



PAKISTAN BANKS' ASSOCIATION

APPLICATION FOR ENLISTMENT ON PBA PANEL OF APPROVED SECURITY AGENCIES

Date: _____

We wish to apply for enlistment on PBA Panel of Approved Security Agencies, in accordance with the PBA Guidelines for Enlistment of Security Agencies - Release 005, dated 26 December 2012.

Particulars of our organization are as under:

Name of Organization: _____

Constitution: _____

Head Office Address: _____

Telephones & Fax: _____

Email Address: _____

Name of Chief Executive: _____

Name of Contact Person: _____

Phone & Email of Contact Person: _____

Provinces in which operating
as Security Agency: _____

Date of Establishment: _____

Date from which operating as Security Agency: _____

Date from which providing Security Services to Banks / F.I.s _____

Services Currently Provided:

Guards Cash Transportation

Following particulars are also attached herewith as required for enlistment:

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|--------------------------|--|-------------|
| <input type="checkbox"/> | List of all Directors / Owners along with CNIC Numbers | Appendix 01 |
| <input type="checkbox"/> | List of all Branches along with addresses, contact numbers and names of contact persons | Appendix 02 |
| <input type="checkbox"/> | List of Banks / Financial Institutions to which services provided alongwith approximate number of guards posted at the Bank/F.I. | Appendix 03 |
| <input type="checkbox"/> | List of Training Institutes with which arrangements made for training of Guards & Supervisors, along with Addresses | Appendix 04 |
| <input type="checkbox"/> | List of establishments with which arrangements made for extending firing practice to Guards & Supervisors, with addresses | Appendix 05 |
| <input type="checkbox"/> | List of Hospitals / Clinics with which arrangements made for medical checkup of Guards / Supervisors, with addresses | Appendix 06 |

Copies of following documents are also attached as required for enlistment:

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|--------------------------|--|-------------|
| <input type="checkbox"/> | SECP Certificate of Incorporation to operate as a Security Agency or Ministry of Interior Permission to operate as Security Agency | Appendix 07 |
| <input type="checkbox"/> | Licenses of Home Departments of respective provinces to operate as Security Agency | Appendix 08 |
| <input type="checkbox"/> | Ministry of Communications License for operating wireless communication systems (if the company has such a system) | Appendix 09 |
| <input type="checkbox"/> | Selection criteria for employment of civilian Guards / Supervisors | Appendix 10 |
| <input type="checkbox"/> | Induction and Training Procedure | Appendix 11 |
| <input type="checkbox"/> | Code of Conduct for Guards / Supervisors | Appendix 12 |
| <input type="checkbox"/> | Deviations, if any, from required Undertakings & Certifications | Appendix 13 |

Undertakings & Certifications required for enlistment on PBA Panel of Approved Security Agencies are duly signed by us and attached herewith.

You are requested to grant enlistment as per procedure.

(Authorized Signature)

(Authorized Signature)

Undertakings & Certifications

(Mark 'Y' if undertaking is being provided. Mark 'N' if there is a deviation from the required undertaking, and provide details in Appendix 13).

We hereby undertake and certify that:

Y N

01 It is understood by us that PBA enlists Security Agencies on its Panel of Approved Security Agencies in accordance with the Guidelines for Enlistment of Security Agencies. Only those companies continue on the Panel which comply with, and continue to remain compliant with the requirements of the Guidelines.

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02 It is also understood by us that PBA retains the right to change / amend / alter the Guidelines for Enlistment of Security Agencies, and any changes brought about in the Guidelines will be binding on us from the effective date of the change / amendment / alteration.

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03 Guards / Supervisors deployed by us in the Banking Industry are either ex-armed forces or ex-para-military forces personnel, or are hired under the company's formal selection criteria and trained at an institute recognized by the Home Department of the province in which the Institute is located, or we have launched a program to make our Guards / Supervisors compliant with this requirement within 6 months of enlistment on PBA Panel of Approved Security Agencies.

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04 Guards / Supervisors deployed by us in the Banking Industry are physically fit, and they have no known medical impediments that may adversely affect their performance of duties. They are also adequately trained for performance of Guarding services, and their training is refreshed at periodic intervals, which includes a firing session twice a year. They are periodically reassessed to ensure that they have a motivated, positive and objective professional disposition for carrying out their duties.

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05 Verification is sought for the credentials of all Guards / Supervisors before their deployment in the Banking Industry as required under 4g of the Guidelines.

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06 We will provide particulars of all Guards / Supervisors deployed in the Banking Industry to PBA as required under clause 07.02.01 of the Guidelines for Enlistment of Security Agencies within 15 days of enlistment on the PBA Panel of Approved Security Agencies, and as required under clause 07.02.02 of the Guidelines within 60 days of enlistment.

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07 Deleted

(Authorized Signature)

(Authorized Signature)

Undertakings & Certifications

(Mark 'Y' if undertaking is being provided. Mark 'N' if there is a deviation from the required undertaking, and provide details in Appendix 13).

We hereby undertake and certify that:

Y N

08 We will provide particulars of all Guards / Supervisors deployed in the Banking Industry to PBA as required under clauses 07.02.03 and 07.02.04 of the Guidelines for Enlistment of Security Agencies on a monthly basis.

<input type="checkbox"/>	<input type="checkbox"/>
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09 We indulge in fair labor practices, and salaries of our Guards / Supervisors deployed in the Banking Industry are at least the minimum wages approved by the government from time to time or 80% of the billing to the Banking Industry for the respective guard / supervisor, whichever is lower.

<input type="checkbox"/>	<input type="checkbox"/>
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10 We shall take a proactive role for apprehension of individuals involved in dacoity / holdup at any client Bank / F.I., and for recovery of the stolen assets.

<input type="checkbox"/>	<input type="checkbox"/>
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11 None of the Guards / Supervisors deployed in the Banking Industry are, to the best of our knowledge, involved in malpractices or criminal activities, or are suspected to be involved in malpractices or criminal activities.

<input type="checkbox"/>	<input type="checkbox"/>
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12 We shall take strict disciplinary action against, and remove from the Banking Industry all guards / supervisors involved in any derogatory activities or activities that violate the code of conduct for the Guards / Supervisors.

<input type="checkbox"/>	<input type="checkbox"/>
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13 We shall remove from the Banking Industry all Guards / Supervisors whose credentials could not be verified in due course, or whose credentials proved questionable or incorrect.

<input type="checkbox"/>	<input type="checkbox"/>
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14 To the best of our knowledge, none of the owners / directors of the company have been convicted of criminal offences by any court of law within or outside Pakistan, and no criminal cases are under proceeding against them. Neither have the owners / directors of the company, to the best of our knowledge, been or are involved in Fraudulent Activities, Professional Misconduct, or Gross Negligence, nor are they under investigation for any such activities.

<input type="checkbox"/>	<input type="checkbox"/>
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15 We shall compensate the Banks / F.I.s in case of involvement of our staff / personnel in any robbery, theft, or defalcation of assets being guarded by them, at the rate of Rs.1,000,000 per incident or the actual amount of loss, whichever is less.

<input type="checkbox"/>	<input type="checkbox"/>
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(Authorized Signature)

(Authorized Signature)