



Notification of Contract Engagement for an Entity

Who is this fact sheet targeted at:

I am responsible for:	I need to be able to:
Advising DISP of Entity Contract updates.	Access and complete the Notification of Engagement form.

1. Contract Manager Notification

1.1 Navigate to the 'Notification of Engagement Requiring DISP Membership' URL. [Notification of Engagement Requiring DISP Membership · Defence Industry Security Program](#)

1.2 Read 'Notification of Engagement Requiring DISP Membership' page, then click 'NEXT'.

Notification of Engagement Requiring DISP Membership

Purpose
This form will be used by Defence personnel in conjunction with or to initiate the processing of an application for Defence Industry Security Program (DISP) membership, for the:

- Notification of an Entity requiring DISP membership due to engagement via contract, panel or partnership with Defence.
- Endorsement for an Entity that requires DISP membership due to engagement via contract, panel or partnership with Defence.

This form should also be used to advise of change to contractual security requirements.

Definitions
Industry Entity (Entity): An entity (such as a sole trader, partnership, trust, company or university) registered as an Australian business and is located within the territory of Australia.
Defence Representative: For the purposes of completing this form, Defence Representatives are defined as Defence personnel responsible for managing Defence contracts; this could include but is not limited to Program Managers, Project Managers, Senior Project Officers, Project Officers or any other role with contract manager responsibilities. This may include above-the-line (ATL) contractors acting on behalf of Defence as the project/contract manager.
Partnership: For the purposes of completing this form, a partnership is defined as an agreement, understandings, or arrangements, and may include grants, research partnerships, or Memorandum of Understandings (MOU).

NEXT

NOTE: 'Notification of Engagement' form will follow the flow of the 'Progress Menu' on right hand-side of page.

Progress Menu

- Defence Representative Details ✓
- ABN Details ✕
- Contract Panel Partnership Details ✕
- Security Considerations ✕

1.3 Populate the fields as instructed on 'Notification of Engagement' page.

Notification of Engagement

Defence Representative Details

Family Name * Given Name *

Position * Group or Service *

Phone Number * Alternative Phone Number

Email Address *

1.4 Click 'NEXT'.

NOTE: A code will be sent to the inputted Defence email address, with a potential time delay.



1.5 Enter code on 'Notification of Engagement' page and click 'NEXT'.

Notification of Engagement

Please enter the code sent in the email *

Entity Details

Entity Name Business Name

ABN Status Entity Type

PREVIOUS **NEXT**



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1.6 Populate the fields as instructed on 'Contract Panel Partnership Details' page.

Note: if Yes is selected on any question, click 'Create' to add relevant details, if No, continue to 1.8

Contracts

Have you engaged the Entity in a contractual arrangement? *

Yes

CREATE

Project name ↑	Project number	Defence representative	Security classification of the project	Modified On
There are no records to display.				

1.7 Populate the fields as instructed on 'Create' page then click 'SUBMIT'.

Create

What is their position title?

In which Group or Service are they?

What is their contact number?

What is their email address?

SUBMIT

1.8 Click 'NEXT'.

PREVIOUS **NEXT**

1.9 Populate the fields as instructed on 'Security Considerations' page.

Security Considerations

Does this contract/panel/partnership involve sensitive or emerging technology, and/or a sovereign industrial capability? *

Select

Does this contract/panel/partnership involve the storage of weapons and/or munitions? *

Yes

Has a Security Risk Assessment(s) been completed for this contract/panel/partnership? *

Yes

Has a Security Classification and Categorisation Guide (SCCG) been developed for this contract/panel/partnership? *

Select

1.10 Click 'Submit'.

PREVIOUS **SUBMIT**

Help and Support

For further support please email

DISP.info@defence.gov.au