

**HOW TO APPLY FOR GRANT OF LICENCE TO RUN PRIVATE
SECURITY AGENCY**

1. Application as prescribed in Form – V of the Rule
2. Crossed bank draft/demand draft or banker's cheque payable to Controlling Authority:-
 - (a) Rs.5,000/- (for one district)
 - (b) Rs.25,000/- (for whole of U.T. of Puducherry)
3. Proof of residence of the applicant(s)
4. Attested copy of Passport, if available.
5. Affidavit
6. Attested copies of educational qualifications of the applicant(s)
7. Proof of Age (copy of Class X Certificate of School Leaving Certificate or Birth Certificate)
8. Three passport size photograph duly attested by Gazetted Officer on reverse of photograph in respect of applicants
9. Attested copies of Registration Certificate of the Firm / Agency / Company, Sale Tax No. (ST-2), Labour Licence, Registration under ESI Act & EPF Act.
10. Site plank of the office.
11. NOC from owner/land owning agency, for carrying on trade of security agency business at the premises.
12. List of guards / supervisors engaged by the agency along with their certificate of training undertaken by them as per the provisions of the Act & Rules. (Verification)
13. Form – I (for each prop.) – duly filled in.
14. Any other relevant document.