



How to Complete a DISP Membership Application

The Defence Industry Security Program (DISP) supports industry to improve their security when engaging with Defence and assures that the Government’s significant investment in Defence capability is appropriately protected. It is a membership-based program that sits under control 16.1 of the [Defence Security Principles Framework \(DSPF\)](#). Please refer to the [Applying for DISP Membership](#) factsheet 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 Member Portal](#) guide prior to continuing with these instructions.

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For more information or if you encounter an error 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 Member Portal](#) guide.

If you require support, please contact disp.info@defence.gov.au



Navigating the Portal

Access the Portal Landing Page

You can access the Profile, Member Management and Help & Resources pages from the header, as well as Sign-out from the Portal.

Note: please remember to save before signing-out.

Your Entity name will appear at the top left of the page and your Entity name and ABN will appear on the top right.

Note: 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.

If you require support, please contact disp.info@defence.gov.au



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.

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

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.

Drop-Down Boxes

Use the down arrow to select your answer. 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.

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Search Boxes


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

- Enter text to search for a specific item.
- Select the **check box** next to the item
- Then choose the **SELECT** button to add as you answer.

Free-Text Fields

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**. You can also select **SAVE & NEXT** if you wish to proceed to the next page of the application after saving.

Once saved, the application can be closed by selecting **SIGN OUT** from the Portal Header. You can return to continue the application at any time by following the instructions in the [How to Sign-In to the DISP Member 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 individual who has edit access, please contact disp.info@defence.gov.au.

Logging On

1. Select Continue with Digital ID.

Continue with Digital ID

Digital ID is secure, convenient and voluntary way to verify and reuse your ID online.

2. Select Select myID.

myID
Managed by Australian Government

You'll need these to get started

- iOS or Android device
- Remember my choice (Not recommended for shared devices)

Select myID >

3. Enter the email address and select Get code.

Log in with myID

myID email

Remember me

Get code

Don't have a myID? [Set one up](#)

Create a myID to prove who you are and log in to online services.

Download on the App Store | GET IT ON Google Play

Visit [myID](#) to find out more.

4. Confirm the correct details are displayed, then select Consent.

Your details	
Family name	Lila
Given name(s)	Francis
Date of birth	05 December 1988
Email	francis.lila@test.com

Cancel | Consent

5. Select the relevant Entity you are acting for.

Businesses I can act for

Select a business from the list to continue. If your business is not listed, you can [add a business](#).

Search by ABN or name...

Entity name ▲

- Hexaputon
- The Trustee for Brynedan Trust

TIP

If there is only one association with an Entity in RAM, this will be automated.

If you require support, please contact disp.info@defence.gov.au



Entity Details

The purpose of the Entity Details section is to confirm and provide general information about your entity and validate your DISP@ email address.

ABN & Business Details

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

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

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

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.

- Enter your established DISP@ email address
- Select **GET CODE** which will generate an email to the email address entered
- Enter the received verification code
- Select **VERIFY** to continue

What is your DISP email address? *

(a) (b) **GET CODE**

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

Enter the code * (c)

(d) **VERIFY**

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 and check your junk mail folder. If the email is still not received, please contact disp.info@defence.gov.au.

If the incorrect code is entered, you will see an error. Check the code and try again. If it does not work, please contact disp.info@Defence.gov.au.

The entered code is incorrect, please check your email for correct code and validate.

If you require support, please contact disp.info@defence.gov.au



Registered Head Office Address

Enter the street address details of your Entity's **Australian** registered head office. The fields in this section are mandatory and 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](#).

Goods and Services in other States

Provide details of other states and territories that your Entity provides goods and/or services, or trades, other than the one in which the head office is located.

Defence Domains & Capabilities

Defence domains coordinates the delivery of capabilities within their relevant area.

The five Defence Domains are:

[Information and Cyber](#)

[Maritime](#)

[Land](#)

[Air](#)

[Space](#)

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

a. Select **Add**, then select the **Domain and Capability** that best suits the product or service that your Entity will be supplying.

You may add multiple domains and capabilities if more than one is relevant.

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

a. You must hold a Defence contract to answer **Yes** here. 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.

b. Select **ADD** to enter the details if relevant

If you are unsure how to complete this section, contact your Defence Contract Manager, or email disp.info@defence.gov.au for further guidance.

Further Details

Provide number of staff and Faculty, School, Campus or Research Organisation details if relevant.



Officer Details

Complete the drop downs and free text fields in this section to confirm the details of your entity's Security Officer (SO) and Chief Security Officer (CSO) so DISP Processing Officers can contact you regarding your application. If your Entity has multiple SOs, only the SO with edit access to the Portal should be recorded in this section.

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.

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

a. 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.

If you only hold the CSO position, you will not have edit access to this section

b. The email address for the CSO in this field must be exactly the same as their MyID.

For information on the functionality of this section, refer to the Answering Questions section.

For information on CSOs and SOs, refer to the [Chief Security Officer and Security Officer Roles and Responsibilities factsheet](#).

Contracts & Panels

Complete the drop downs and free text fields in this section to provide details about the work your entity is engaged in with Defence. This will assist with confirming the level of DISP membership your Entity requires.

If your Entity has a large number of contracts, provide the details of the contracts most relevant to your application and contact your Defence Contract Manager if you are unsure of which contract(s) to include.

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

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.

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.

For information on the functionality of this section, refer to the Answering Questions section.



Physical & ICT

Complete this section to capture information about your Entity's physical facilities and ICT networks. This will assist with confirming your Entity's required level of DISP Membership.

1. Use the drop-down menu to indicate if your Entity currently has any physical areas (facilities) which are certified and/or accredited by Defence. If **YES**, you will need to provide the certification and/or accreditation in the Attachments section of the application.

Do you have any facilities that hold a Defence physical security certification and/or accreditation?

Select ▼

2. Use the drop-down menu to indicate if you have a known requirement to gain certification and/or accreditation for any facilities.

Do you require any of your facilities to be Defence accredited?

Select ▼

If you selected **No** in both steps 1 and 2, please ensure you select Entry Level for the Physical security domain membership level.

3. Complete the section regarding the status of current accreditations for any of your ICT networks.
 - If you selected **Yes** please attach the Accreditation certificate signed by ICTSB for all networks above Official/Official: Sensitive in the Attachments section.
 - If your certification/accreditation is in progress, select **In Progress**.
 - 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. Use this section to indicate if your Entity has any Defence contracts that require staff to use the Defence Remote Electronic Access & Mobility Service (DREAMS).

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.

If you require support, please contact disp.info@defence.gov.au



Membership Levels

This section captures the level of DISP membership your Entity is applying for in each of the security domains, noting that these may be upgraded or downgraded as appropriate after it is initially granted.

Use the drop-down menus to select the level of membership your Entity requires for each security domain noting the following:

- You must 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.
- Governance membership is automatically selected to align with the highest level of membership you are applying for in the other domains.
- 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 and higher costs for physical and ICT infrastructure and accreditation.

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

For information and a table to assist with which level of membership is required in each security domain, refer to the [Applying for DISP Membership factsheet](#).

If you require support, please contact disp.info@defence.gov.au



Foreign Ownership, Control & Influence (FOCI)

This section captures information about foreign entities who have ownership, control or influence over your entity. Foreign entities include any foreign governments, single foreign persons (including dual citizens) or single foreign corporations.

There are 6 sections of the FOCI form which display in the 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	✗

This online portal FOCI form replaces the PDF version formerly referred to as the AE250-1 form

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.

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.

- For a definition of who a foreign person or government is, refer to [Foreign Investment Review Board \(FIRB\) Note](#).
- 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 \(Cth\)](#).

For information refer to the [FOCI factsheet](#)
If you have questions or need support in filling out the FOCI section, please contact disp.info@defence.gov.au and the team will get back to you as soon as possible.

If you require support, please contact disp.info@defence.gov.au



FOCI 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 factsheet](#).

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

Use the drop-down box to indicate if any foreign entity, or combination of foreign entities and their associates, has a 20% or more holding in your Entity.

If you selected **Yes**, 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

Use the drop-down box to indicate if any two foreign entities, or combination of foreign entities and their associates, has a 40% or more holding in your entity.

If you selected **Yes**, enter the additional information 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

Use the drop-down box to indicate if 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.

If you selected **Yes**, enter additional information and create entries in the tables to identify which foreign entities hold a controlling or influencing interest over your Entity.

4. Additional Information

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.



FOCI - Leadership & Key Positions

1. Foreign person(s) serving

Use the drop-down menu to indicate 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 **Yes**, 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.

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

2. Foreign Control

Use the drop-down menus to indicate 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.
- Have the power to control or cause the direction of other decisions or activities of your Entity.

If **Yes**, provide additional details as requested about the foreign person(s) or corporation(s) and the power they have.

3. Members serving Foreign Corporations

Use the drop-down menus to indicate if any members of the management positions listed in step 1 hold any positions with, or serve as consultants for, any foreign entity or entities.

If **Yes**, provide details of the member of management and the position they hold with a foreign entity as requested.

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



FOCI - Agreements, Contracts, Understandings & Arrangements

1. Foreign Arrangements worth more than 20% of revenue

Use the drop-down menu to indicate 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.

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 you selected Yes, provide additional details as requested about the agreements, contracts, understandings or arrangements and the foreign entities that they are with.

2. Non-monetary Arrangements with Foreign Entities

Use the drop-down menu to indicate if your Entity has any non-monetary agreements, understandings, partnerships or arrangements with any foreign entity or entities.

If **Yes**, provide the additional details as 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

Use the drop-down menu to indicate 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 **Yes**, provide additional details as requested about the indebtedness, liabilities or obligations and the foreign entities they are with.

FOCI - Revenue Streams

1. 20% or more revenue from foreign entity

Use the drop-down menu to indicate 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 Yes, provide additional details as requested about the revenue and the foreign entity it came from.

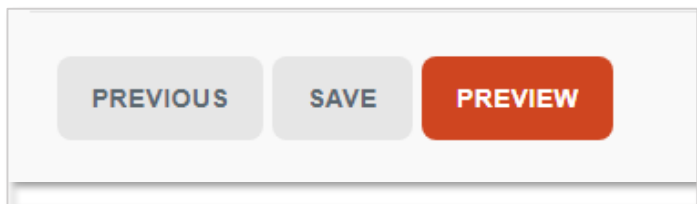


FOCI - Any Other Factors

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.

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.

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 Security Questionnaire (CSQ)

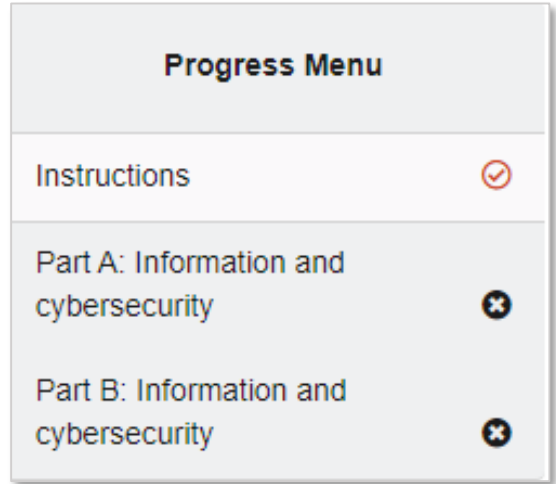
This section captures information about your Entity’s cyber security. The CSQ is technical by nature, therefore we strongly encourage you seek assistance from your ICT staff or services provider to complete this section.

There are three sections of the CSQ which display in the Progress Menu to the right of the screen.

Navigation remains the same as in the Navigating the Portal section.

IMPORTANT

Please ensure you have read and understand the Cyber Security Questionnaire (CSQ) instructions and definitions, which will display in the Portal, before completing this section.



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

- 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](#)

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.

For information on the functionality of this section, refer to the Answering Questions section.

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

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



Part A: Information and Cyber Security

Organisation and System Information

1. Use the drop-down menu to indicate 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 it does not align with these standards, select **None**.
2. Use the drop-down menu to indicate if your Entity holds a current ICT accreditation for your corporate system(s) used to correspond with Defence, up to and including OFFICIAL: Sensitive. If it does, 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).
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. Use 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. Use the drop-down menu to indicate if your Entity has reported any cyber security incidents to Defence or other agencies such as the Australian Cyber Security Centre (ACSC) in the past 24 months. If you selected **YES**, please provide further details as requested.

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

If you require support, please contact disp.info@defence.gov.au



Part B: Information and Cyber Security

Correspondence with Defence, Cloud Computing and Mobile Device Management Security

1. Use the drop-down menu to indicate if your Entity uses any Software as a Service (SaaS) products (e.g. Microsoft365, OneDrive, Dropbox, Google G-Suite). If you selected **YES**, please provide additional details as requested.
2. Use the drop-down menu to indicate if your Entity uses any Mobile Application Management (MAM) (e.g. Fortinet/Intune or similar). If you selected **YES**, provide additional details as requested.
3. Use the drop-down menu to indicate if your Entity implements any Mobile Device Management (MDM) (e.g. Intune or similar). If you selected **YES**, provide additional details as requested.
4. Use the drop-down menu to indicate if your Entity uses any Multi-Factor Authentication (MFA) (e.g. Mobile Application, Token, SMS or email). If you selected **YES**, provide additional details as required.

Application Controls (mandatory questions)

1. Read the information provided about Application Controls.
2. Use the drop-down menu to indicate 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. If you selected **YES**, provide additional details as requested.
3. Explain how Application Control is implemented or why your Entity does not have this control implemented in the free text field.

Patch Applications (mandatory question)

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. Use the drop-down menu to indicate if your Entity has reported any cyber security incidents to Defence or other agencies such as the Australian Cyber Security Centre (ACSC) in the past 24 months. If you selected **YES**, provide further details as requested.

Patch Operating Systems

1. Read the information provided about operating system patching.
2. Use the drop-down menu to indicate if your Entity has implemented an operating system patching regime for all systems or services used, or will be used, to correspond with Defence. If you answered **YES**, please provide additional details as requested.
3. 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.

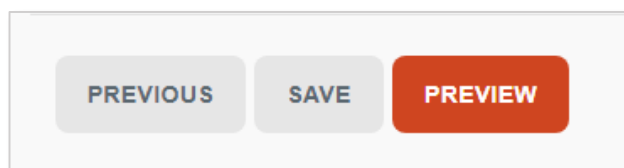


Restrict Administrative Privileges (mandatory question)

1. Read the information provided about restricting administrative privileges.
2. Use the drop-down menu to indicate if your Entity has implemented user access controls for all systems and services used, or will be used, to correspond with Defence. If you selected **YES**, provide additional details as requested.
3. Explain the methods your Entity uses to control and regulate privilege user access in the text box provided.

Review and Submit

Select **PREVIEW** to review the details you have entered into the Cyber Security Questionnaire (CSQ).



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 CSQ is submitted it cannot be edited, please ensure that you have completed all of the information accurately prior to submitting.

<u>Entity Name</u>	<u>Status</u>	<u>Modified On</u> ↓	
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** to 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 or make changes to attachments

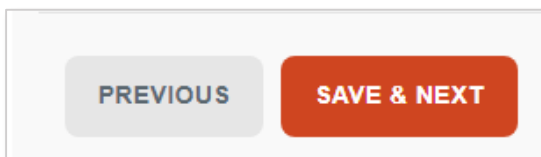
Name	Mandatory	Attached	Size (KB)
Independent Cyber Security Assessment ⓘ	No	!	
Cyber (ICT Accreditation Record) ⓘ	Yes	✓	17
Facility Accreditation Evidence - 1 One Street - ACT ⓘ	Yes	!	
Organisational Ownership ⓘ	Yes	✓	17

Hover over the Information icon for further information

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

There may be multiple pages of required attachments, use these buttons to find specific pages.

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



If you require support, please contact disp.info@defence.gov.au



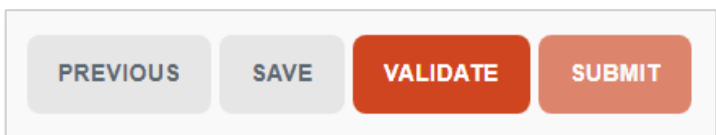
Preview & Submit

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. Select **VALIDATE** then select **SUBMIT**



4. 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

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

Only the CSO can see and complete this declaration.

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; *

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 factsheet](#).

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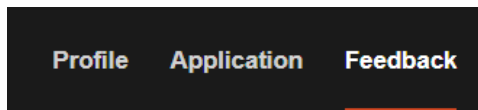
Accessing Support

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 Member Portal guide](#).

Providing Feedback

Select **Feedback** from the Portal Header to access the Feedback form.



We value your feedback as a way for us to improve moving forward.

If you have feedback on the process, your experience or the information or support that you receive, please contact disp.info@defence.gov.au.