



Company Licence Annual Return

Under the Private Security Personnel and Private Investigators Act 2010

1 What is this form used for?

Use this form to submit your Annual Return to the Licensing Authority if you hold a current company licence.

2 What do you need to complete your Annual Return?

To complete your Annual Return you need to send:

- A fully completed form
- The Disqualification Criteria form, if required
- A fully completed Spreadsheet – Details of Certificate Holders, if required
- A cheque totalling the amount of the annual return, if a payment is required. Please see Note 4 for information on the cost of filing an annual return.

3 Completing this form

- Print clearly in CAPITALS.
- Use a black or blue pen to complete this form.
- Answer every question on the form unless the instructions tell you otherwise.

4 Payment Information

- The fee for filing an annual return is determined by the number of certificate of approval holders you employ, or currently contract. The fee is \$30.00 per employee (if any) up to a maximum fee of \$600.00.
- If you do not employ any certificate of approval holders, there is no fee for your annual return.
- You can pay by cheque. Make your cheque payable to: The Private Security Personnel Licensing Authority.

Section 1 – Company Details

What is your licence number? (Located on the top right hand side of your licence)

Licence Number

What is the name on your licence?

Company Registered Name

Company Registration No

Section 2 – Change of Your Details

If any details you supplied in your licence application, or details you provided when you last updated your details with the Licensing Authority have changed, please advise below:

Company's registered office address?

| | |
|----------------|---------------|
| Street | Suburb |
| City | Postcode |
| Contact Person | |
| Daytime Phone | Email Address |

Company's postal address?

| | |
|---------------|----------|
| Street/PO Box | Suburb |
| City | Postcode |

Additional place of business

| | |
|--------|----------|
| Street | Suburb |
| City | Postcode |

Additional place of business

| | |
|--------|----------|
| Street | Suburb |
| City | Postcode |

Section 3 – Disqualification Criteria

Does your company now meet the grounds of disqualification set out in section 63 of the Private Security Personnel and Private Investigators Act 2010?

Yes

No

If yes, complete the attached Disqualification Criteria form

Section 4

Details of your employees and contractors who hold a Certificate of approval

Complete the attached Excel Spreadsheet

Section 5 – Certification

I consent on behalf of the company to the Ministry of Justice undertaking a check on any offences the company has been convicted of, using the information contained in this application.

Yes

No

I certify that the above particulars are true and correct.

Yes

No

Section 6 – Checklist

Before you submit this form please check that: (Please tick to confirm)

You have answered every applicable question

You have completed and attached the spreadsheet of certificate holders

You have included the required fee

Please mail this completed form and cheque to:



Private Security Personnel Licensing Authority

DX Box: SX 11159

Wellington

Phone: 0800 477 752 between 9 am and 5 pm Monday to Friday (not Public Holidays)

Email: pspla@justice.govt.nz