

GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR

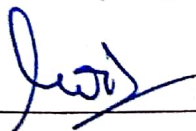
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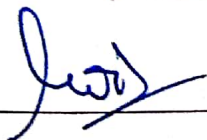
STANDARD OPERATING PROCEDURE (SOP) - 2020
ON ISSUANCE OF NOC TO PRIVATE SECURITY COMPANIES AT THE TIME OF THEIR
INCORPORATION, CHANGE OF DIRECTORS, ETC.

In exercise of powers conferred upon Ministry of Interior, under the Rules of Business, 1973, the following SOP on issuance of NOC to Private Security Companies at the time of their incorporation, change of directors, etc in Pakistan is framed as given here under :-		
1.	Short Title	- This SOP may be called Standard Operating Procedure (SOP) - 2020 on issuance of NOC to Private Security Companies at the time of their incorporation, change of directors, etc
1.1	Scope	- This SOP provides for; <ul style="list-style-type: none">• The establishment of new Private Security Companies in the country,• Monitoring and Regulating the functions of Private Security Companies and• Matters ancillary to the above.
1.2	Jurisdiction	This SOP shall apply to the whole of Pakistan and will also cover Azad Jammu & Kashmir (AJ&K) Territory and Gilgit-Baltistan.
1.3	Commencement	The SOP shall come into force at once and supersede all previous policies and instructions of Ministry of Interior, Government of Pakistan on the aforesaid subject.
2.	Definitions	
2.1		In this SOP, unless the context requires otherwise: <ul style="list-style-type: none">a) Private Security Company means a private limited having at least 2 directors, registered with SECP and duly approved by MOI for the purpose of providing private security services to private and public sector.b) Competent Authority means Secretary Interior, Government of Pakistan or an officer of the Ministry of Interior authorized by the Secretaryc) Licensing Authority means Chief Commissioner in ICT, Home Secretary in Provinces, GB, AJK and Additional Chief Secretary in FATA.d) Private Security Guard means a person, who is a major but not more than the age of 60 years, is engaged with a Private Security Company to do security work or watch and ward work.e) PSC stands for Private Security Company.f) LEA stands for Law Enforcement Agency.g) MOI stands for Ministry of Interior.h) SECP stands for Securities and Exchange Commission of Pakistan.i) NRO stands for National Reconciliation Ordinance.
2.2	Private Security	i. For the purpose of this SOP Private Security means a non-governmental, private-sector practice of protecting people, property, and safeguarding organizations' assets.
3.	Permission to Establish a Company	
3.1	Other laws also applicable	The NOC of MOI shall not obviate the need for any other permission or procedural compliance as required under any other law or lawful instruction of the Federal Government or the relevant Provincial Government.
4.	Eligibility and Criteria to apply for NOC of MOI for establishing Private Security Company	
4.1		A company shall be registered company with SECP after getting security clearance and fulfilling all other mandatory codal formalities.
5.	Eligibility for fresh applicant	
	<ul style="list-style-type: none">- A citizen of Pakistan can apply for establishing Private Security Company subject to fulfilment of the following conditions:<ul style="list-style-type: none">• The applicant should be at least 25 years of age.• Should have valid CNIC.	

<ul style="list-style-type: none">• National Tax Number.• Should be financially sound having more than Rs.5 million in the account of the applicant for the last three months.• Not dual national, not NRO beneficiary.• Never convicted for any offence other than minor offences (like traffic violation) by any court of law (affidavit to be attached).• One of the Directors of the proposed PSC should be retired Officer of Armed Forces / LEAs.• Only one authorization / NOC will be allowed to an applicant.• Security clearance of all directors.• Certified trained man power.• The person should not be a Director in any other Private Security Company which may amount to conflict of interest.												
6. Eligibility for incorporation of a New Director												
<ul style="list-style-type: none">- A new Director may be incorporated in an already established Private Security Company subject to fulfilment of the following conditions:<ul style="list-style-type: none">• The applicant should be at least 25 years of age.• Should have Valid CNIC.• National Tax Number.• Not dual national, not NRO beneficiary.• Never convicted for any offence other than minor offences (like traffic violation) by any court of law (affidavit to be attached).• Security clearance.• The person should not be a director in any other private security company which may amount to conflict of interest.												
7. Setting up PSC by a Public Body												
<ul style="list-style-type: none">• Similarly, a public body requesting for establishment of a private security company can apply for NOC after seeking relevant clearance/ permission from the Competent Authority which administers it and fulfilment of required formalities to set up a private security company.												
8. Procedure to Register as a Private Security Company												
8.1	Submission of case by SECP to MOI	On completion of the required documents, SECP will forward following documents of the proposed PSC to MOI for NOC prior to incorporation under Companies Act, 2017:- <ul style="list-style-type: none">a) Memorandum and Articles of Association showing authorized capital and the paid up capital (to be taken up by the subscriber directors in case of new companies) of more than Rs.10 million and likewise the existing companies shall also maintain their paid-up capital of more than Rs.10 millionb) Financial Statement showing more than a sum of Rs.10.00 million in the account of the Director(s) of the proposed company.c) CVs & Photographs of the (proposed) Director(s)d) Copies of valid CNIC of the (proposed) Director(s)										
9. Verification of Character and Antecedents of the Applicants												
9.1	Verification by MOI	<ul style="list-style-type: none">a) The Intelligence Agencies may be given 10-12 weeks for verification of antecedents/details input/issuance of NOC. The condition may be considered applicable provided the required documents are duly shared with the concerned agencies accordingly.b) Security Agencies will submit report regarding PSCs activities to MOI annually.c) The security reports shall facilitate the Competent Authority in decision making. The final decision will rest with the Competent Authority in MOI.										
10. Scrutiny and Recommendation Procedure												
10.1	Scrutiny Committee	On receiving clearance from all security agencies, the case will be placed before the following Committee for scrutiny and recommendation for issuance of NOC to SECP <table><tr><td>a) Additional Secretary-I</td><td>Chairman</td></tr><tr><td>b) Joint Secretary</td><td>Member</td></tr><tr><td>c) Deputy Secretary</td><td>Secretary</td></tr><tr><td>d) Rep from ISI (At least BS-20)</td><td>Member</td></tr><tr><td>e) Rep from IB (At least BS-20)</td><td>Member</td></tr></table>	a) Additional Secretary-I	Chairman	b) Joint Secretary	Member	c) Deputy Secretary	Secretary	d) Rep from ISI (At least BS-20)	Member	e) Rep from IB (At least BS-20)	Member
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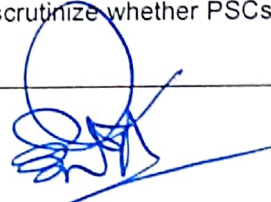
		f) Rep from MI (At least BS-20) g) SECP officer (Equivalent to BS-20)	Member Member
10.2	Scrutiny Criteria	The Committee shall scrutinize / analyse cases on following criteria; a) Scrutiny of documents forwarded by SECP b) Reports of Government Security Agencies c) Bank statement (more than Rs.10 million in last three months w.e.f. date of application with the SECP). d) Profile of company - list of Directors their CV & photos and relevant security experience and expertise, along with proposed location for establishment of offices for operations. e) Proposed employment structure of the company. f) Terms and conditions ensuring suitable compensation as specified by ICT Administration / Provinces / GB / AJK from time to time regarding illness, injury or death of a guard(s) while on duty. g) Number of security guards to be employed as per proposed offices and operations. h) Detail of proposed number / type of weapons and other security gadgets	
11. Procedure / Criteria for Change of Director(s)/Sale of Private Security Company			
a) Security Clearance for new Director/s. b) Financial health of the company, details of payment of taxes and tax filing certificate. c) Biodata and photo of new / proposed Director(s) d) In case of change of Directors at least one Director should be a Retired Employee of Armed Forces / Law Enforcement Agencies.			
12. SOPs to be followed after issuance of NOC			
a) The subject Company will NOT establish any training institute/ establishment for provision of manpower to other agencies for commercial purpose without NOC/ approval of MOI. b) The company will NOT provide any cash and transit services without formal NOC from respective Provincial Government/ Commissioner; c) The Company will NOT act as an investigating/interrogating agency; d) The Company will NOT establish its commercial office in residential area. e) The Company will NOT sublet /change directors without prior approval/NOC from Ministry of Interior; f) The Company abide by the instructions issued on dress code by Ministry of Interior; g) Moreover Military pattern uniform will NOT be used by the employee/ security guards of the company; h) The company will NOT use services colour / pattern for vehicles of Company; i) The Company will NOT hire the services of any foreigners for security duties in Pakistan. j) The Company will NOT use prohibited bore weapon without formal approval of Ministry of Interior. k) Furthermore NOC will be cancelled on receipt of any adverse report from any Agency/quarter concerned; l) The Company will NOT use armoured/bullet proof vehicles without NOC from Ministry of Interior. m) As per existing SOP no foreign security company is allowed to operate in Pakistan individually or partnership with any Pakistani security company. Employment/hiring of any foreigner is also not allowed in any security company. n) All Pakistan Arms licenses to PSCs must be obtained from MOI. No provincial Government will give NOC/ permit to ant PSC regarding this matter. o) The legal rights of those employed by PSC shall be protected under the laws of land by Federal and Provincial Authorities.			
13. Monitoring & Regulating			
a) Deleted. b) Deleted. c) Deleted. d) Deleted.			





14.	Fee																									
14.1	Fee and charges etc.	<p>A) Grant of authorisation / NOC to set up PSC shall be subject to payment of fee of Rs.1 million.</p> <p>B) Fee for change of Management / Director(s) will be Rs.0.1 million.</p> <p>C) company's license annual renewal fee will be as follows:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Province/ Territory</th><th>Annual Renewal Fee</th></tr> </thead> <tbody> <tr> <td>1</td><td>ICT</td><td>Rs. 5,000</td></tr> <tr> <td>2</td><td>Punjab</td><td>Rs. 15,000</td></tr> <tr> <td>3</td><td>Sindh</td><td>Rs. 25,000</td></tr> <tr> <td>4</td><td>KPK</td><td>Rs. 50,000</td></tr> <tr> <td>5</td><td>Balochistan</td><td>Rs. 25,000</td></tr> <tr> <td>6</td><td>AJK</td><td>Rs. 10,000</td></tr> <tr> <td>7</td><td>GB</td><td>Rs. 2,000</td></tr> </tbody> </table> <p>D) Fee for the above said purposes will be deposited at National Bank of Pakistan and State Bank of Pakistan under account number CO2695, account head 'Fee and fine for the private security companies'.</p>	Sr. No.	Province/ Territory	Annual Renewal Fee	1	ICT	Rs. 5,000	2	Punjab	Rs. 15,000	3	Sindh	Rs. 25,000	4	KPK	Rs. 50,000	5	Balochistan	Rs. 25,000	6	AJK	Rs. 10,000	7	GB	Rs. 2,000
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15.	Training																									
15.1		Training should be imparted to the guards from certified / official Institutes in the field of weapon handling, firing practice, ethics and general public dealing and will be mandatory. A certificate to that effect shall be submitted to licensing authority on annual basis.																								
16.	Section 144																									
16.1		<p>In case of imposition of Section 144 of the Code of Criminal Procedure, 1898 (V of 1898) on carrying or displaying weapons, the security guards of PSC shall be permitted to carry the weapons/ arms;</p> <p>a. After obtaining an NOC from the District Administration for up to fifteen days.</p> <p>b. After obtaining an NOC from Home Department for more than fifteen days, as the case may be.</p>																								
17.	Suspension and Cancellation of NOC and Operations License																									
17.1		<ul style="list-style-type: none"> No NOC issued under this SOP shall be cancelled or suspended until the licensee has been given a reasonable opportunity of showing cause and being heard after giving due service of notice. 																								
17.2		<ul style="list-style-type: none"> The Competent Authority / Licensing Authority shall decide a case of suspension within a period of three months from the date of appeal and may decide to continue the suspension for another three months and thereafter or withdraw the suspension orders after ensuring that no violation took place. 																								
17.3		<ul style="list-style-type: none"> The Licensing Authority shall immediately bring the suspension or cancellation of the License into the notice of the Competent Authority (MOI). 																								
18.	Appeal and Procedure																									
18.1	Appeal	Any person aggrieved by an order made by the Competent Authority (MOI) or Licensing Authority under the SOP, may within thirty (30) days appeal in writing against such an order to the Appellate Authority (Minister/ Minister of State for Interior) whose decision thereafter shall be final.																								
19.	Other conditions for NOC																									
19.1	Uniform	<p>a) Every Company shall ensure that the guards engaged or employed by it, wear only approved Colour uniform while on duty, which is clearly distinguishable from other Government Security / Law Enforcement Agencies. PSC guards are not authorized to wear shoulder badges, medals and insignias used by Armed Forces / LEAs. Barret / Base Ball Cap will also be of approved Colour.</p> <p>b) The private security companies which have been issued NOC may be given a time frame (preferably 3x months) to implement the SOP regarding uniform.</p> <p>c) Names of the companies shall be cleared and regulated as per provision 10 under Part IV Incorporation of Companies and Matters</p>																								

		<p>Incidental Thereto, of Companies Act, 2017. (Responsibility of SECP)</p> <ul style="list-style-type: none">d) Minimum wage / salary to the guard should not be less than the minimum ceiling fixed by the Federal / Provincial Government from time to time.e) Overtime payment shall be made in accordance with labour lawsf) Violation and subsequent penalties: Deletedg) Duty / Shift for security guards will be 8 hours.h) There shall be timely disbursement of salaries i.e. upto 5th day of the every month from the company's account into personal salary account of the Guard through bank transaction.i) All the PSC staff will be entitled to leave as per labour laws.j) All the PSC staff will be entitled for medical treatment as per labour laws.k) Every PSC will be registered with concerned authority i.e. EOBI / social security depending upon their location / status.l) All the conditions of this SOP except NOC fee will be applicable to all PSCs already having valid NOC / License with immediate effect.
19.2	Inspection of premises of PSC	<ul style="list-style-type: none">a) The Scrutiny Committee may review/ physically inspect any PSC with advance notice of two weeks to ensure SOP is followed in letter and spirit.b) The security company will abide by all the laws.c) Inspection Teams shall be set up time to time to scrutinize whether PSCs are operating within the domains of this SOP.


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