

OFFICIAL

HCF Relevant Change Submission Form

## Reporting Relevant Change Requirements

As a current or potential Certifications holder under the *Whole of Government Hosting Strategy* and *Certification Framework*, you may be obliged to report on any potential or upcoming Relevant Change the may adversely affect the Commonwealth.

You can report all Relevant Changes to the Certifying Authority by filling out a *Relevant Change Submission Form* **below** or by downloading the form through the [Hosting Certifications Website](https://www.hostingcertification.gov.au/). Once completed, please email the form and any requisite attachments to [HostingCertifications@homeaffairs.gov.au](mailto:HostingCertifications@homeaffairs.gov.au).

**What is Relevant Change?**

A reportable Relevant Change may include any of the following examples which have the potential to adversely affect the Commonwealth:

* A change in board, management team personnel, or subcontractors
* A change in strategic direction
* A change in operations
* A change in ownership
* A sale or disposal of Australian land
* Any transfers, assignments or disposals of any lease or real estate
* A change to security measures and procedures
* Any other even or circumstance that may adversely affect security operations.

If you are unsure about what you should report, please contact the Certifying Authority at [HostingCertifications@homeaffairs.gov.au](mailto:HostingCertifications@homeaffairs.gov.au) for clarification. For further information regarding Relevant Changes please see the [Hosting Certification Framework.](https://www.hostingcertification.gov.au/) You are not required to disclose information to the extent that it would cause a breach of any Relevant Laws or duty of confidentiality restricting the disclosure of such information.

**What happens next?**

Upon receipt of the Relevant Change Submission Form the Certifying Authority will begin an assessment of the reported relevant change. Should further information be required, your selected Organisation Representative will be contacted. Once all relevant information has been assessed a determination will be made. The Certifying Authority will notify the nominated Organisation Representative of the outcome once reached.

**RELEVANT CHANGE SUBMISSION FORM**

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| 1. Please provide your Organisation Name and selected Organisational Representative’s Details below: | |
| 1.1 Organisation Name | Click or tap here to enter text. |
| 1.2 ABN | Click or tap here to enter text. |
| 1.3 Organisation Representative Name | Click or tap here to enter text. |
| 1.4 Representative Role | Click or tap here to enter text. |
| 1.5 Representative Email | Click or tap here to enter text. |
| 1.6 Contact number | Click or tap here to enter text. |

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| 2. Relevant Change Details | |
| 2.1 When did you first become aware of the potential Relevant Change? | Click or tap here to enter text. |

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| 2.2 Briefly detail how you became aware of the potential Relevant Change? |
| Click or tap here to enter text. |

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| 2.3 What is the potential Relevant Change? *Provide all necessary information to fully inform the Certifying Authority* |
| Click or tap here to enter text. |

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| 2.4 Does this relevant change affect any of your suppliers? *Please list all the potentially impacted suppliers.* |
| Click or tap here to enter text. |

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| 2.5 What are the potential impacts of the relevant change? |
| Click or tap here to enter text. |

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| 2.6 Please list all physical locations of the organisation(s) that may be impacted: |
| Click or tap here to enter text. |

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| 2.7 On which date could impacts from the Relevant Change come into effect? | Click or tap here to enter text. |

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| 3. Risk management proposals relevant to the identified “Relevant Change”.  3.1 Please provide your proposed risk management plans, detailing how the Relevant Change is to be managed or mitigated, including potential implementation timeframes, responsible personnel and cost frameworks.  Note: *These proposals will help to inform assessment decisions only, with any pending condition requirements being subject to agency discretion.* |
| Click or tap here to enter text. |

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| 4. Please attach any relevant or significant documentation pertaining to the “Relevant Change”. This information should support and verify the details provided above. |
| Click or tap here to enter text. |