

香港警務處
牌照課
香港灣仔軍器廠街一號
警察總部警政大樓十二至十三樓



Licensing Office
Hong Kong Police Force
12-13/F, Arsenal House
Police Headquarters
1 Arsenal Street
Wanchai, Hong Kong

警察網頁 POLICE HOMEPAGE : <http://www.police.gov.hk>
本署檔號 OUR REF. :
電話 TELEPHONE : 2860 6543
傳真 FAX : 2200 4324

12 August 2022

Dear Sir/Madam,

To align with the government's goal of expediting and optimising the implementation of electronic public services, starting from 1 August 2022, the Police Licensing Office has introduced "Company Account" for licensed security companies. Licensed security companies can submit "Notice on Commencement/Termination of Employment" and applications for Security Personnel Permit for employees online with their "Company Account".

Licensed security companies can now apply for a "Company Account" via Police Public Page (<https://www.police.gov.hk>) and upload and submit the following documents as instructed:

- Business Registration Certificate
- Address proof (company chop required)
- Copy of the contact person's Hong Kong Identity Card

You will receive an application acknowledgement email notification upon successful submission. Once your application is approved, you will be notified of your username and password by email. You can sign in to your account via Police Public Page or directly via this link (<https://portal.police.gov.hk/my.policy>) to submit applications in relation to Security Personnel Permit.

Details on the application procedures of "Company Account" and how to use "Company Account" to submit applications are enclosed in Annex. For enquiries, please contact us at 2860 6543 or 2860 6546.

Yours faithfully,


(KWONG Wai-lim, William)

for Commissioner of Police