**Annex B**

**Illustration of the details expected should licensees be requested to furnish its service records to the Licensing Officer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Information on the person engaging the licensee (for which ‘person’ may refer to an individual, or a business entity | Information on the person providing the service on behalf of the licensee (for which ‘person’ may refer to an individual, or a business entity e.g. a sub-contractor) | Date or date range# on which the service was provided | Details of the type of service provided |
| *e.g. 1* | *Names of client A, B, C; and their respective address* | *Names of employee X, Y, Z; and their respective identity card no., work pass no., passport no. or foreign identification no.**If a business entity is involved in the delivery of any part of the cybersecurity service on behalf of the licensee, the following shall be kept:**Names of business entity G; and its Singapore unique entity no., or registration no. in the foreign country or territory that the business entity is incorporated or registered in* | *1 Jun 2021 – 30 Aug 2021* | *SOC monitoring* |
| *e.g. 2* | *Names of client D, E; and their respective address* | *Names of employee I, J, K; and their respective identity card no., work pass no., passport no. or foreign identification no.* | *1 Apr 2021 – 1 Aug 2021* | *SOC monitoring* |
| *e.g. 3* | *Name of client F; and its address* | *Names of employee L, M; and their respective identity card no., work pass no., passport no. or foreign identification no.* | *1 Jul 2022 – 28 Jul 2022 (on which the engagement ends)* | *Penetration testing* |

 *#Each date range should preferably not exceed a period of 6 months*