

SECURITY AGENCIES COMPETENCY EVALUATION ("SACE")
CORE COMPETENCIES
COVERING NOTE

[Note: This Covering Note comprises: (i) a Letter of Undertaking; (ii) Particulars of Liaison Officers; and (iii) a Declaration. Please fill out all pages and email the completed Covering Note to SPF PRD SACE@spf.gov.sg. Incomplete forms will not be accepted.]

LETTER OF UNDERTAKING

Name of Security Agency ("SA") : _____

Main Office Address : _____

Type of Licence Application : New / Renewal

Licence Expiry Date : _____
(For Renewal Applications Only)

Type of Operation(s) : Guard / Escort / Store Detective / Bouncer / Event
Security (Circle the appropriate option)
Others: _____

I affirm that all the information that I have furnished on behalf of the SA for the SACE is true to the best of my knowledge. I understand that the SA may be re-assessed if any of the information submitted by me is false, inaccurate, or misleading.

Name of Liaison Officer : _____

Signature : _____

Date : _____

PARTICULARS OF LIAISON OFFICERS

Name of Liaison Officer : _____

Designation : _____

Contact Number : _____ (O) _____ (H/P)

Email Address : _____

Name of Alternate Liaison Officer : _____

Designation : _____

Contact Number : _____ (O) _____ (H/P)

Email Address : _____

[Note: The Liaison Officer and the alternate Liaison Officer must be contactable and available for the entire duration of the SACE.]

SACE CORE COMPETENCIES: DECLARATION OF SUBMISSION

Name of Security Agency: _____

1 Licence Renewal Applicants: The PRD Core Competencies Documentation Assessment

Competency	Documents Required for Submission as specified in the SACE Checklist	Tick (Please tick to indicate if your SA had submitted the documents)
C.1: Pre-deployment Training	Induction Training Package/Programme	
C.4: Conduct of Exercise (Routine)	3 routine exercise reports	
C.5: Conduct of Exercise (Red-Teaming)	3 red-teaming exercise reports	
C.6: Business Continuity Plan	Business Continuity Plan	

2 Licence Renewal Applicants: The MOM Core Competency Documentation Assessment

Competency	Documents Required for Submission	Tick (Please tick to indicate if your SA had submitted the documents)
C.10: Manpower	<ul style="list-style-type: none"> Form A – Particulars of Security Officers 	
C.10.a: Manpower	<ul style="list-style-type: none"> Form C – List of Security Officers Particulars Itemised Pay Slips for 3 Security Officers 	
C.10.b: Manpower	<ul style="list-style-type: none"> Form B – Attendance Records of 3 Security Officers Screenshots or soft copies of time records 	

	from system or attendance book	
C.10.c: Manpower	<ul style="list-style-type: none"> • Itemised pay slips for 3 Security Officers • Key Employment Terms ("KETs") / Employment contract / Employee Handbook 	
C.10.d: Manpower	<ul style="list-style-type: none"> • Employee Handbook • Sample leave records for 3 Security Officers 	

I declare that I have submitted the documents for the SA as required in this Declaration.

Name of Liaison Officer : _____

Signature : _____

Date : _____