

How to Complete a DISP Membership Application

Overview

The Defence Industry Security Program (DISP) supports industry to improve their security when engaging with Defence. It is a membership-based program that is a control from the [Defence Security Principles Framework \(DSPF\) \[PDF 10,220KB\]](#) in assuring that the Government’s significant investment in Defence capability is appropriately protected.

Please refer to the Applying for DISP Membership Fact Sheet prior to completing your application to ensure you have familiarised yourself with the program, framework and requirements, determined the level of membership you need and assessed your ability to meet the requirements and gather documents.

Note: You will need to complete the sign-in steps in the How to Sign-In to the DISP Members Portal Guide prior to continuing with these instructions.

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If you encounter any errors throughout this process, please refer to the Possible Errors and What to do if they Occur section in the How to Sign-In to the DISP Members Portal Guide and then contact DISP.PortalProject@defence.gov.au as directed if you need further support.

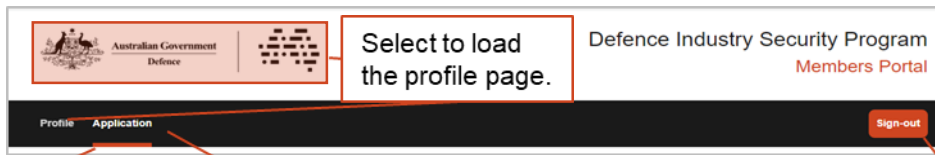


Navigating the Portal

There are three main pages in the DISP Members Portal:

- The Profile page; accessed from the header, please see the [How to Sign-In to the DISP Members Portal Guide](#) for information about this page.
- The Application page; accessed from the header, please see the [Completing the Application](#) section of this document for more information about this page.
- The Help & Resources page, accessed from the footer, please see the [Accessing Support](#) section of this document for more information about this page.

Portal Header and Footer

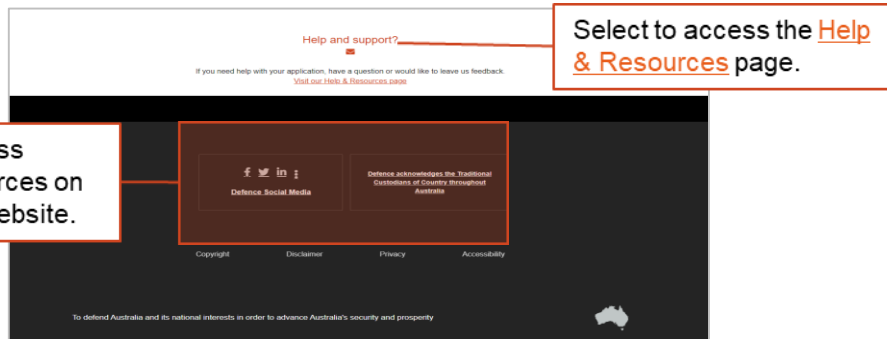


Select to load the profile page.

Orange bar identifies the page that you are currently on.

Select to load your application.

Select to sign-out of the DISP Members Portal.



Select to access the [Help & Resources](#) page.

Select to access relevant resources on the Defence website.

Window Navigation

If your browser window is small, the header will condense into a three bar icon which has the same actions available as in The Portal Header section above.

Your entity name.

Your entity ABN.

Use to scroll the page content.

Select to open the header menu.

ABN	Entity Name	Business Name	Status	Security Officer	Chief Security Officer	Modified On	Date Applied
38373281189	MAHDI HASSAN	H PAINTING	Draft	Francis Lila	Francis Lila	08/06/2023 2:40 PM	

Select to open your application.

Select to return to the top of the page.

Progress Menu

The application is made up of nine sections which are shown in the Progress Menu on the right side of each page.

Select the title of the section from the Progress Menu to navigate to that section.

The red tick identifies you have visited this section and have selected save.

Note: Ensure you have saved the current page prior to moving.

The section you are currently in will appear with a light grey background in the Progress Menu.

Progress Menu	
Entity Details	✔
Officer Details	✘
Contracts & Panels	✘
Physical & ICT	✘
Membership Levels	✘
Foreign Ownership, Control & Influence	✘
Cyber Questionnaire	✘
Attachments	✘
Preview & Submit	✘

The grey circle with a cross identifies that you have not yet visited this section.

Answering Questions

Throughout the application you will be asked to answer a series of questions through drop-down boxes, tables, search boxes, tick boxes and free-text fields.

IMPORTANT! answer all questions accurately and completely. If you are unsure of how to answer a question, please utilise the [Completing the Application](#) section of this guide to assist you.

Drop-Down Boxes

Drop-down boxes appear as white boxes with a black down arrow on the right, select the arrow and select the answer to the question (highlighted in blue). Once selected, the answer will appear in the box, always check that the correct answer has been selected.

▼

Yes

No

Note: Depending on your answer in the drop-down box, extra questions may appear for you to complete.

Tables

Tables appear with column headings and an orange button to:

Add an entry:

ADD

Create an entry:

CREATE

Duplicate a previous entry in the table:

CLONE

When you select "ADD" or "CREATE" a pop-up appears, enter the requested information and select "SUBMIT" for the entry to appear in the table.

Country	Nature of Association	Percentage of Influence
New Zealand	[insert nature of the association with that foreign government]	20.00

Edit

Delete

Select "Edit" to return to the pop-up window and update the information there.

Select "Delete" to remove that entry from the table.

Search Boxes

Search boxes appear as light grey boxes with a magnifying glass icon to the right.

Look for the magnifying glass icon to the right of the search box.

Select the magnifying glass icon to bring up the search pop-up box.

Select to close the search pop-up box.

Enter the text you would like to search.

Select to search.

Select to add the item as your answer.

Select to remove a previously selected answer.

Select to close the search pop-up box.

Find the correct item displayed in the list and select the tick box to the left of it.

SELECT CANCEL REMOVE VALUE

Tick Boxes



Tick Boxes appear as white boxes outlined in dark grey to the left of text, select the relevant tick box, or multiple tick boxes where appropriate, to answer the question.

Free-Text Fields

Free-text fields appear as white boxes, enter text into the box to answer the question.

Note: Free text fields have a limit of 4000 characters; if you need more characters to answer the question, add a note and attach a document in the [Attachments](#) section with more information.

Mandatory and Optional Information



Mandatory information fields are identified with a red asterisk.

Optional information fields provide the DISP processing officers with more information and it may speed up the processing if they are completed.

Saving and Returning

Your application can be saved at any point by navigating to the bottom of the page and selecting “SAVE” or “SAVE & NEXT” if you wish to proceed to the next page of the application after saving.

Once saved, the application can be closed and you be closed by selecting “SIGN OUT” from [The Portal Header](#) and you can return to continue by following the instructions in the How to Sign-In to the DISP Members Portal Guide.



Completing the Application

Note: Only one SO per Entity will have edit access in the portal. CSOs will be able to sign-in and view the application but will not have edit access. To change the SO who has edit access, please contact DISP.PortalProject@defence.gov.au.

Entity Details

The purpose of this section is to confirm and provide general information about your entity and validate your DISP@ email address. This information will assist your DISP processing officer in aligning the application to your entity and contacting you about your application.

For information on how the drop-down boxes, table with “ADD” and free text field functions work, refer to the [Answering Questions](#) section.

ABN & Business Details

These details are pre-filled using information from myGovID, Relationship Authorisation Manager (RAM) and Australian Business Register. They cannot be edited in the DISP Members Portal.

ABN *	ABN Status
85090859537	Active
Entity Name	Business Name
ARMSTRONG ACOUSTICS PTY LTD	
Entity Type	
Australian Private Company	

If there are any incorrect details in this section, please follow the instructions on [the Digital Identity website](#) or [the ASIC website](#) to update them.

Note: your ABN must be active for your DISP application to be processed.

DISP Email Address

To apply for and maintain DISP membership you must have an established email address in the format of DISP@your entity name. This will be used as the primary means of communication for all DISP related correspondence.

To set up this email address, refer to the How to Create a DISP@ Email Address Guide.

You must verify this DISP@ email address to continue with your application. This is done by generating, receiving and entering a verification code from this section.

1. Enter your established DISP@ email address.

2. Select “GET CODE” which will generate an email to the email address entered at step 1.

What is your DISP email address? *

A verification code has been sent to the email address you have provided.

**this message will appear once the code has been generated.*

Enter the code *

3. Enter the received verification code.

4. Select “VERIFY” to continue.

Note: the code will be in the format of 6 letters, both lower and upper case, and numbers. For Example: TK2zEG. The code is case sensitive.

If the correct code is entered, the verification will be saved and you can continue with your application. This will only need to be done once, when it is completed this section will appear with your DISP@ email address greyed out.

If you do not receive a code, check that you have entered the correct email address, select “GET CODE” again, check your junk mail folder and if the email is still not received, please contact DISP.PortalProject@defence.gov.au.

If the incorrect code is entered, you will see an error: *The entered code is incorrect, please check your email for correct code and validate.*

Please double check that the code you have entered matches the one in the email and try again. If it does not work, please contact DISP.PortalProject@Defence.gov.au.





Registered Head Office Address

1. Enter the street address details of your entity's **Australian** registered head office. All of the fields in this section are mandatory and must be completed.

Note: These details must match the [ASIC Australian Business Register](#). If you need to update the details on the register, follow the instructions on [the ASIC website](#).

Street Number * Street Name * Suburb/Town *

State or Territory * Postcode * Country *

Does the postal address differ from your registered address? 2. Select 'Yes' or 'No'

3. If you select yes here you will be asked to provide the postal address (e.g. a PO Box).

Goods and Services in other States

1. Answer the question as to whether your entity provides goods and/or services, or trades, in any states or territories other than the one in which the head office (entered in the previous section) is.

2. If you select yes, you will be asked to select which states and/or territories from a tick box list. You may select one, many or all of the options.

Defence Domains & Capabilities

Domains are an environment through which, or within which, activities and operations are conducted to achieve objectives.

The five Defence Domains are:

- [Information and Cyber](#)
- [Maritime](#)
- [Air](#)

- [Space](#)
- [Land](#)

Each domain coordinates the delivery of capabilities within their relevant area.

Which category of capability best suit the service or product you are supplying to Defence? *

Domains ↑ Categories ↑ ADD

Air Air mobility Restroom

Describe the (Other) capability if any

0500 characters

1. Select 'Add' to open pop-up window and select the Domain and Capability that best suits the product or service that your entity will be supplying to Defence.

2. If the relevant capability is not listed, please enter a description in the free-text field.

Note: you may add multiple domains and capabilities if more than one is relevant. If you are unsure of what to select, contact your Defence Contract Manager or email DISP.PortalProject@defence.gov.au for further guidance.

3. Enter whether your entity holds a contract to deliver a Sovereign Industrial Capability as outlined in the [2018 Defence Industrial Capability Plan](#).

You must hold a Defence contract to answer "Yes" here, if you do and are unsure of the answer please contact your Defence Contract Manager to confirm. If you do not currently hold a Defence contract, please select "No" and let DISP know if you take on a contract for a Sovereign Industrial Capability in the future.

Sovereign Industry Capability Priorities are capabilities, outlined in the [2018 Defence Industrial Capability Plan](#) that are critical to Defence and must be developed or supported by Australian Industry

Visit the [2018 Defence Industrial Capability Plan](#) and the [Sovereign Industrial Capability Priorities](#) website to learn more about the areas of capability that may be applicable to your business.

Are you under contract to deliver a Sovereign Industrial Capability? *

1. Select 'Yes' or 'No'

Select which capabilities you are contracted to deliver

ADD

Name ↑

There are no records to display.

2. If yes, select "ADD" to enter the details of the Sovereign Industrial Capability you are contracted to deliver.

Further Details

Further Details

How many staff does the business employ? *

1. Select a number range from the drop-down box.

Are you a Faculty, School, Campus of a University or other Research Organisation?

2. Select "Yes" or "No" from the drop-down box.

3. If yes, provide details of the Faculty, School, Campus or Research Organisation.





Officer Details

The purpose of this section is to confirm the details of your entity's SO and CSO so that the DISP triage and processing officers can contact you regarding your application.

For information on how the drop-down boxes and free text field functions work, refer to the [Answering Questions](#) section.

Note: if your entity has multiple SOs, only the SO with edit access to the portal will be recorded in this section.

For more information on SOs and CSOs, refer to the Chief Security Officer and Security Officer Roles and Responsibilities Fact Sheet.

Your name will be pre-filled and greyed out in this section based on the role(s) you selected when completing your Profile. To edit which role(s) you appear in, return to the Profile page by selecting the tab on the header.

Security Officer

Francis Lila

If you hold both the SO and CSO position your name will appear under both roles.

If you only hold the SO position, select "No" from the drop-down menu and fill out the details of your entity's Chief Security Officer.

Are you also the Chief Security Officer? *

No

Please provide CSO Details

First Name *

Family Name *

Phone number *

Email *

Note: If you only hold the CSO position, you will not have edit access to this section and your SO will need to fill in your details.

Note: The email address for the CSO in this field must be exactly the same as their MyGovID; otherwise, there will be an error.

Contracts & Panels

The purpose of this section is to provide details about work your entity is engaged in with Defence which will assist with confirming the level of DISP membership your entity requires.

For information on how the drop-down boxes, tables with "CREATE" and "CLONE" and free text field functions work, refer to the [Answering Questions](#) section.

Note: The Defence Contract Manager, Panel or Partnership Representatives recorded in this section will be emailed to confirm the membership level your entity requires.

1. If your entity holds a Defence Contract or is engaged in a Defence Partnership, select "Yes" in the drop-down box, if no contract or partnership is currently held select "No".

If your entity holds any contracts with Defence which fall into the following categories they must be recorded in this section:

- A contract that has DISP Membership listed as a requirement
- A contract that requires you to work on or with classified (PROTECTED or above) information or assets
- A contract that relates to:
 - the management, storage or transport of weapons or explosive ordinances;
 - providing security services for Defence bases and facilities; and/or
 - the shipbuilding supply chain.

Note: If your entity has a large number of contracts, provide the details of the contracts most relevant to your application.

Contact your Defence Contract Manager if you are unsure of which contract(s) to include in this section.

2. If your entity is currently on a Defence Panel, select "Yes" in the drop-down box under Defence Panels, if not currently on a panel select "No".

3. If you answered yes to either question, select "CREATE" under the relevant section and follow the instructions in the pop-up window to enter the details of the Contract, Partnership or Panel.



Physical & ICT

The purpose of this section is to capture information about your entity's physical facilities and ICT networks to assist with confirming your entity's required level of DISP Membership.

For information on how the drop-down boxes, tables with "CREATE" and "CLONE" and free text field functions work, refer to the [Answering Questions](#) section.

- 1 If your entity currently has any physical areas (facilities) which are certified and/or accredited by Defence, select "Yes" in the drop-down box, if no facilities already hold certification and/or accreditation select "No".

Note: if you select "Yes", you will need to provide the certification and/or accreditation in the [Attachments](#) section of the application.

- 2 If you have a known requirement to gain certification and/or accreditation for any facilities, select "Yes" in the drop-down box, if no requirement is known select "No".

Note: if you selected "No" in both steps 1 and 2, please ensure you select Entry Level for the Physical security domain membership level.

- 3 If your entity holds a current accreditation for any of your ICT networks, select "Yes" in the drop-down menu, if no ICT accreditations are currently held select "No". If your certification/accreditation is in progress, select "In Progress".

Note: If you selected "Yes", you will need to attach the Accreditation certificate signed by ICTSB for all networks above Official/Official: Sensitive in the [Attachments](#) section.

Note: if you selected "No", please ensure you select Entry Level for the Information and Cyber security domain membership level.

- 4 If you answered yes to any of the questions in step 1-3, select "CREATE" and follow the instructions in the pop-up window to enter the details of the Facility or Network.

- 5 If your Entity has any Defence contracts that require staff to use the Defence Remote Electronic Access & Mobility Service (DREAMS), select "Yes". If your entity does not have any contracts that require DREAMS usage, select "No".

Membership Levels

The purpose of this section is to capture the level of DISP membership your entity is applying for in each of the security domains.

For information on how the drop-down boxes function works, refer to the [Answering Questions](#) section.

For more information and a table to assist with which level of membership is required in each security domain, refer to the Applying for DISP Membership Fact Sheet.

Note: Your membership level may be upgraded or downgraded as appropriate after it is initially granted.

This section of the application will identify the level of membership required.

Visit the how to apply page on the [DISP website](#) for detailed information on how to determine your membership level.

You will be given an opportunity to include a business case to justify a higher level of membership than what your contract or panel(s) may require. That business case will be assessed by DISP in its recommendation to the delegate on the memberships levels to be awarded.

Membership Levels

What level of Personnel Security do you wish to apply for? *

Level 1



What level of Physical Security do you wish to apply for? *

Entry level



What level of Information and Cyber Security do you wish to apply for? *

Entry level



What level of Governance do you wish to apply for? *

Level 1

1. Select the level of membership your Entity requires in each security domain.

Note: Governance membership is automatically selected to align with the highest level of membership you are applying for in the other domains.

Note: Appropriate business case justification must be uploaded in the [Attachments](#) section when applying for level 1, 2 or 3 membership; holding a Defence contract alone is not sufficient justification. A higher membership level requires more rigorous, complex and time-consuming application and assessment processes as well as greater governance and administration for the entity including higher costs for physical and ICT infrastructure and accreditation.

Note: Please select Entry Level membership for the Physical Security and Information and Cyber Security domain, unless you have responded in the [Physical & ICT](#) section with existing certification and accreditation from Defence or an explicit requirement for a higher level to fulfil a current Defence contract.

Foreign Ownership, Control & Influence (FOCI)

The purpose of this section is to capture information about foreign entities who have ownership, control or influence over your entity.

For more information refer to the [FOCI Fact Sheet](#).

For information on how the drop-down boxes, tables with “CREATE” and “CLONE” and free text field functions work, refer to the [Answering Questions](#) section.

IMPORTANT! Once the FOCI form is submitted, it cannot be edited. Please ensure that you have completed all of the information accurately prior to submitting.

There are 6 sections of the FOCI form which display in a new Progress Menu to the right of the screen. Navigation remains the same as in the [Navigating the Portal](#) section.

Progress Menu	
Instructions	✓
Holdings and Ownership	✘
Leadership & Key Positions	✘
Agreements, Contracts, Understandings & Arrangements	✘
Revenue Streams	✘
Any Other Factors	✘

Note: In policy, this is referred to the AE250-1 form. This online portal version replaces the requirement for the PDF version to be completed.

Note: Foreign entities include any foreign governments, single foreign persons (including dual citizens) or single foreign corporations.

For a definition of who a foreign person or government is, refer to [Foreign Investment Review Board \(FIRB\) Note 31 \[PDF 372KB\]](#). For a definition of what a foreign corporation is, refer to [section 3 “Foreign Corporation” of the Foreign Corporations \(Application of Laws\) Act 1989 \(Cth\)](#). For a definition of who is classed as an associate, refer to [section 6 of the Foreign Acquisitions and Takeovers Act 1975 \(Cth\)](#).

Instructions

IMPORTANT! Please ensure you have read and understand the FOCI instructions and definitions, which will display in the portal. These instructions will only display once when you begin the form.

The screenshot shows a sidebar menu with the following elements:

- BACK TO APPLICATION FORM**: A button at the top left. Callout: "Select to return to the main application."
- Definitions**: A menu item. Callout: "Select to reveal definitions to assist you with answering the FOCI questions."
- FOCI Definitions ^**: A dropdown arrow next to the Definitions menu item.
- NEXT**: A button at the bottom left. Callout: "Select to continue to the next section of the FOCI form."

If you have questions or need support in filling out the FOCI section, please contact DISP.PortalProject@defence.gov.au and the team will get back to you as soon as possible.

Holdings and Ownership

IMPORTANT! Regardless of your answers in this section, ensure you upload information about the financial ownership of your entity in the [Attachments](#) section of your application. For information and examples of what to include, refer to the [Assess](#) section, page 3, of the [Applying for DISP Membership Fact Sheet](#).

Note: The percentage of foreign holding is a combined percentage from all foreign entities. For example, if a foreign government has a 5% holding, one foreign person has a 5% holding, another foreign person has a 5% holding and a foreign company has a 5% holding that would amount to 20% foreign holding.

1. Foreign Holding 20% or more

1.1 If any foreign Entity, or combination of foreign entities and their associates, has a 20% or more holding in your entity, select “Yes” in the drop-down box and continue to step 1.2.

If not, select “No” and continue to step 2.

1.2 If you selected “Yes” at step 1, three additional questions appear. Select “Yes” or “No” and enter the additional information requested to identify which foreign Entity or entities have a combined 20% or more holding in your entity.

2. Foreign Holding 40% or more

2.1 If any two foreign entities, or combination of foreign entities and their associates, has a 40% or more holding in your entity, select “Yes” in the drop-down box and continue to step 2.2.

If not, select “No” and continue to step 3.

2.2 If you selected “Yes” at step 2.1, three additional questions appear. Select “Yes” or “No” and create entries in the tables to identify which foreign entities have a combined 40% or more holding in your entity.

3. Control or influence over the operations of Entity

3.1 If any foreign entities hold an interest that amounts to control or influence over your entity, select “Yes” your entity has any foreign person(s) or foreign corporation(s) that hold an interest that amounts to control or influence over the operations of your entity, select “Yes” and continue to step 3.2.

If not, select “No” and continue to step 4.

3.2 If you selected “Yes” at step 3.1, three additional questions appear. Select “Yes” or “No” and create entries in the tables to identify which foreign entities hold a controlling or influencing interest over your entity.

4. Additional Information

4.1 If you selected “Yes” in answer to any questions in steps 1-3, enter any information that may be helpful in explaining the relationships with foreign entities in the free text box.

Leadership & Key Positions

1. Foreign person(s) serving

1.1

Select “Yes” in the drop-down menu and continue to step 1.2 if any foreign person, or persons, serve as members of your entity’s Australian:

- Board of directors (or similar governing body)
- Office
- Executive
- Partnership group
- Board of trustees
- Senior management

If not, select “No” and continue to step 2.

If you are unsure, select “Other” and DISP will contact you to discuss.

1.2

If you selected “Yes” at step 1.1, select “CREATE” and follow the instructions in the pop-up window to enter the details of the foreign person(s) and the position they hold.

2. Foreign Control

2.1

Select “Yes” in the drop-down menu and continue to step 2.2 if any foreign person(s) or corporation(s):

- Have the power, direct or indirect, to control the election, appointment or tenure of members of your entity’s management positions as listed in step 1.1.
- Have the power to control or cause the direction of other decisions or activities of your entity.

If not, select “No” and continue to step 3.

2.2

If you selected “Yes” at step 2.1, three additional questions appear. Select “Yes” or “No” and provide the additional details about the foreign person(s) or corporation(s) and the power they have.

3. Members serving foreign corporations

3.1

Select “Yes” in the drop-down menu and continue to step 3.2 if any members of the management positions listed in step 1.1 hold any positions with, or serve as consultants for, any foreign Entity or entities.

If not, select “No” and continue to [Agreements, Contracts, Understandings & Arrangements](#).

If you are unsure, select “Other” and provide further details in the free text box, DISP will likely contact you to discuss.

3.2

If you selected “Yes” at step 3.1, two additional questions will appear. Select “Yes” or “No” and provide details of the member of management and the position they hold with a foreign Entity as requested.

Agreements, Contracts, Understandings & Arrangements

1. Foreign arrangements worth more than 20% of revenue

1.1

Select “Yes” and continue to step 1.2 if your entity has entered into any contracts, agreements, understandings or arrangements with foreign entities during the last financial year which are worth 20% or more of your Entity’s total revenue for the last financial year.

Note: if your Entity entered into multiple agreements, contracts, understanding or arrangements with the same foreign Entity or Entities of the same foreign country which meet the above criteria collectively your answer should be “Yes”.

If not, select “No” and continue to step 2.

1.2

If you selected “Yes” at step 1.1, four additional questions appear. Select “Yes” or “No” and provide the additional details requested about the agreements, contracts, understandings or arrangements and the foreign entities that they are with.

2. Non-monetary arrangements with foreign entities

2.1

Select “Yes” and continue to step 2.2 if your entity has any non-monetary agreements, understandings, partnerships or arrangements with any foreign entity or entities.

If not, select “No” and continue to step 3.

2.2

If you selected “Yes” at step 2.1, four additional questions will appear. Select “Yes” or “No” and provide the additional details requested about the non-monetary agreements, understandings, partnerships or arrangements and the foreign entities that they are with.

3. Obligations to foreign entity more than 20% of net worth

3.1

Select “Yes” and continue to step 3.2 if your entity, whether as a borrower, surety, guarantor or otherwise, have any indebtedness, liabilities, or obligations (whether singular or multiple) to any foreign entity or entities greater than 20% of your entity’s total net worth.

If not, select “No” and continue to [Revenue Streams](#).

3.2

If you selected “Yes” at step 3.1, four additional questions appear. Select “Yes” or “No” and provide the additional details requested about the indebtedness, liabilities or obligations and the foreign entities they are with.

Revenue Streams

1. 20% or more revenue from foreign entity

1.1 Select “Yes” and continue to step 1.2 if during the last financial year your entity derived greater than or equal to 20% of its total revenue from any single foreign entity.

If not, select “No” and continue to Any Other Factors below.

1.2 If you selected “Yes” at step 1.1, four additional questions appear. Select “Yes” or “No” and provide the additional details requested about the revenue and the foreign entity it came from.

Any Other Factors

1.1 If there are any other factors that indicate or demonstrate a capacity on the part of any foreign entity to control or influence the operation or management of your entity enter the details in the free text field.

1.2 Select ‘PREVIEW’ to review the details you have entered into the FOCI form. Ensure that the details have been reviewed and confirmed by your CSO and any other relevant staff of your entity, then select ‘SUBMIT’.

IMPORTANT! Once the FOCI form is submitted it cannot be edited, please ensure that you have completed all of the information accurately prior to submitting.

PREVIOUS

SAVE

PREVIEW

Entity Name

Status

Modified On ↓

[MAHDI HASSAN](#)

Submitted

15/06/2023 10:17 AM

[View details](#)

Once submitted, select to view your FOCI details.

Cyber Questionnaire

The purpose of this section is to capture information about your entity’s cyber security. For information on how the drop-down boxes, tables with “CREATE” and “CLONE”, search boxes, tick boxes and free text field functions work, refer to the [Answering Questions](#) section.

IMPORTANT! Once the Cyber Security form is submitted it cannot be edited, please ensure that you have completed all of the information accurately prior to submitting.

Note: The Cyber Security Questionnaire is technical by nature, we strongly encourage you to seek assistance from your ICT staff or services provider when responding.

There are three sections of the Cyber Security form which display in a new Progress Menu to the right of the screen. Navigation remains the same as in the Navigating the Portal section.

Progress Menu	
Instructions	☑
Part A: Information and cybersecurity	✖
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Instructions

IMPORTANT! Please ensure you have read and understand the Cyber Security instructions and definitions, which will display in the portal, before completing this section.

If you have questions or need support in filling out the Cyber Security section, please contact DISP.PortalProject@defence.gov.au and the team will get back to you as soon as possible.

There are four cyber security accreditation standards referred to in this section:

- Top 4 of the [Australian Signals Directorate \(ASD\) Essential 8](#)
- International Organization for Standardization (ISO/IEC) [27001](#) and [27002](#)
- [U.S. National Institute of Standards and Technology \(NIST\) SP 800-171](#)
- [UK Defence Standard \(Def Stan\) 05-138](#)

For more information about the cyber security standards and which one may suit your entity, refer to the [Which Cyber Standard is Right for My Business Fact Sheet](#).

Based on your responses to this questionnaire, DISP will assess your entity’s overall level of cyber hygiene using the following ratings:

	Embedded	All Defence Security Principles Framework (and authoritative document) membership requirements are implemented, effectively integrated and meeting or exceeding security outcomes. Entity’s implementation of better-practice guidance drives high performance.
	Managing	The majority of Defence Security Principles Framework (and authoritative document) membership requirements are implemented, integrated into business practices and effectively disseminated across the entity. Entity meets most security outcomes.
	Developing	Some Defence Security Principles Framework (and authoritative document) membership requirements are implemented, broadly managed and understood across the entity. Entity is meeting some security outcomes.
	Ad hoc	Few or no Defence Security Principles Framework (and authoritative document) membership requirements are implemented and they are not well understood across the entity. Security outcomes are not being achieved in some areas.

Part A: Information and cybersecurity

Organisation and system information

- 1 If your Entity's ICT Network aligns to any of the four security standards listed in the drop-down box, select the most relevant option. If not, select "None".
- 2.1 If your Entity holds a current ICT accreditation for your corporate system(s) used to correspond with Defence, up to and including OFFICIAL: Sensitive, select "Yes" and continue to step 2.2. If not, select "No" and continue to step 3.
- 2.2 If you selected "Yes" at step 2.1, two additional questions appear. Provide the details requested and upload the accreditation evidence in the Attachments section.
- 3 Enter a brief description of your Entity's ICT systems, services and networks that are, or will be used to correspond with Defence up to and including OFFICIAL: Sensitive material.

Note: The use of Defence networks such as the DPN, DSN or DREAMS is precluded from the assessment scope.

- 4 List the protective markings that your entity observes, or will observe when corresponding and working with Defence. The relevant protective markings are:
 - OFFICIAL; compromise will cause insignificant damage (e.g. publicly accessible information about Defence).
 - OFFICIAL: Sensitive; compromise will cause limited damage (e.g. procurement details for a Defence Industry project).
 - PROTECTED; compromise will cause moderate damage (e.g. weapons movement reports).
 - SECRET; compromise will cause serious damage (e.g. operational military plans).
 - TOP SECRET; compromise will cause exceptionally grave damage (e.g. intelligence reports on foreign agencies).

For more information on protective markings and assessing and protecting official information, refer to [the Defence website](#).

- 5 Enter the total number of employees in your entity which are, or will be corresponding with Defence and the number of employees with privileged or administrative access to your corporate system(s) in the two free text fields.
- 6 Select "Yes" or "No" from the five drop-down boxes to provide further details about your entity's cyber security staff and activities.

Note: If you selected "Yes" to your entity having conducted an independent cyber security assessment upload evidence in the Attachments section.

- 7 Briefly explain how your entity would manage a Cyber security breach or compromise and how you would communicate the breach to Defence, authorities and other stakeholders in the free text field.
- 8 If your entity has reported any cybersecurity incidents to Defence or other agencies such as the Australian Cyber Security Centre (ACSC) in the past 24 months, select "Yes" from the drop-down box and provide the further details requested. If not, select "No" and continue to section 6.3.

Part B: Information and cybersecurity

Correspondence with Defence, Cloud Computing and Mobile Device Management Security

- 1 If your entity uses any Software as a Service (SaaS) products (e.g. Microsoft365, OneDrive, Dropbox, Google G-Suite), select “Yes” from the drop-down box and answer the additional question that appears to provide details. If not, select “No”.
- 2 If your entity uses any Mobile Application Management (MAM) (e.g. Fortinet/Intune or similar) select “Yes” from the drop-down box and answer the additional question that appears to provide details. If not, select “No”.
- 3 If your entity implements any Mobile Device Management (MDM) (e.g. Intune or similar) select “Yes” from the drop-down box and answer the additional question that appears to provide details. If not, select “No”.
- 4 If your entity uses any Multi-Factor Authentication (MFA) (e.g. Mobile Application, Token, SMS or email) select “Yes” from the drop-down box and answer the additional question that appears to provide details. If not, select “No”.

Application Controls

- 1 Read the information provided about Application Controls. If your entity has implemented an Allow List Application Control Solution on all systems or services used, or will be used to correspond with Defence, select “Yes” from the drop-down box and answer three additional questions to provide details. If not, select “No”.
- 2 Explain how Application Control is implemented or why your entity does not have this control implemented in the free text field.

Note: This is a mandatory question whether or not you have Application Control implemented.

Patch applications

- 1 Briefly explain how your entity would manage a Cyber security breach or compromise and how you would communicate the breach to Defence, authorities and other stakeholders in the free text field.
- 2 If your entity has reported any cybersecurity incidents to Defence or other agencies such as the Australian Cyber Security Centre (ACSC) in the past 24 months, select “Yes” from the drop-down box and provide the further details requested. If not, select “No” and continue to section 6.3.

Note: This is a mandatory question whether or not you have an application patching methodology.

Patch operating systems

- 1 Read the information provided about operating system patching. If your entity has implemented an operating system patching regime for all systems or services used, or will be used to correspond with Defence, select “Yes” from the drop-down box and answer four additional questions to provide details. If not, select “No”.
- 2 Explain your entity's operating system patching methodology, or why your entity does not have an operating system patching methodology in the free text field.

Note: This is a mandatory question whether or not you have an operating system patching methodology.

Restrict administrative privileges

- 1 Read the information provided about restricting administrative privileges. If your entity has implemented user access controls for all systems and services used, or will be to correspond with Defence, select “Yes” from the drop-down box and answer five additional questions to provide details. If not, select “No”.
- 2 Explain the methods your entity uses to control and regulate privilege user access in the text box provided.

Note: This is a mandatory question whether or not you have access controls implemented.

- 3 Select “PREVIEW” to review the details you have entered into the Cyber Questionnaire. Ensure that the details have been reviewed and confirmed by your CSO and any other relevant staff of your entity, then select “SUBMIT”.

IMPORTANT! Once the Cyber Security form is submitted it cannot be edited, please ensure that you have completed all of the information accurately prior to submitting.

PREVIOUS

SAVE

PREVIEW

Entity Name

Status

Modified On ↓

MAHDI HASSAN

Submitted

15/06/2023 11:26 AM

[View details](#)

Once submitted, select to view your Cyber details.

Attachments

The table in the attachments section lists the attachments which are relevant based on your answers to the questions throughout the application.





1. Select “Edit” upload/make changes to files.

Note: You will be unable to submit your application without attaching the documents which are identified with a “Yes” under the “Mandatory” heading.

Select a column title to sort the list by that category.

The exclamation mark in the red circle identifies an attachment which is not uploaded.

Select “Edit” to upload attachments or make changes to uploaded attachments.

<u>Name</u>	<u>Mandatory</u>	<u>Attached</u>	<u>Size (KB)</u>	
Independent Cyber Security Assessment 	No			 Edit
Cyber (ICT Accreditation Record) 	Yes		17	 Edit
Facility Accreditation Evidence - 1 One Street - ACT 	Yes			 Edit
Organisational Ownership 	Yes		17	 Edit

 **1** **2** 

Hover over the “i” and further information will appear below the table.

The tick in the green box identifies an attachment which is uploaded.

IMPORTANT: there may be multiple pages of required attachments, select the page number to jump to that page or the forward or back arrows to move 1 page in that direction.

2. Select “SAVE & NEXT” to continue once all of your attachments are uploaded.

PREVIOUS

SAVE & NEXT

Preview & Submit

IMPORTANT! Once the application is submitted it cannot be edited, please ensure that you have completed all of the information accurately and your CSO and any other relevant staff of your entity have reviewed and updated the information prior to submitting. The CSO does not have edit access so will not be able to update any information prior to completing the declaration at step 3.

1. Review all of the information provided to confirm that it is complete and accurate.
2. Enter any further information you feel the application did not include but would be useful for DISP to know in the free text field.



3. If there are any errors they will be highlighted and you will be unable to progress to the next step until the errors are rectified.

Please upload all the mandatory attachments

2. Select "SUBMIT".

5. The CSO must now read and complete the declaration by ticking the mandatory boxes.

I declare that the entity

- is financially solvent; * ⓘ
- does not have any relationship with any person and/or entity on the Department of Foreign Affairs and Trade's Consolidated List;
 - Holds an Australian Government permit;
- will not enter into any relationship with any person and/or entity on the Department of Foreign Affairs and Trade's Consolidated List;
 - Would apply for an Australian Government permit;
- is responsible for the cost of the CSO's security clearance and that the cost of the clearance can be charged to the entity; *
- will provide Defence, or a Third Party nominated by Defence, access to facilities, personnel, and relevant artefacts for the purpose of audits and other assurance activities; *

Note: Only the CSO will see and can complete this declaration.

For information on what happens once you have submitted your application and what you can do while you are waiting, refer to the Applying for DISP Membership Fact Sheet.

Accessing Support

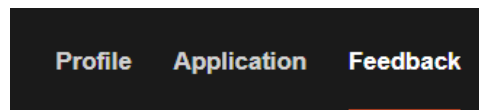
Please visit the Help & Resources page in the portal to access support materials by selecting the link in the [Portal Footer](#).

For information on some possible errors and guidance on how to resolve them, refer to the How to Sign-In to the DISP Members Portal Guide.

If you require further support, please contact DISP.PortalProject@defence.gov.au and the team will get back to you as soon as possible.

Providing Feedback

Select “Feedback” from the [Portal Header](#) to access the Feedback form.



Please also fill out the exit survey when it is made available to you post submission as this will assist DISP to make improvements moving forward.

Thank you for applying and especially for taking part in the DISP Members Portal early release!

If you have any questions or require support, please contact DISP.PortalProject@defence.gov.au.