

# NCSC INCIDENT REPORTING FORM

## Section A: Report Information

1. Subject:
2. Date:
3. Assistance required:

## Section B: Reporting Organisation Details

4. Reporting Organisation:
5. Address: Street:   
PO Box:   
City:  Postcode:
6. Contact Person:   
Title:   
Telephone:  Facsimile:   
E-mail:
7. Incident reported to: Police:   
Other:

## Section C: Incident Information

8. CNI sector affected?
9. Affected Organisation:
10. Address: Street:   
PO Box:   
City:  Postcode:
11. Contact Person:   
Title:   
Telephone:  Facsimile:   
E-mail:
12. Specific physical location/s of affected computer system/network:
13. Type of incident:
14. Date & Time of incident:
15. Is the incident contained? Yes No
16. Duration of incident:
17. What is the nature of the problem?
18. Is the affected system/network critical to the organisation? Yes No

19. How did you discover the incident:

20. Summary of what happened:

21. Who is the suspected perpetrator/s or possible motivations/s of the attack?

- Insider/Disgruntled Employee
- Former Employee
- Competitor
- Unknown
- Other:

Remarks:

22. What system/s were affected?

- Unix
- Mainframe Server
- Linux - variant
- Appliance OS
- Windows Variant
- Sun OS/Solaris
- Other:

Remarks:

23. When was the last time the system was modified?

24. Who was company/organisation that did the work?

Organisation:

Address: Street:   
City:   
Postcode:

Contact Person/s:   
Telephone:

25. Is the system administrator a contractor? Yes No

Organisation:

Address: Street:   
City:   
Postcode:

Contact Person/s:   
Telephone:

26. In addition to being used for law enforcement or national security purposes, the information I have reported may be shared with:

#### Section D: Other Information


27. Please include any additional remarks that you feel need expanded, or are not covered in this form:

Please note: if the reported incident is determined to be a criminal matter, you may be contacted for additional information.

#### NCSC Contact Details

If this form contains CLASSIFIED information, please follow the New Zealand Government Guidelines for Protection of Official Information. If you are unsure of these guidelines, please contact the NCSC Operations Centre (04 498 7654) to arrange secure means to submit this information.

If this form does not contain classified information, it may be:

 mailed to: National Cyber Security Centre (NCSC)  
PO Box 12-209  
Wellington, 6038.

 e-mailed to: [incidents@ncsc.govt.nz](mailto:incidents@ncsc.govt.nz), or

 faxed to: (04) 498-7655.