

Instructions for Completing PSE Trust Agreement

Check the appropriate box. If the agreement is for a cash deposit, for example, check the first box. Check the second box if the agreement is for a deposit the equivalent of cash. The numbered blanks on the form should be filled in as follows:

Blank (1) - Insert the full legal name and assumed business name, if any, of the Private Security Entity to be licensed as follows:

SOLE PROPRIETORSHIP: In the case of a **sole proprietor**, this blank should contain the full legal name of the sole proprietor and the assumed business name, if any, under which the private security entity applicant proposes to conduct business. **Example:** John Harold Smith, sole proprietor, Dba John's Security Company.

PARTNERSHIPS (GENERAL AND LIMITED LIABILITY): In the case of a **partnership** (whether general or limited liability), the blank should contain the full name of the principal partner who qualifies as the entity representative **and** the name of the partnership under which the business will be conducted. **Example:** Mary Elizabeth Connelly, a partner in the partnership of Connelly's Security Company or Mary Elizabeth Connelly, a partner in the limited liability partnership of Connelly's Security Company.

CORPORATIONS AND LIMITED LIABILITY COMPANIES: In the case of a **corporation** or **limited liability company**, the blank should contain the full name of the principal shareholder/owner or qualified designee **and** the name of the corporation or limited liability company, and its state of charter as filed with the Oregon Secretary of State. If the corporation or limited liability company uses an assumed business name, that name should be included as well. **Example:** Susan Maria Smith and Workforce, Inc., an Oregon corporation dba Able Security Contracting or Susan Maria Smith and Workforce, Inc., an Oregon Limited Liability Company Dba Able Security Contracting.

NON-PROFIT AND PUBLICLY TRADED CORPORATIONS: In the case of a **non-profit** or **publicly traded corporation**, the blank should contain the full legal name of the corporation, state of charter as filed with the Oregon Secretary of State, and type of entity. **Example:** Oregon Security Contracting, Inc., an Oregon non-profit corporation or Oregon Security, Inc., an Oregon publicly traded corporation. If the corporation uses an assumed business name, that name should be included as well.

COOPERATIVE CORPORATIONS: In the case of a **cooperative corporation**, the blank should contain the full legal name of the cooperative corporation as filed with the Oregon Secretary of State in addition to any assumed business name used by the cooperative corporation. **Example:** ABC Association, Inc., an Oregon Cooperative Corporation Dba ABC Company.

Blank (2) - Check this box *only* if a *cash* amount is deposited in accordance with this agreement.

Blank (3) - Check this box if the trust agreement pertains to a deposit the *equivalent of cash* (a single financial instrument which yields no less than the amount required by Oregon Administrative Rule (OAR) 259-059-0130(2) in cash immediately on demand). The instrument must yield no less than the required amount during the life of the instrument.

Blank (4) - Identify the proof of financial responsibility provided. For example, in the case of a savings account; "Evidence of a savings account, No. 111-2222-3333 opened by the private security entity at the State Bank of ABC, Main Branch, 22 Cross Street, Lebanon, OR, 97000;" or, in the case of another financial instrument; "Evidence of a Certificate of Deposit, No. 47623-4400, opened by the private security entity at ABC Bank, Interstate Branch, 666, Main Street, Lebanon, OR, 97000."

Blank (5) - Enter the date, month, and year the applicable Entity's license will expire. (Completed by the Department).

Blank (6) - Enter the date, month, and year the trust agreement is signed by the private security entity applicant.

Minimum Amounts for Cash Deposit or Deposit of Cash Equivalent:

Entities with 10 or fewer executive managers, private security professionals, and supervisory managers - \$5,000

Entities with 11 to 20 executive managers, private security professionals, and supervisory managers - \$10,000

Entities with 21 to 50 executive managers, private security professionals, and supervisory managers - \$20,000

Entities with more than 50 executive managers, private security professionals, and supervisory managers - \$30,000