



Australian Government
Department of Home Affairs



CRITICAL
INFRASTRUCTURE SECURITY
CENTRE

Critical Infrastructure Asset Registration Form Guidance

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Preface

This guidance has been prepared to assist *responsible entities* and *direct interest holders* of critical infrastructure to provide information associated with the obligation to register their asset under the [Security of Critical Infrastructure Act 2018 \(SOCI Act\)](#). The information contained in this document is general in nature and does not constitute legal advice. Readers are encouraged to obtain legal advice that applies to their particular circumstances.

What is the Register of Critical Infrastructure Assets?

The Register of Critical Infrastructure Assets (the Register) is a database of information about critical infrastructure assets that the Critical Infrastructure Security Centre (the CISC) maintains on behalf of the Secretary. Part 2 of the SOCI Act provides that reporting entities for specified critical infrastructure assets have:

- an initial obligation to provide operational information, and interest and control information relating to critical infrastructure assets (section 23)
- an ongoing obligation to give information and notify the Secretary if information relating to the asset changes (section 24).

Data and Privacy collection notice

All information obtained under the SOCI Act as part of the obligation to register an asset is protected information. Part 4, Division 3 of the SOCI Act outlines how the protected information you provide may be used or disclosed.

The Department of Home Affairs (the Department) collects some of the information in this form for the purpose of your compliance with Part 2 of the SOCI Act. Failure to provide this information may be subject to a civil penalty under section 23 and section 24 of the SOCI Act. Other information has been requested on an optional basis, and these questions have been clearly marked in the guidance as not mandatory. If you elect not to answer these optional questions, you may state 'N/A.'

Prior to completion of any of the forms we recommend you read and understand the following Department statements and notices:

- [Privacy statement](#)
- [Privacy collection notice](#)
- [Security Statement](#)

For more guidance

For guidance on identifying whether you are the responsible entity or direct interest holder for a critical infrastructure asset you can access the [Critical Infrastructure Asset Class Definition Guidance](#).

For more detailed guidance on your asset registration obligation, you can access the [Registering a Critical Infrastructure Asset Guidance](#).

Critical Infrastructure Responsible Entity Asset forms

Critical Infrastructure Responsible Entity Asset - New Registration form

Responsible Entity: Notification of change to an existing registration on the Register of Critical Infrastructure Assets

Before you start the form

The Critical Infrastructure Responsible Entity Asset – New Registration form is divided into 7 sections. Some of the information requested must be provided pursuant to Part 2 of the SOCI Act, whereas other information has been requested by the Department on an optional basis. Entities can save a draft of the form and return within 7 days to finalise their registration.

The Responsible Entity: Notification of change to an existing registration on the Register of Critical Infrastructure Assets form will populate questions based on the information you are changing in the registration. The below guidance is in order of the questions listed in the new registration form, however, can inform your answers if you are submitting a notification of change form.

It should be noted that drafts made in the forms are deleted after 7 days.

Once you have submitted the form you will not be able to go back and amend any information. You will only be able to amend information if the form has been saved as a draft. To correct an error or provide additional information you will need to complete a notification of change form.

You may register more than one critical infrastructure asset in your form if the asset subclass, the contact person, and the responsible entity are the same.

Keep a record of your asset registration number, as you will need to quote it in any notification of change forms you submit.

You will receive an acknowledgment email following submission. You will only receive further communication from the CISC if we require more information.

1. Critical Infrastructure Asset Details

Which sector does the asset you are registering relate to?

Tips to respond

Select the relevant sector for your asset class. Visit the guidance material provided in the annexure if you are unsure if your asset is a critical infrastructure asset.

Select class of critical infrastructure asset

Tips to respond

Select the relevant subclass for your asset. Visit the guidance material provided in the annexure if you are unsure of the subclass.

Name of the Critical Infrastructure Asset

Tips to respond

In this section you should include the formally published name for the critical infrastructure asset. For example, the name used in certification documents, or associated with the Australian Business

Number (ABN) or the Australian Company Number (ACN). You should provide the formal name as opposed to abbreviated internal names which may be difficult for the Department to understand or identify. Where applicable, use specific identifying information rather than generic names.

For example, instead of listing “electricity generation station” you may list “Greater Swan region electricity generation station”.

If you are reporting multiple assets in this field, please ensure you separate the assets with a semi-colon. For example “Greater Swan region electricity generation station; Blacktown region electricity generation station”.

Is the asset you are registering declared under Section 51 to be a Critical Infrastructure Asset?

☐ Yes

☐ No

Tips to respond

Section 51 is a declaration by the Minister that a particular asset is a critical infrastructure asset. You should be aware if the asset has been declared under Section 51 as you will have received written notice from the Minister that the asset has been declared. If you have not received written notice from the Minister that your asset has been declared, you must answer “No” to this question.

Has the asset you are registering been declared as a System of National Significance (SoNS)

☐ Yes

☐ No

Tips to respond

This is a declaration by the Minister that the critical infrastructure asset is a system of national significance. You should be aware of this as you would have received written notice from the Minister that the asset has been declared as a SoNS under the SOCI Act.

Address of the Asset
Tips to respond <i>You can provide the standard street address here if the exact physical location of the critical infrastructure asset can clearly be identified, such as a building or land parcel.</i> <i>If your asset does not have a street address enter the general location of where your asset is located, for example New South Wales or Australia. You can add additional information in the next question.</i>

Location of the Asset
Tips to respond <i>There are several acceptable options for providing the location of the critical infrastructure asset(s).</i> <i>If the asset is located at multiple locations, provide the street address, lot and plan number, latitude/longitude, or crown allotment number of the asset for each location.</i> <i>If the asset is geographically dispersed, provide the geospatial or other data for the key components of the asset (those that are essential to the operation of the asset) including a map or summary table of assets if appropriate.</i> <i>If the asset is a line asset, for example a pipeline traversing large physical areas, identify the point locations for major segments connecting along the corridor (i.e. vertices in a network).</i> <i>If the assets have distribution networks (such as gas, water, and electricity sector assets) provide the point locations (longitudes and latitudes) of the main vertices of the distribution service area (or polygon). Alternatively, provide a geospatial file (in any GIS format) as an attachment.</i> <i>Entities are encouraged to attach a map identifying where assets or components are located. If none of the above methods of identifying your asset locations will work for you, and you are still unsure as to how to outline the location of the asset, reach out to enquiries@cisc.gov.au for assistance.</i>
How we use this information <i>The information provided in response to this question informs a model that the Government maintains. This model allows the Government to track the potential impact of hazards on critical</i>

infrastructure assets. This allows Government to quickly respond to occurrences such as natural disasters, which directly impact assets within the disaster zone, and may have cascading impacts in other areas.

Reason for Registration

Tips to respond

The drop-down details “new acquisition” and “existing holding”.

If the responsible entity has acquired an existing critical infrastructure asset they should select “new acquisition”.

If the asset has recently become a critical infrastructure asset, because it has recently met the definition of a critical infrastructure asset as per section 9 of the SOCI Act, or because of legislative change, the entity should select “existing holding”.

Provide a description of the asset

Tips to respond

Providing this information is not mandatory under Part 2 of the SOCI Act but allows the Department to assess whether the asset in fact meets the definition of a critical infrastructure asset. If you do not wish to provide this information, it is acceptable to respond “N/A”.

Please provide a brief overview of the function of the asset, as well as characteristics of the asset that meet the definition of the critical infrastructure asset.

For example, physical description and numerical values of key attributes of the asset being registered such as volume/capacity.

- o Data storage or processing assets – please note any critical infrastructure sectors that your asset provides services for.

- o Electricity, financial market infrastructure or water assets – please provide a licence number and a copy of the licence document. If you do not hold the licence, please identify the licence holder.
- o Liquid fuels assets – please provide a map of the pipeline indicating start and end points, and location of control rooms and pumping stations.
- o Telecommunications assets – please provide a list of key network components and their locations.

How we use this information

The information provided here allows the Department to assess whether your asset meets the definition of a critical infrastructure asset, as per the SOCI Act definition. To allow us to do this effectively, it is best to make a reference to how your asset meets this definition, as detailed above.

If the information you have provided indicates that the asset may not be a critical infrastructure asset, the Department will contact you for further information.

Describe the area serviced by the asset

Tips to respond

This information may be outlined in a licencing document or described in terms of the geographic locations in which services are provided.

If the serviced area is in more than one State or Territory, advise all that apply.

Documents can be attached at the end of the form.

How we use this information

This information allows the Government to understand the potential impact of a hazard affecting the critical infrastructure asset.

Describe the key goods and services provided by the asset or how it supports the provision of essential services

Tips to respond

Providing this information is not mandatory under the SOCI Act. If you do not wish to provide this information, it is acceptable to respond "N/A".

Please include which goods and/or services the asset is supplying to the community, government, or other critical infrastructure assets or critical customers. If there is a dedicated supply arrangement, please identify and include this information.

Information may be outlined in a licencing document or described in terms of the geographic locations in which services are provided.

If the serviced area is in more than one State or Territory, advise all that apply.

Documents can be attached at the end of the form.

How we use this information

This information informs the Government to understand the potential impact of a disruption of the critical infrastructure asset.

Key clients and consumers serviced by the Asset

- ☐ Federal Government
- ☐ State and Territory Government
- ☐ Local Council
- ☐ Other critical infrastructure entities
- ☐ Other

Tips to respond

Providing this information is not mandatory under the SOCI Act. If you do not wish to provide this information, it is acceptable to respond "N/A".

This relates only to the services relevant to the critical infrastructure asset, and not the entity more broadly.

If you select “other”, you will have the option to write in free text what key clients and consumers are serviced by the asset.

How we use this information

This information allows the Government to understand the potential impact of a hazard affecting the critical infrastructure asset.

Does your asset have any critical suppliers, contractors, or service providers?

- ☐ Yes
- ☐ No

Tips to respond

Providing this information is not mandatory under the SOCI Act, unless it relates to a description of the arrangements under which each operator operates the asset or a part of the asset.

A critical supplier, contractor or service provider may be one whose goods or services, if not provided, would have a significant impact to the operation, availability or security of the asset.

A critical supplier is a supplier that materially impacts the ability for the asset to carry out its critical function. Associated costs, size, or other factors are not an indicator as to the criticality of the supplier. A critical supplier is one which, if they no longer supplied to your asset your asset would experience a significant reduction in the ability for its function.

If you select yes to this question, you will have the option to provide an ABN, ACN, or other similar business number. You will also be requested to provide the legal name, business name, and a description of the critical supplier, contract or service provider. This description should include what the critical supplier, contractor or service provider supplies to the critical asset.

How we use this information

A priority for the Department is ensuring Australia's critical infrastructure supply chain interdependencies are appropriately understood to prevent the risk of cascading impacts from hazards. Fulsome information provided at this stage allows the Department to develop an understanding of interdependencies as well as vulnerabilities, which may be across natural, physical, geopolitical, health or other hazard vectors.

The Department uses the information provided here to build a model of supply chain dependencies. A result of this model is the ability for Department to contact entities that may be impacted by a supply chain hazard, and allow pre-emptive action to be taken. Providing a clear and current impression for critical suppliers allows the Department to undertake this important work.

Provide a description of the arrangements under which data relating to the asset is maintained. Attach documents to provide further details at the end of the application.

Tips to respond

Providing this information is not mandatory under the SOCI Act, unless required by section 17(1) of the Security of Critical Infrastructure (Definitions) Rules 2021 (see next question).

If you are not required to provide a description of the arrangements under section 17(1), and do not wish to provide this information, it is acceptable to respond "N/A".

If you are not required to provide a description of the arrangements under section 17(1) of the Security of Critical Infrastructure (Definitions) Rules 2021 but wish to provide a comprehensive picture of the the data arrangements relating to the asset, a helpful way to provide this information is via a table (in xls or csv format). The table could include what data products you have, where the data comes from, what/who uses the data, if the data is required for the asset to function, and where the data is stored (cloud, data centre, etc.).

Data Products	Data origination	Use of data	Required for asset function	Data storage

Is any data relating to the critical infrastructure asset maintained by a third party (an entity that is not the Responsible Entity)?

- ☐ Yes
- ☐ No

Tips to respond

Section 17(1) of the Security of Critical Infrastructure (Definitions) Rules 2021 requires that information be provided about data arrangements where the data relates to a critical infrastructure asset, is maintained by a third party, and is of a kind specified in s 17(1)(c).

If you answer yes to data being maintained by a third party, you will be asked whether the data relates to:

- *Personal information, within the meaning of the Privacy Act 1988, of at least 20,000 persons;*
- *Sensitive information, within the meaning of that Act;*
- *Information about any research and development related to the asset;*
- *Information about any systems needed to operate the asset;*
- *Information about risk management and business continuity (however described) for the asset;*
- *Any information mentioned in s 17(1)(c)(vi) of Security of Critical Infrastructure (Definitions) Rules.*

If the data is maintained by a third party and relates to the any of the above, you must:

- *provide the legal name of the third party entity, the country of incorporation or creation, the ABN, ACN, or other business number, the address, and a description of the data held.*
- *advise whether the data is held using a cloud service. If it is, you must provide the name of the cloud service.*

In the description of data held, you may elect to provide information as to the site or service being used to host the data, along with links to the data products that you use.

If the data is maintained by a third party but does not relate to the above, you are not required to provide information about the third party. If you do not wish to provide this information, it is acceptable to select 'no' and note in the previous question on data arrangements that data is maintained by a third party, but is not of the kind set out in section 17(1)(c) of the SOCI Definitions Rules.

If applicable, provide details of any arrangements (such as outsourcing or offshoring) under which the Asset or part of the Asset is operated by other entities, and then complete the related questions that relate to Asset Operator details

Tips to respond

Providing this information is not mandatory under the SOCI Act, unless it relates to a description of the arrangements under which each operator operates the asset or a part of the asset.

When providing this information, you may consider also outlining in which country the arrangements were outsourced or offshored to.

How we use this information

This information allows the Department to gain an understanding of any hazards that may be present in the arrangements of the critical infrastructure asset.

Are there other operators of this asset other than the responsible entity?

- ☐ Yes
- ☐ No

Tips to respond

If yes you will need to provide the legal name of the entity, the type of entity, country of incorporation or creation, the ABN/ACN/other business number, the operator street address, the date of commencement as operator, and the arrangements under which the entity operates the asset.

How we use this information

This information allows the Department to gain an understanding of any other entities that may have a direct interest or control of a critical infrastructure asset.

2. Responsible Entity

The definition of 'responsible entity' in section 12L of the Security of Critical Infrastructure Act 2018 has sector specific meanings. Please refer to section 12L to determine who the 'responsible entity' is for each critical infrastructure asset.

Legal name of Responsible Entity

Tips to respond

In this section you should include the legal or registered name of the responsible entity.

Type of entity

Tips to respond

The type of entity drop box outlines the following entities: body corporate, body politic, superannuation fund, trust, partnership, unincorporated foreign company, or other. Select the option that best applies, or outline in free text via selecting 'other'.

Country of incorporation or creation

How we use this information

This information allows the Department to be informed of any potential geopolitical hazards.

Does the responsible entity have an Australian Business Number (ABN)?

- ☐ Yes
- ☐ No

If you select no to this question you will have the option to provide an ACN or other similar business number.

Responsible Entity street address (head office or principal place of business)

Responsible Entity mailing address

Tips to respond

It is not mandatory under the SOCI Act to provide a mailing address and a street address for the responsible entity. If you would prefer not to provide this information, it is acceptable to provide the location of the asset.

If you choose not to provide a mailing address, we recommend this is identified somewhere in this form so the Department is aware that a mailing address has not been provided and does not attempt to send correspondence by mail.

Original commencement date as Responsible Entity of this Asset

Tips to respond

This will be the date that:

- *The responsible entity acquired the critical infrastructure asset; or*
- *The asset met the definition under the SOCI Act and became operational.*

Provide a description of the Responsible Entity's ownership structure, including parent companies, affiliates, ultimate beneficiaries, joint ventures, limited partnerships and subsidiaries

Tips to respond

Providing this information is not mandatory under the SOCI Act, unless it relates to a description of the arrangements under which each operator operates the asset or a part of the asset. If you do not wish to provide this information, it is acceptable to respond "N/A".

If you do wish to provide this information, include any additional information that is helpful in explaining these relationships.

You may wish to attach a diagram visualising the ownership structure of the responsible entity at the end of the application.

Can you provide details of Direct Interest Holders for the Asset?

- ☐ Yes
- ☐ No

Tips to respond

Providing this information is not mandatory under the SOCI Act, and should not be provided if you are separately submitting a Direct Interest Holder form.

An entity is a Direct Interest Holder in relation to an asset if the entity, together with any associates of the entity, holds an interest of at least 10% in the asset (including if any of the interests are held jointly with one or more other entities); or holds an interest in the asset that puts the entity in a position to directly or indirectly influence or control the asset.

If you say yes, you may provide the legal name, country of incorporation or creation, the ABN/ACN/other business number, the street address, the interest in the asset (percentage), and the details on the types of rights that the investors have (i.e. voting, veto, etc).

3. Chief Executive Officer

Title

First given name

Second given name

Family name

Country of citizenship

Is the Chief Executive Officer a dual citizen

- ☐ Yes
- ☐ No

Tips to respond

If you select yes you will then be asked to state the other citizenship they possess.

4. My details

In what capacity are you submitting this registration?

Tips to respond

The box outlines the following options: responsible entity, agent or representative of the responsible entity, or outline in free text via selecting 'other'.

Title

First given name

Second given name

Family name

Tips to respond

The contact person provided here will be contacted for a range of different reasons. We recommend using the contact information for the Chief Security Officer, or another relevant high level contact person.

How we use this information

The contact person will be used for any official communication from the Department to the responsible entity. This may include notification of audit action, enforcement action, invitation to CISC conferences or the Trusted Information Sharing Network, invitations to board briefings, or any other official communications.

Employer's name

Tips to respond

The following details should be the details of YOUR employer.

Employer's street address (head office or principal place of business)

Job title/position

Preferred contact methods

- ☐ Email
- ☐ Phone

Email address

Primary mobile number

Primary telephone number

Tips to respond

If you do not have a telephone number this may be an enquiry line for the business.

Details of Additional Contact

- ☐ The additional contact authorises the Department of Home Affairs to contact them if the primary contact above is unavailable

Title

First given name

Second given name

Family name

Employer's name

Tips to respond

The following details should be the details of the additional contact's employer. Provision of an additional contact person is not mandatory.

Employer's street address (head office or principal place of business)

Job title/position

Preferred contact methods

- ☐ Email
- ☐ Phone

Email address

Primary mobile numbers

Primary telephone number

5. Further information and attachments

Provide any further information here that you believe is relevant and may assist the Department.

Tips to respond

Any additional clarity or detail that you feel is relevant to the objectives of the Government with regard to the asset register can be included here, but is not mandatory.

Attach any relevant documentation

Maximum file size: 3MB. Maximum file upload: 50MB. Accepted file formats are PDF, JPG, JPEG, PNG, CSV and ZIP. Please note: file names cannot exceed 20 characters in length.

Tips to respond

Providing this documentation is not mandatory under the SOCI Act. If you do not wish to provide this information, it is acceptable to respond "N/A".

Suggested list of attachments (optional)

- *Description of the arrangements under which data prescribed by the rules relating to the asset is maintained by a third party;*
- *Operator arrangements such as:*
 - *outsourcing or offshoring arrangements under which the asset or part of the asset is operated;*
 - *a description of the arrangements if the control system of the asset is managed by a separate body.*
- *Asset service area information including a licencing document or description in terms of the geographic locations in which services are provided.*

*You can submit documents to provide further information in the approved file formats. However, if you have information that exceeds the 50MB email size limit please email us at: **enquiries@CISC.gov.au** with your registration number and we will assist you.*

6. Feedback

Rate your experience in filling out this form.

- ☐ Difficult
- ☐ Somewhat difficult
- ☐ Moderate
- ☐ Somewhat easy
- ☐ Easy

Do you have any additional feedback on how we could improve your experience in filling out the Asset Register?

Tips to respond

You will be asked about your experience filling out the Critical Infrastructure Responsible Entity Asset – New Registration form. This will include rating your experience and a space where you can provide additional feedback on how the Department could improve your experience in filling out the Asset Register.

Please note that providing feedback is not mandatory, and your form can be submitted without providing feedback.

7. Acknowledgements

- ☐ By submitting this registration I declare that I am the representative of, or agent of, the Responsible Entity, and that the information supplied by me is true, complete and correct to the best of my knowledge and beliefs, and is made in good faith.

- ☐ I acknowledge that knowingly providing false or misleading information to the Commonwealth is an offence under the Commonwealth Criminal Code

I am aware of my obligations under the *Security of Critical Infrastructure Act 2018*

- ☐ To ensure my information on the Register of Critical Infrastructure Assets remain accurate and up-to-date
- ☐ To prepare and annually review a Critical Infrastructure Risk Management Plan (CIRMP) and provide an annual report (if applicable)
- ☐ To undertake mandatory cyber security incident reporting
- ☐ To comply to Enhanced Cyber Security Obligations (only if you have been notified your asset is a Systems of National Significance)

Under Section 12F(3), if a Responsible Entity becomes aware that their third party data storage or processing service provider are handling or storing business critical data relating to their critical infrastructure asset, they must take reasonable steps to inform that service provider as soon as practicable. A guidance document is available here: [Obligation to notify data storage or processing providers](#).

- ☐ I certify that I am in compliance with Section 12F(3) of the *Security of Critical Infrastructure Act 2018*.

Keep a record of your asset registration number, as you will need to quote it in any notification of change forms you submit.

You will receive an acknowledgment email following submission, you will only receive further communication from the CISC if we require more information.

Critical Infrastructure Direct Interest Holder forms

Critical Infrastructure Direct Interest Holder – New Registration Form

Direct Interest Holder: Notification of change to an existing registration on the Register of Critical Infrastructure Assets

Before you start completing the form

The Critical Infrastructure Direct Interest Holder – New Registration form is divided into 7 sections. Some of the information requested must be provided pursuant to Part 2 of the SOCI Act, whereas other information has been requested by the Department on an optional basis. Entities can save a draft of the form and return within 7 days to finalise their registration.

The Direct Interest Holder: Notification of change to an existing registration on the Register of Critical Infrastructure Assets form will populate questions based off the information you are changing in the registration. The below guidance is in order of the questions listed in the new registration form, however, can inform your answers if you are submitting a notification of change form.

It should be noted that drafts made in the forms are deleted after 7 days.

Once you have submitted the form you will not be able to go back and amend any information, you will only be able to amend information if the form has been saved as a draft.

To note: You may register more than one critical infrastructure asset in the same form, if the details in Section 2 (First Entity – Direct Interest Holder of the Critical Infrastructure Asset) and Section 4 (My Details) remains the same.

Keep a record of your asset registration number, as you will need to quote it in any notification of change forms you submit.

You will receive an acknowledgment email following submission. You will only receive further communication from the CISC if we require more information.

1. Critical Infrastructure Asset details

Which sector does the asset you are registering an interest in relate to?

Tips to respond

Select the relevant sector for your asset class. Visit the guidance material provided in the annexure if you are unsure if your asset is a critical infrastructure asset.

Select class of critical infrastructure asset

Tips to respond

Select the relevant subclass for your asset. Visit the guidance material provided in the annexure if you are unsure of the subclass.

Name of the Critical Infrastructure Asset

Tips to respond

In this section you should include the formally published name for the critical infrastructure asset. For example, the name used in certification documents, or associated with the Australian Business Number. You should provide the formal name as opposed to abbreviated internal names which may be difficult for the Department to understand or identify. Where applicable, use specific identifying information rather than generic names.

For example, instead of listing “electricity generation station” you may list “Greater Swan region electricity generation station”

If you are reporting multiple assets in this field, please ensure you separate the assets with a semi-colon. For example “Greater Swan region electricity generation station; Blacktown region electricity generation station”.

Is the asset you are registering an interest in declared under Section 51 to be a Critical Infrastructure Asset?

- ☐ Yes
- ☐ No

Tips to respond

Section 51 is a declaration by the Minister that a particular asset is a critical infrastructure asset. You should be aware if the asset has been declared under Section 51 as you will have received written notice from the Minister that the asset has been declared. If you have not received written notice from the Minister that your asset has been declared, you must answer “No” to this question.

Address of the Asset

Tips to respond

This information is not mandatory under the SOCI Act, but may be helpful to identify the specific asset.

You can provide the standard street address here if the exact physical location of the critical infrastructure asset can clearly be identified, such as a building or land parcel.

If you do not wish to provide, or your asset does not have, a street address, then you can enter the general location of where your asset is located, for example New South Wales or Australia. You can also add additional information in the next question for geographically dispersed assets.

Location of the Asset

Tips to respond

This information is not mandatory under the SOCI Act. If you do not wish to provide this information, it is acceptable to respond “N/A”.

If you do wish to provide this information, there are several options for providing the location of the critical infrastructure asset(s).

*If the asset is located at **multiple locations**, you may wish to provide the street address, lot and plan number, latitude/longitude, or crown allotment number of the asset for each location.*

*If the asset is **geographically dispersed**, you may wish to provide the geospatial or other data for the key components of the asset (those that are essential to the operation of the asset) including a map or summary table of assets if appropriate.*

*If the asset is a **line asset**, for example a pipeline traversing large physical areas, you may wish to identify the point locations for major segments connecting along the corridor (i.e. vertices in a network).*

*If the assets have **distribution networks** (such as gas, water, and electricity sector assets), you may wish to provide the point locations (longitudes and latitudes) of the main vertices of the distribution service area (or polygon). Alternatively, you may wish to provide a geospatial file (in any GIS format) as an attachment.*

Entities are encouraged but not obligated to attach a map identifying where assets or components are located. If none of the above methods of identifying your asset locations will work for you, and you are still unsure as to how to outline the location of the asset, reach out to enquiries@cisc.gov.au for assistance.

How we use this information

The information provided in response to this question informs a model that the Government maintains. This model allows the Government to track the potential impact of hazards on critical infrastructure assets. This allows Government to quickly respond to occurrences such as natural disasters, which directly impact assets within the disaster zone, and may have cascading impacts in other areas.

Reasons for registration
Tips to respond <i>The drop-down details “new acquisition” and “existing holding”.</i> <i>If the direct interest holder has acquired an existing critical infrastructure asset they should select “new acquisition”.</i> <i>If the asset has recently become a critical infrastructure asset, because it has recently met the definition of a critical infrastructure as defined in section 9 of the SOCI Act, or because of legislative change, the entity should select “existing holding”.</i>

2. First Entity – Direct Interest Holder of the Critical Infrastructure Asset

Section 2.1: Details of First Entity

Legal name of Direct Interest Holder (First Entity)
Tips to respond <i>An entity is a Direct Interest Holder in relation to an asset if the entity:</i> <i>together with any associates of the entity, holds an interest of at least 10% in the asset (including if any of the interests are held jointly with one or more other entities); or</i> <i>holds an interest in the asset that puts the entity in a position to directly or indirectly influence or control the asset. Section 8A(1) of the SOCI Act sets out when an entity is in a position to directly influence or control an asset.</i> <i>An entity can be an individual, a body corporate, a body politic, a partnership, a trust, a superannuation fund, or an unincorporated foreign company.</i> The definition of a direct interest holder expressly excludes moneylenders, and providers for custodial or depository services.

Type of entity

Tips to respond

The options on this drop down menu include:

- *An individual person*
- *Body Corporate*
- *Body Politic*
- *Superannuation Fund*
- *Trust*
- *Partnership*
- *Unincorporated foreign company*
- *Other*

Select relevant type of entity which holds an interest in the asset. Choosing 'Other' will open a free text box.

Types of interest in Asset

- ☐ Legal
- ☐ Equitable
- ☐ Licence
- ☐ Other

Tips to respond

Select relevant type/types of interest in the Asset. Choosing 'other' will open a free text box.

Country of incorporation or creation

Does the First Entity have an Australian Business Number (ABN)?

- ☐ Yes
☐ No

If you select no to this question you will be given the option to provide an ACN or other similar business number.

First Entity street address (head office or principal place of business)

Original date of acquisition of the Direct Interest Holding in the Critical Infrastructure Asset

For an Equitable Interest, what is the level of interest in the Asset (percentage)

Tips to respond

If you do not have an equitable interest in the asset, please respond '0'.

Section 2.2: First Entity – Influence or Control over the Asset

Provide information about how the first entity directly or indirectly influences or controls the asset. You can attach documents at the end of the application to provide further details.

Tips to respond

Section 8A(1) of the SOCI Act sets out when an entity is in a position to influence or control an asset, which includes if the entity is in a position, or has the ability, to:

- exercise voting or veto rights in relation to the body that governs the asset;
- make decisions that materially impact the running of, or strategic direction in relation to, the asset;
- appoint persons to the body that governs the asset;
- appoint key personnel involved in running the asset;
- influence or determine decisions relating to the business plan, or any other management plan, for the asset;
- influence or determine decisions relating to major expenditure in relation to the asset;
- influence or determine decisions relating to major contracts or transactions involving the asset; or
- influence or determine decisions relating to major loans involving the asset.

Section 2.3: Access to networks or Systems by the Board or Governing Body

Are any persons appointed to the governing body able to access networks or systems necessary for the operation or control of the asset?

- ☐ Yes
- ☐ No

Tips to respond

For example, are members of the board able to access key networks or systems, such as SCADA, that control the asset? Under what conditions or circumstances, including extraordinary circumstances, are they able to gain access?

If you select yes, you are required to provide information about their ability to access those networks or systems. A free text box will open for you to provide further information.

Section 2.4: Other Entities with Influence and Control

Is there an Entity which has direct or indirect influence or control over this Direct Interest Holder?

- ☐ Yes
- ☐ No

Tips to respond

If “Yes” is selected, Section 3 “Other Entity with Influence and Control” will become available to be completed. If “No” is selected, Section 3 will not be visible and you will move straight to Section 4 “My details”.

3. Other Entity with Influence and Control

This section is only available if you answered ‘yes’ to the above question about whether there is an Entity which has direct or indirect influence or control over the Direct Interest Holder.

A new Second/Other Entity must be added and completed for every entity that is in a position to directly or indirectly influence or control the Direct Interest Holder, and every entity that is in a position to directly or indirectly influence or control any other Second/Other Entity added.

Legal name of Second/Other Entity

Type of entity

Tips to respond

The options on this drop down menu include:

- *An individual person*
- *Body Corporate*
- *Body Politic*
- *Superannuation Fund*
- *Trust*
- *Partnership*
- *Unincorporated foreign company*
- *Other*

Select relevant type of entity which is in a position to influence or control the Direct Interest Holder or other Second/Other Entity. Choosing 'Other', will open a free text box.

Type of interest in Asset

- ☐ Legal
- ☐ Equitable
- ☐ Licence
- ☐ Other

Tips to respond

Select relevant type/types of interest that the second/other entity holds in the asset.

Country of incorporation or creation

Does the other entity have an Australian Business Number (ABN)?

- ☐ Yes
- ☐ No

If you select no to this question you will be given the option to provide an ACN, or other similar business number.

Street address (head office or principal place of business)

Original date of acquisition of the Direct Interest Holding in the Critical Infrastructure Asset

Tips to respond

This date should reflect when the entity in question first came into a position of influence or control over the Direct Interest Holder or Second/Other Entity.

For an equitable interest, what is the level of interest in the asset percentage)?

How we use this information

This information allows the Department to verify that you meet the definition of a direct interest holder as per the SOCI Act.

4. My Details

Tips to respond

The details included here should be of the primary contact for the direct interest holder.

In what capacity are you submitting this registration?

Tips to respond

The options are direct interest holder, agent or representative of the direct interest holder, or other. When choosing 'other', additional information is required as to the capacity in which you are responding.

Title

First given name

Second given name

Family name

Employer's details

The details below should be the information of your employer

Employer's name

Employer's street address (head office or principal place of business)

Job title/position

Preferred contact method

- ☐ Email
- ☐ Phone

Email address

Primary mobile number

Primary telephone number

Tips to respond

If the employer does not have a telephone number this may be an enquiry line for the business.

Details of Additional Contact

- ☐ The additional contact authorises the Department of Home Affairs to contact them if the primary contact is unavailable

Title

First given name

Second given name

Family name

Employer's details

The following details should be the details of the additional contact's employer. Provision of an additional contact person's employer details is not mandatory.

Employer's name

Employer's street address (head office or principal place of business)

Job title/position

Preferred contact method

☐ Email

☐ Phone

Email address

Primary mobile number

Primary telephone number

Tips to respond

If you do not have a telephone number this may be an enquiry line for the business.

5. Further information and attachments

Provide any further information here that you believe is relevant and may assist the Department.

Tips to respond

Any additional clarity or detail that you feel is relevant can be included here, but is not mandatory.

Attach any relevant documentation.

Maximum file size: 3MB. Maximum file upload: 50MB. Accepted file formats are PDF, JPG, JPEG, PNG, CSV and ZIP.

Please note: file names cannot exceed 20 characters in length.

Tips to respond

There is no requirement to provide additional documentation, though you may wish to do so if it is easier or to expand on or supplement any information provided in this form.

You can submit documents to provide further information in the approved file formats. However, if you have information that exceeds 50MB, please email us enquiries@CISC.gov.au with your registration number and we will assist you.

6. Feedback

Rate your experience in filling out this form.

- ☐ Difficult
- ☐ Somewhat difficult
- ☐ Moderate
- ☐ Somewhat easy
- ☐ Easy

Do you have any additional feedback on how we could improve your experience in filling out the Asset Register?

Tips to respond

You will be asked about your experience filling out the Direct Interest Holder of a Critical Infrastructure Asset – New Registration form. This will include rating your experience and a space where you can provide additional feedback on how the Department could improve your experience in filling out the Asset Register.

Please note that providing feedback is not mandatory, and your form can be submitted without providing feedback

7. Acknowledgements

- ☐ By submitting this registration I declare that I am the representative of, or agent of, the Direct Interest Holder and that the information supplied by me is true, complete and correct to the best of my knowledge and beliefs, and is made in good faith
- ☐ I acknowledge that knowingly providing false or misleading information to the Commonwealth is an offence under the Commonwealth Criminal Code
- ☐ I am aware of my obligations under the *Security of Critical Infrastructure Act 2018* to ensure my information on the Register of Critical Infrastructure Assets remains accurate and up-to-date.

Keep a record of your asset registration number, as you will need to quote it in any notification of change forms you submit.

You will receive an acknowledgment email following submission, you will only receive further communication from the CISC if we require more information.

Questions

For further information please contact us at: enquiries@cisc.gov.au



Australian Government
Department of Home Affairs



**CRITICAL
INFRASTRUCTURE SECURITY
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