that PSiRA issues the certificate and ID card in the name of the registered security service provider and an employer or any other 3<sup>rd</sup> person may not retain or withhold the certificate or ID card from the security officer under any circumstances.



In terms of regulation 9(3)(c) of the Private Security Industry Regulations, 2002 it is a criminal offence if any security service provider, without legal justification, withholds, retains or is in possession of the certificate of registration or ID card of another security service provider and if found guilty, such person is liable to a fine or to imprisonment for a period not exceeding 6 months.

**With reference to the foregoing, please note that this will be the final extension of the cut-off date and failure to do so before the extended date will render your registration certificate invalid for employment or trading as a security business.**

We trust that the above information has been of assistance to you.

Yours faithfully



**MANABELA CHAUKE  
DIRECTOR**