

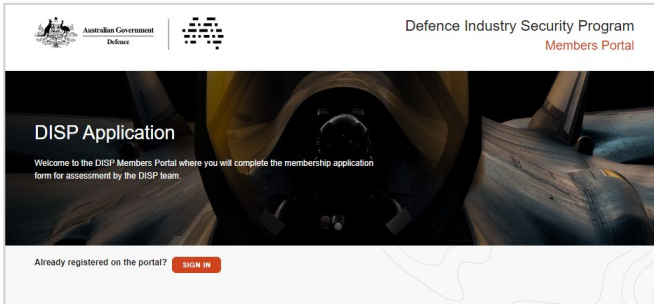


# Completing a Change in Circumstance (CiC)

I am responsible for:	I need to be able to:
Advising DISB of any changes in membership details	Access and navigate the Members Portal and complete a Change in Circumstance (CiC)

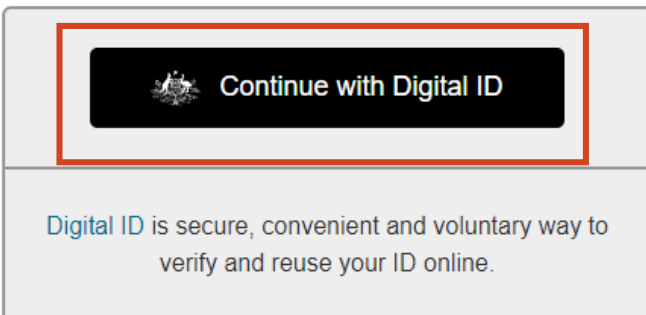
## Step One

Navigate to the DISP Member Portal Page.  
[DISP Member Portal | Business & Industry | Defence](#)



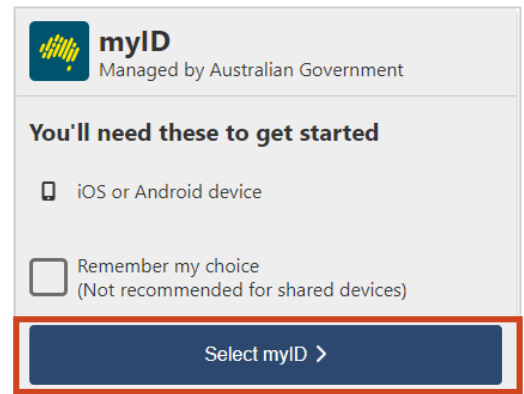
## Step Two

Scroll to and click 'Continue with Digital ID' section.



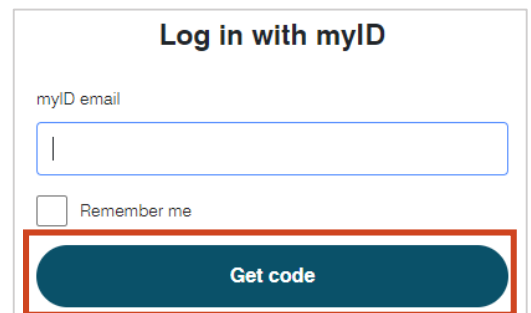
## Step Three

Click 'Select MyID' and follow prompts to sign in to access DISP Member Portal.



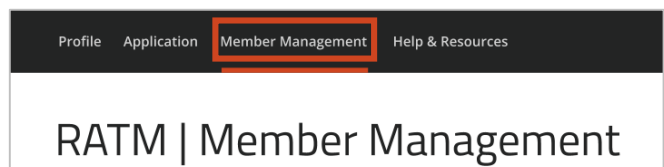
## Step Four

Enter myID email and click 'Get code'. Enter code into myID app when prompted.



## Step Five

Navigate to the banner and click 'Member Management'.





## Accessing the Change in Circumstance Requests

### Step Six

Click the appropriate service box based on the details you need to update.

**Member Services**

Each member service below is a single form and service. If you require more than one service for your entity you will be required to do each one individually.

- Make a change to my entity details
- Make a change to my CSO or SO

**Make a change to my entity details**

This change in circumstance is for changes to your entity's details like postal addresses, DISP@ email range, domain & capabilities you provide services product for, or any other company related info.

Make a change to CSO or SO

This change in circumstance is for making changes to your entity's current Chief Security Officers (SO).

### Step Seven

Read the 'Info & Instructions' page.

**Change in Circumstance Info & Instructions**

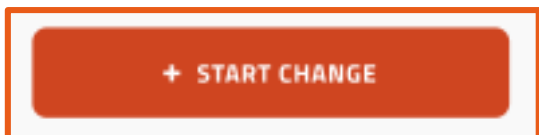
Defence Industry Security Program (DISP) membership needs to be established. Once your entity has achieved membership, they need to maintain certain standards. These standards include:

**They include:**

- Appointing and retaining a CSO and SO.
- Reporting changes that may affect DISP membership, such as, eligibility changes in circumstances for security cleared personnel.
- Responding to and reporting any security incidents and suspicious communications.

### Step Eight

Click '+ START CHANGE' to begin.



### Step Nine

**NOTE:** Step Nine articulates each of the different forms that can be completed in a CiC. Not every part of this step may be relevant to you.

#### To 'Make a change to my Entity Details'

9.1. Populate the fields as instructed on 'Entity Details' form.

**Change in Circumstance Entity Details**

Full Name	Role
Zack De la rocha	SO
Entity Name	ABN
Entity	89610611

**Email**

Has your entity changed the DISP@ email address used to communicate with us?

#### To 'Make a change to CSO or SO'

9.2. Populate the fields as instructed on 'Officer Details – Chief Security Officer (CSO) & Security Officer (SO)' form.

#### Change in Circumstance Officer Details - Chief Security Officer (CSO) & Security Officers (SO)

Your CSO & SO with access to the DISP portal will undertake your Membership Management duties through this portal.

There are a number of things you and your entity will need to complete so you can become a CSO or SO on the DISP Portal.



## Accessing the Change in Circumstance Requests

### To 'Make a change to Contracts & Panels'

9.3. *Populate* the fields as instructed on 'Contract & Panel Changes' form.

#### Change in Circumstance Contract & Panel Changes

##### Contracts

Has your entity engaged in any new contract(s) with Defence? \*

Yes

### To 'Make a change to FOCI'

9.4. *Populate* the fields as instructed on 'Foreign Ownership Control and Influence (FOCI)' form.

#### Change in Circumstance Foreign Ownership Control and Influence (FOCI)

##### Definition

"An entity is considered to be operating under FOCI when a foreign interest has the power, whether or not exercised, and whether or not exercisable, through the ownership of that entity or through the ownership of its National Security Authority/Designated Security Authority, by contract or otherwise, to direct or decide matters affecting the management or operations of that entity, or to grant or withhold unauthorised access to classified information or adversely affect the performance of that entity, which would be contrary to the interests of national security."

### To 'Make a change to Physical and ICT'

9.5. *Populate* the fields as instructed on 'Physical Facilities & ICT Networks' form.

#### Change in Circumstance Physical Facilities & ICT Networks

##### Physical Facilities

Has your entity had any facilities obtain a new Defence physical security and/or accreditation? \*

Yes

### To 'Make a change to Cyber Questionnaire'

9.6. *Populate* the fields as instructed on 'Cyber Questionnaire – Essential Eight' form.

#### Change in Circumstance Cyber Questionnaire - Essential Eight

The Australian Signals Directorate (ASD) has developed prioritised mitigation strategies to Mitigate Cyber Security Incidents, to help organisations protect themselves from various cyber threats. The most effective of these mitigation strategies are the Essential Eight.

The Essential Eight has been designed to protect organisations' internal information systems.

### To 'Withdrawal of Membership'

9.7. *Populate* the fields as instructed on 'Withdrawal' form.

#### Change in Circumstance Withdrawal

Does your entity wish to withdraw their DISP membership? \*

Yes



## Finalising the Change in Circumstance Requests

### Step Ten

Click **'SAVE & NEXT'**.



### Step Eleven

Click **'Edit'**, then click **'+ Add Files'** to provide supporting documentation. Click **'Next'** to move to the Review & Submission section.

Name	Mandatory	Attached	Size.(KB)	
CSO - Acknowledgment Letter	Yes		0	

**+ ADD FILES**

**NOTE:** Not all forms will have an attachment section, only those that require attachments.

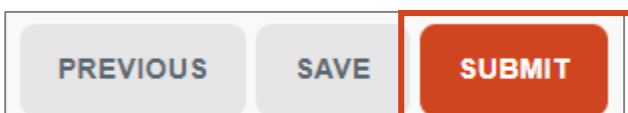
### Step Twelve

Click **'Next'**.



### Step Thirteen

Review all details, then click **'Submit'**.



### Step Fourteen

**IF YOU ARE A CHIEF SECURITY OFFICER (CSO):** Review all details that the SO has entered. If everything is accurate:

- Select the tick boxes as instructed under the **'Declaration'**.
- Click **'Submit'**.

#### Declaration

**Note:**

If you need to print this Change for your board's physical signature, use your browser's print function.

Your Change data will no longer be accessible after you declare.

By completing this form, you are declaring that you approve this Change on behalf of HA & K A PTY LTD

- Robert Michael" approve the submission of this Change.
- Robert Michael" declare that the board of H A & K A PTY LTD has approved this Change.

**A**

**B**

**SUBMIT**

**NOTE:** If you hold the role of Security Officer (SO), you must complete all steps up to Step Twelve in this Factsheet, and hand over for final review and declaration of the Chief Security Officer (CSO).

**If you hold both SO & CSO roles, you must complete Step Twelve and Step Thirteen yourself.**

#### Help and Support

For further support please email [disp.info@defence.gov.au](mailto:disp.info@defence.gov.au)

Please don't hesitate to share your feedback on these instructions.

**NOTE: Information available is subject to change as the DMS matures.**