

# Annual Review of Administration Fees

**2025/26**  
financial year



# PSiRA

Private Security Industry Regulatory Authority

### Commencement Date

The new fee structure will take effect from 01 April 2025

### Issued by

Private Security Industry Regulatory Authority (PSiRA)

## ADMINISTRATION FEES

### INDIVIDUAL FEES

Category	2024/25	2025/26	% Increase
Registration Fee	R 270	R 290	7,4%
Registration Certificate Renewal Fee (Online)	R 64	R70	9.4%
Ink Certificate Fee (Additional to online fee)	R 60	R 70	17%
ID card renewal	R 110	R 120	9%
ID Card (Re-issue)	R 140	R 150	7.1%
ID Card (Upgrade)	R 130	R 140	7.7%
Name Change (Individual)	R 240	R250	4.1%
Appeal Individual	R 190	R 200	5.3%
Registration Regulatory	R 115	R120	4,3%
Application for Exemption (Minister Submissions)	R 550	R 550	0%
Mobile outreach fee (NEW)	R0	R10 000	NEW

### BUSINESS FEES

Category	2024/25	2025/26	% Increase
Registration Fee	R 7 900	R 8 500	7,5%
Certificate Renewal Fee	R 390	R 410	5.1%
Name Change (Business)	R 640	R 670	4.7%
Firearm Licence Fee	R 85	R 85	0%
Letter of Good Standing	R 45	R 47	4,44%
Manual of Information (Compulsory with New Registration)	R 280	R 280	0%
In-house Registration	R 5 900	R 6 200	5,1%

### TRAINING SECURITY SERVICE PROVIDER FEES

Category	2024/25	2025/26	% Increase
New Training Instructor Accreditation Fee	R 620	R630	2%
Training Instructor Accreditation Fee (Upgrade)	R 620	R630	2% encourage instructors to upgrade
Recognition of Prior Learning	R 620	R630	2%
Recognition of Prior Learning- SASSETA	R 160	R170	6,2%
Processing of Course Reports (Per Report)	R 180	R190	6%
Change of Address Accreditation Re-inspection	R 3 710	R4 000	8%
Re-Accreditation Post Moratorium	R 12 450	R12 600	1%
Accreditation Registered Business	R 12 600	R12 750	1%
Branch Registration (Existing)	R 12 600	R 12 900	2%
Approval of Inspection Report	R 180	R190	6%
(E-C) Standardised Training Manual	R 9 150	R9 450	3%
(E-A) Standardised Training Manual	R 16 050	R 16 450	2%
E-A Learner Material	R60	R60	0% (New)
Extension of Scope	R 6 950	R 7 100	2%
First Classroom	R 250	R260	4%
Additional Classroom	R 210	R220	5%
Capacity 1-10	R 590	R600	2%
Capacity 2-20	R 970	R980	1%
Capacity 3-30	R 1 460	R1 470	1%

### BUSINESS PROFILE CHANGES

Category	2024/25	2025/26	% Increase
Change of Trade Name	R 650	R 680	4,6%
Change from CC to Company or Company to CC	R 1 040	R 1 090	4,8%
Application for Suspension (Business)	R 3 620	R 3 620	0%
Upliftment of Voluntary Suspension (Includes Infrastructure Assessment)	R 3 820	R 4 000	4,7%
Application for Upliftment of Suspension	R 470	R 490	4,2%
Application for Withdrawal	R 470	R 490	4,2%
Infrastructure Assessment Fee (New Business)	R 2 050	R 2 200	7.3%
Infrastructure Re-assessment Fee (within same complex or less than one kilometre radius)	R1 500	R 1600	6.7%
Change of Director, Member, etc	R 650	R 680	4,6%
New Branch Office (Includes Infrastructure Assessment)	R 4 000	R 4 200	4,7%
Appeal-Business Registration	R 1 750	R 1 800	2,8%
Refund Administration Fee	10% amount	10% of amount	0%
Application for Exemption (Minister Submission)	R 760	R 760	0%
Change of Address	R 3 820	R 3 820	0%

### IN-HOUSE FEES

State departments, Commercial and retail sector, Educational Sector, Residential Sector

Category	2024/25	2025/26	% Increase
Large >101	R 19 600	R20 600	5.1%
Medium 51-100	R 11 250	R 11 800	4.9%
Small 1-50	R 10 600	R 11 100	4.7%
<b>Other (Corner/Spaza shops)</b>			
Large >101	R 8 900	R9 300	4.5%
Medium 51-100	R 7 300	R 7 700	5.5%
Small 1-50	R 5 900	R6 200	5%

### Annual Subscription Fees deducted from Security Officer

CATEGORY OF SECURITY BUSINESS	2024/25	2025/26
All Security Officers employed by the in-house security business	R115	R120
All inactive Security Officers		R120

### Payment Structure/terms Payment Structure/terms

Categories	Payment Structure/terms
State Departments, SOE's, and Municipalities	100% of the annual in-house admin fees are payable on or before 7 May
Commercial and Retail	
Educational Sector	
Residential	50% of the annual in-house fees payable on or before 7 May and remaining 50% is payable in 2 equal instalments from 7 June to 7 July.
Other	



For further inquiries, call us on 086 133 3850 or email: info@psira.co.za SMS/WhatsApp 082 803 4329