

OFFICIAL: Sensitive

HCF Annual Declaration

Guidance Note:

The Hosting Certification Framework Policy requires a declaration by at least one representative of the Provider’s (or of the Provider’s ultimate parent company’s, if applicable) directors and/or relevant officers/Board members.

As required under the Deed of Certification, within 30 days of each anniversary of the Deed Effective Date, the Provider must provide this annual declaration (unless another form is agreed by the Department of Home Affairs (Home Affairs) for the term of the Deed of Certification.

This guidance note should be deleted prior to signing this annual declaration.

This annual declaration relates to the Provider’s obligations under the Deed of Certification between the Commonwealth as represented by the **Department Of Home Affairs** (ABN: 33 380 054 835) as the Certifying Authority and [Click or tap here to enter text.] (ABN: Click or tap here to enter text.]) (**Deed**).

Declaration

I, Click or tap here to enter text.make the following declaration on behalf of

Click or tap here to enter text. ABN Click or tap here to enter text.

I am duly authorised by Click or tap here to enter text. to make this declaration.

I make this declaration on behalf of Click or tap here to enter text. and on behalf of myself.

1. **Definitions**

In this declaration terms have the same meaning as in the Deed of Certification (**Deed**).

1. **Confirmation and warranty**
2. Click or tap here to enter text.confirms it understands that it must achieve and maintain a certification level of Certified Click or tap here to enter text. under the Hosting Certification Framework for the current (and any future) services in which any Commonwealth data is stored.
3. Click or tap here to enter text. confirms that it (including its directors, relevant officers, Board members, and any applicable ultimate holding company) is:
4. aware of; and
5. understands,

the requirements which must be met by Click or tap here to enter text.with respect to maintenance of a certification level of Certified Click or tap here to enter text.as set out in the Deed (including the definition of Relevant Change and its obligations with respect to continuous disclosure of any potential Relevant Change as set out in the Deed).

1. Click or tap here to enter text. warrants that within 30 days of each anniversary of the Deed Commencement Date for the term of Certification, it will provide an updated declaration to Home Affairs (in the same form as this declaration unless otherwise agreed by Home Affairs).
2. Click or tap here to enter text. warrants that it will use its best endeavours to ensure that a Relevant Change does not occur, except as agreed by the Certifying Authority and/or the relevant Agency.

**3. Consent to obtain and share information**

1. For any Approved Purpose, Click or tap here to enter text.consents to Home Affairs as the Certifying Authority:
   1. obtaining and using information from other Australian Government Departments and agencies; and
   2. sharing the information in paragraph (i) along with any information obtained by Home Affairs during the certification process with other Australian Government Departments and agencies,

to ensure transparency and continuous disclosure with respect to the holding and storage of Commonwealth data.

1. Additionally, Click or tap here to enter text. consents to Home Affairs as the Certifying Authority sharing the following information to other Australian Government Departments and agencies:
   1. information with respect to any potential Relevant Change;
   2. information about any security risks or threats (including with respect toClick or tap here to enter text.supply chain) as provided by Click or tap here to enter text.in accordance with the Deed (including any relevant mitigations and residual risks);
   3. information with respect to Click or tap here to enter text. certification level; and
   4. information with respect to any changes to the services in which Commonwealth data is hosted (e.g. if Click or tap here to enter text. decides to include and have certified any additional services).

**4. Declaration**

I solemnly and sincerely declare on behalf of Click or tap here to enter text.that:

1. this declaration does not contain any false or misleading claim or statement;
2. the information contained in this declaration is to the best of my knowledge truthful, complete and accurate;

It is understood that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declaration Act 1959*. It is believed that the statements in this declaration are true in every particular.

**Signature of person making the declaration:**

**Printed Name and Position of Signatory:**

Click or tap here to enter text.

**Signature of Witness:**

**Printed full name and address of person before whom the declaration is made, and place of declaration**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Date**

Click or tap here to enter text.