



## **Requirements for Annual Renewal of Companies under the PSRA Act**

1. Form 1 duly completed
2. Valid Tax Compliance Certificate
3. Nominal Roll of Security guards
4. Firearms Listing/ Form B
5. Firearm User's Licence (Original & Copy)
6. Firearm User's Fee Certificate(Original& Copy)
7. Police Report for (lost/stolen) firearms
8. Firearm Disposal Permit Form.
9. Client list with complete addresses
10. Proof of Insurance. Coverage should be in the sum of Two (2) Million dollars (Life) with double indemnity protection and dismemberment benefit in the same amount.
11. Form 23 (where there is a change of Director)
12. Inspection of Office(if operating from a new location)
13. Uniform Description –photograph & written description( where there is a change )
14. Payment of Prescribed Fee.

**N.B. If there is a Change of Director, the requisite documents for Directors are needed. (See requirements for registration/licensing of Company /Company Director)**