

Application Procedures of “Company Account”

1) Select “Application for Company Account”

The screenshot shows the 'Licensing E-service' website for the Hong Kong Police Force. The page title is 'Online Application'. A list of application categories is displayed, including Arms Licensing, Massage Establishments Licence, Playing Musical Instrument Permit, Pawnbrokers Licence, Temporary Liquor Licence, Lion/Dragon/Unicorn Dance Permit, Security Personnel Permit, and Societies Registration. The 'Application for Company Account' option is highlighted with a black arrow pointing to it.

2) Enter the authentication code

The screenshot shows the 'Application for Company Account' page at Step 4: 'Preview and Submit'. Under the 'Required Items' section, there are links for 'Printer' and 'Adobe Acrobat Reader'. Under the 'Web Browser Requirement' section, it lists requirements for Chrome, Firefox, Edge, and Safari. The 'Authentication' section features the 'Archer' logo and a 'Please enter the code' input field, which is highlighted with a black arrow. Below the input field are 'BACK TO HOME' and 'NEXT' buttons.

3) Read the notes for applicants

The screenshot shows the 'Licensing E-service' website for the Hong Kong Police Force. The page is titled 'Application for Company Account' and 'Provision of Personal Data'. It features a progress bar with four steps: Step 1 (Notes for Applicants), Step 2 (Enter Application Details), Step 3 (Documents Upload), and Step 4 (Preview and Submit). The main content area contains 'Notes to Applicants' with four numbered points regarding application requirements, acknowledgment, and contact information. Below the notes is a section for 'Provision of Personal Data' with a 'Purpose of Collection' section.

Notes to Applicants

- Licensed Security Companies may apply for Company Account for submitting Notice on Commencement of Employment, Notice on Termination of Employment, Applications for Security Personnel Permit of their employees and paying the prescribed fee online.
- You are required to complete this application form and upload your Business Registration Certificate, Proof of Address (with a company chop) and Contact Person's Hong Kong Identity Card in **Step 3** of your application for identity verification.
- An acknowledgment of receipt will be sent to your e-mail after successful submission of your application. When your application is approved, you will receive another e-mail containing your account number and password.
- If you have any enquiry, please contact our staffs at 2860 6543 or 2060 6546 during our office hours as follows:
(Office hours: Monday to Friday – 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:45 p.m.)
(Closed on Saturdays, Sundays and public holidays)

Provision of Personal Data -

Purpose of Collection

- The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of applications/assessing the suitability of a permit holder to continue to hold the permit/record purpose/record update/all kinds of present and subsequent investigations as well as the enforcement of related permit conditions for security personnel permit under the Security and Customs Services Ordinance, Part 460.

4) Enter company details

The screenshot shows the 'Licensing E-service' website for the Hong Kong Police Force. The page is titled 'Application for Company Account' and 'Enter Application Details'. It features a progress bar with four steps: Step 1 (Notes for Applicants), Step 2 (Enter Application Details), Step 3 (Documents Upload), and Step 4 (Preview and Submit). The main content area contains instructions on how to save and upload typed information, followed by a form with various fields for company and contact details.

You may save the typed information by clicking "SAVE" at the bottom of the page and download a temporary file (.xml) at your drive, and retrieve the typed information by clicking "UPLOAD" at the bottom of the page and upload the temporary file (.xml).

Fields marked with an asterisk (*) are mandatory.

Name of Company/Employer(Chinese) _____

*Name of Company/Employer(English) _____

Type of Security Company License (if applicable) Type I II III

*Address of Company/Employer(Chinese) _____

*Address of Company/Employer(English) _____

*Tel. No. of Company/Employer *Fax No. of Company/Employer

*Contact Person of Company/Employer *Contact Person's Tel. No. *Contact Person's Hong Kong Identity Card Number

*Contact Person's Position of Company/Employer _____

5) Upload the required documents for application

The screenshot shows the 'Licensing E-service' interface for a company account application. The progress bar indicates 'Step 3 Documents Upload' is active. The page title is 'Application for Company Account' with a note about 1MB file size limits. It lists three required documents: Business Registration Certificate, Address proof, and Contact Person's Hong Kong Identity Card, each with a 'Choose File' button. At the bottom, there are 'BACK', 'SAVE', 'UPLOAD', 'RESET', and 'NEXT' buttons. A large black arrow points to the 'NEXT' button. Social media icons for Facebook, Instagram, and YouTube are visible at the bottom left.

6) Preview the application form and submit the application only after confirming all the information is correct

The screenshot shows the 'Licensing E-service' interface for a company account application, now at the 'Preview and Submit' step. A signature field is visible with a handwritten signature and a note: 'Signatures (You may use your mouse to sign here.)'. The page title is 'Application for Company Account' with a note about 1MB file size limits. It lists three required documents with their respective file names and status: Business Registration Certificate (Figure of Monthly Enquiry in 2022.pdf No virus. X), Address proof (最新消息.docx No virus. X), and Contact Person's Hong Kong Identity Card (立法會文件 - Dat C age limit (Mar 2022) - inputs from PLQ.pdf No virus. X). At the bottom, there are 'BACK', 'SAVE', and 'SUBMIT' buttons. A large black arrow points to the 'SUBMIT' button. A 'BACK TO TOP' button is located at the bottom right. Social media icons for Facebook, Instagram, and YouTube are visible at the bottom left.

How to Sign in to and Use the “Company Account”

1) Enter the company's username and password

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HKP-LIC UAT Bug Tracking System E-form E-service portal.police.gov.hk 中文電器 Chinese Co. Hong Kong Identity... 保安局 - 持牌保安公... Cap. 460 SECURITY A... 其他書籤

香港特別行政區政府
香港警務處
Hong Kong Police Force
The Government of the Hong Kong Special Administrative Region

Secure Logon
for CLS3

Username
Password

我不是自動程式

Logon

2) Select the service required

POINT - The Police INtranet x 保安局 - 持牌保安公司名單 x Hong Kong Police Licensing System x +

← → ↻ 🏠 🔍 https://portal.police.gov.hk/?5-w-667474707332121757532393262740e2e5670652e370f762e566b3e2594343355/CompanyAccount_wat/abouAllLogin.do ☆ 訊 印 三

HKP-LIC UAT Bug Tracking System E-form E-service portal.police.gov.hk 中文電器 Chinese Co. Hong Kong Identity... 保安局 - 持牌保安公... Cap. 460 SECURITY A... 其他書籤

Hong Kong Police Licensing System (HKP-LIC)

E-form

E-Form

Application for Security Personnel Permit (New / Renewal Application) 申請保安人員許可證(新申請 / 續期申請)(POL 966)	Go To
Notice on Commencement of Employment (For Employers) 「僱用」保安人員通知書(僱主填寫)(Pol.1140)	Go To
Notice on Termination of Employment (For Employers) 「終止僱用」保安人員通知書(僱主填寫)(Pol.1141)	Go To

3a) After selecting “Notice on Commencement/Termination of Employment”, the company can submit multiple notices of the same category on the same page. Please enter the Hong Kong Identity card numbers and the dates of commencement/termination of employment of the employees in the fields below. (Note: The system will automatically reject any invalid notices, e.g. duplicate notices, invalid identity card numbers.)

Hong Kong Police Licensing System (HKP-LIC)

E-form

Notice on Commencement of Employment (For Employers) 僱用保安人員通知書(雇主填用)(Pol.1140)

Employer Information Save

Employer Name : KAI SHING MANAGEMENT SERVICES LTD. / 啟勝管理服務有限公司

Employment Detail

HKID No. 香港身分證號碼	Security Personnel Permit No. 保安人員許可證編號	Name of Employee 僱員姓名	Date of Commencement of Employment for Doing Security Work for Reward 開始僱用該人員擔任有報酬的保安工作日期	Verification results
			yyyy-mm-dd	

3b) After selecting “Application for Security Personnel Permit”, the company can upload and submit multiple completed application forms for Security Personnel Permit (in XML format) on the same page, and pay the application fees for them.

Hong Kong Police Licensing System (HKP-LIC)

E-form

Application for Security Personnel Permit (New / Renewal Application) 申請保安人員許可證(新申請/續期申請)(Pol.066)

Employer Information Submit And Pay

Employer Name : KAI SHING MANAGEMENT SERVICES LTD. / 啟勝管理服務有限公司

Application Detail

Online Application Form 網上申請表	HKID No. 香港身分證號碼	Name of Applicant 申請人姓名	Verification results
選擇... 未選擇檔案			
