

[File Reference]

[Date of Notice]

VIA EMAIL AND REGISTERED MAIL

ATTN: [Recipient Name]  
[Designation]  
[Organisation]  
[Address Line 1]  
[Address Line 2]  
[Address Line 3]

Dear [Recipient Name]

**NOTICE TO PROVIDE INFORMATION UNDER SECTION 8(2) OF THE CYBERSECURITY ACT 2018 (ACT NO. 9 OF 2018) READ WITH REGULATION 3 OF THE CYBERSECURITY (CRITICAL INFORMATION INFRASTRUCTURE) REGULATIONS 2018**

The Commissioner of Cybersecurity (the “Commissioner”) has reason to believe that the following computer(s) or computer system(s), which you appear to be exercising control over, may fulfil the criteria of a critical information infrastructure (“CII”) as defined under the Cybersecurity Act 2018 (Act No. 9 of 2018) (“the Act”):

- |   |   |
|---|---|
| (a) Description of computer or computer system: | [Description of the computer/computer system] |
| Function of computer or computer system:        | [Description of the function]                 |
| (b) Description of computer or computer system: | [Description of the computer/computer system] |
| Function of computer or computer system:        | [Description of the function]                 |

2. Pursuant to section 8(2) of the Act read with regulation 3 of the Cybersecurity (Critical Information Infrastructure) Regulations 2018, you are **HEREBY REQUIRED** to provide to the Commissioner/Assistant Commissioner the following information relating to all computer(s) or computer system(s) mentioned in paragraph 1 above, for the purpose of ascertaining whether the said computer(s) or computer system(s) fulfil(s) the criteria of a CII:

- (a) Name and location (physical address) of each computer or computer system;
- (b) The function(s) that each of the computer(s) or computer system(s) is/are employed to serve;
- (c) The type of essential service, if applicable, that each computer or computer system has a role in making available in Singapore, and the role performed by each of the computer(s) or computer system(s);
- (d) The person or persons, or other computer(s) or computer system(s) that the computer(s) or computer system(s) mentioned in paragraph 1 above serve(s);
- (e) Information relating to the design of the computer(s) or computer system(s) mentioned in paragraph 1 above, including its/their parameters, key components and any external facing connections; and
- (f) Your name, address, contact details and business registration number (if applicable).
- (g) If you are not the owner of any or all of the computer(s) and computer system(s) mentioned in paragraph 1 above, the name, address, contact details and business registration number (if applicable) of the owner(s) of each such computer(s) and/or computer system(s).

**Note:**

- For information required under paragraph 2 above, fill in the Potential CII Form available at <https://www.csa.gov.sg/legislation/forms> for each system.

3. Where you are unable to produce the information required in paragraph 2 above, please state why that is the case and where and from whom, to the best of your knowledge and belief, such information may be obtained.

Mode and time for the provision of specified information

4. Where this Notice is directed to a corporation, unincorporated association or partnership, all information provided under this Notice should be provided under cover of a letter with the corporation, unincorporated association or partnership's letterhead signed personally by you or a person authorised to respond on your corporation, unincorporated association or partnership's behalf. The information and documents should be in electronic format where possible, and may be delivered by post, by hand, or via email to:

[Name of Commissioner's / Assistant Commissioner's Agency]  
[Mailing address of Commissioner / Assistant Commissioner's Agency]

Attention: [Name of Commissioner's / Assistant Commissioner's Support Officer]  
[Designation of Commissioner/Assistant Commissioner Support Officer]

[Email of Commissioner / Assistant Commissioner Support Officer]

no later than [time], [date].

5. You may wish to provide documents to support or supplement your reply to this Notice. You may produce copies of such documents in lieu of originals. Please note that CSA may request to inspect any original document for the purpose of verifying the information or documents provided.

6. For the purpose of this Notice, “documents” refer to all internal and external communications or records produced by you or which are in your possession, whether held in paper, electronic format or any other form. These include (without limitation) all letters, reports, memos, circulars, emails, facsimiles, presentations, minutes of meetings, records of conversation (telephone or otherwise), emails or notes, handwritten or otherwise.

7. Your attention is drawn to section 8(4) of the Act, which makes failing to comply with this Notice without reasonable excuse an offence.

8. If you have any query about this Notice, please contact [Name of Commissioner’s / Assistant Commissioner’s Support Officer] at [DID] or by email at [Commissioner’s / Assistant Commissioner’s Support Officer’s email address].

Yours sincerely

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[Name of Commissioner / Assistant Commissioner]  
[Designation of Commissioner / Assistant Commissioner]  
[Name of Commissioner’s / Assistant Commissioner’s Agency]