

ADMINISTRATIVE INSTRUCTIONS

1. General

The Police Regulatory Department (“**PRD**”) and the Ministry of Manpower (“**MOM**”) will be conducting the Security Agencies Competency Evaluation (“**SACE**”) on all security agencies (“**SAs**”).

Licence Renewal

SAs whose licences expire on or after 1 July 2026 must undergo and pass all 10 **core competencies** in the SACE to be eligible for a **3-year licence** renewal. SAs who do not pass all 10 core competencies will not be eligible to have their licence renewed. SAs with exemptions granted will only be eligible for a 1-year licence renewal.

In addition, SAs may choose to undergo assessments on various **elective competencies**. SAs that undergo and pass all 10 core competencies and are assessed to be competent in at least 7 elective competencies shall be eligible for a **5-year licence**. In this regard, SAs who choose to undergo the assessments for the elective competencies must:

- (a) have at least 1 deployment site as at the date of the PRD’s licence renewal and SACE notification letter to the SA on the SACE (the “**Notification Letter**”); and
- (b) choose a minimum of 7 elective competencies, with at least 1 elective competency from each of the four main categories of evaluation.¹ The maximum number of elective competencies that can be selected is 9.

The SACE

The SACE will consist of:

- (a) an assessment based on the documents submitted by the SA.
- (b) **For Existing Licensees**: an on-site assessment at the SA’s main office and deployment sites, based on the number of security officers and deployment sites in the PRD’s records as at the date of the Notification Letter.

For more details on the SACE and the assessment checklists, please visit PRD’s website at:

<https://www.police.gov.sg/Business-E-Services/Apply-for-Security-Agency-Licence/Information-on-Security-Agencies-Competency-Evaluation>.

¹ The four main categories of evaluation are: (i) training and readiness; (ii) operational processes; (iii) command, control and communication; and (iv) manpower.

2. **Documents Required**

For Assessments on Core Competencies

Please complete the covering note at **Annex B** and send it together with soft copies (in PDF-format) of the required documents in a zipped folder, via email to SPF PRD SACE@spf.gov.sg, by the deadline specified in the Notification Letter.² If the email size is bigger than 30MB, please send the documents over in separate emails, and title them accordingly (e.g. Email 1 of 2, Email 2 of 2).

The documents to be submitted are set out under “Documentation Assessment” in the PRD’s Core Competency Evaluation Checklist and “Documents Submission” in the MOM’s Core Competency Evaluation Checklist.

For Assessments on Elective Competencies

If you wish to participate in the assessments on the various elective competencies, please also complete the following two forms:

- (a) the participation form at **Annex C**; and
- (b) the documents submission form at **Annex D**.

Please send both forms together with soft copies (in PDF-format) of the required documents in a zipped folder, via email to SPF PRD SACE@spf.gov.sg, by the deadline specified in the Notification Letter. If the email size is bigger than 30MB, please send the documents over in separate emails, and title them accordingly (e.g. Email 1 of 2, Email 2 of 2).

The documents to be submitted are set out in both forms and under “Documents Submission” in the PRD and MOM’s Elective Competency Evaluation Checklists.

Miscellaneous Points on Document Submission

- (a) All items submitted will be kept strictly confidential.
- (b) Please ensure that the soft copy documents are legible. Any illegible document(s) will be disregarded.
- (c) Please label or name your soft copy documents clearly. Any document that is incorrectly labelled or named may result in a delay in completing the SACE evaluation and in processing your application. You may then be unable to obtain your licence (or have it renewed) by the desired date, and this may affect your operations.

² For the MOM’s Form C, please send soft copies of the form in PDF and Excel-format.

Some examples of how you should label or name your documents are set out below:

Example 1: The document(s) submitted for C.1 should be labelled/named as “C.1”.

Example 2: The document(s) submitted for the MOM’s Form A should be labelled/named as “Form A”. As for C.9.a, it should be labelled/named as “C.9.a”.

- (d) Please ensure that all documents are clearly dated and bear the necessary signatures and endorsements (if required).

3. **Main Office Assessment**

- (a) Please refer to the SACE checklists for the documents required for the main office assessment.
- (b) The core competencies evaluation will be based on competencies listed under “Main Office Assessment” in the PRD’s Core Competency Evaluation Checklist and for all sub-criteria in the MOM’s Core Competency Evaluation Checklist.
- (c) The elective competencies evaluation will be based on the competencies listed under “Main Office Assessment” in the PRD’s Elective Competency Evaluation Checklist.
- (d) The assessors will schedule a date and time for the main office assessment. The assessment is expected to take up to 2 working days. Please note that SAs participating in the assessments on the elective competencies will require an additional 2 working days.
- (e) Please allocate the assessors a temporary office space to facilitate their evaluation.
- (f) To ensure that the evaluation is completed on time, please prepare/collate the required documents/information prior to the assessor’s arrival. The assessor will not accept any document or information submitted after the main office evaluation is completed.
- (g) The assessors may need to make copies of documents, take photographs or videos to facilitate their assessment. All documents and information given to the assessors will be kept strictly confidential.

4. **Deployment Site Assessment** (Not applicable for First Time Applicants)

- (a) Please refer to the PRD’s Core Competency Evaluation Checklist where “Deployment Site Assessment” is indicated and to sub-criteria *b* to *d* of the MOM’s Core Competency Evaluation Checklist.

- (b) The elective competencies evaluation will be based on the competencies listed under “Deployment Site Assessment” in the PRD’s Elective Competency Evaluation Checklist and the competency in MOM’s Elective Competency Evaluation Checklist.
- (c) Please ensure that all required documents and information indicated in the Evaluation Checklists are submitted by the stipulated deadline prior to the deployment site evaluation. We will not accept any document or information submitted after the deployment site evaluation has been completed.
- (d) The PRD will select the deployment sites for evaluation and will inform you via email of the selected sites at least five (5) working days prior to the evaluation.
- (e) All assessors will carry appointment letters from the PRD as proof of their identities.
- (f) To ensure that the evaluation is conducted and completed on time, please inform your service buyers to facilitate the assessor’s arrival on-site.
- (g) Please ensure that your security staff on-site are prepared and ready for the evaluation.
- (h) The assessors may need to make copies of documents, take photographs or videos to facilitate their assessment. All documents and information given to the assessors will be kept strictly confidential.

5. **Contact Persons**

If you require clarifications, please write to us at:

- (a) SPF PRD SACE@spf.gov.sg (for licensing issues); and/or
- (b) MOM_LRWD@mom.gov.sg (for manpower issues).