SRI LANKA STANDARDS INSTITUTION

APPLICATION FOR CERTIFICATION OF INFORMATION SECURITY MANAGEMENT SYSTEMS
IN ACCORDANCE WITH ISO/IEC 27001:2022 STANDARD

The Director General
SRI LANKA STANDARDS INSTITUTION
No. 17, Victoria Place
Elvitigala Mawatha
COLOMBO 08
SRI LANKA

for office use	
DATE RECEIVED	
REFERENCE NUMBER	
NEW CERTIFICATION	
RECERTIFICATION	

I/We hereby apply for the certification of Information Security Management System used in

....
(Registered name of the Applicant Organization)

The particulars of my/our organization are given below:

1. **GENERAL:**

1.1 Address (Head Office):

....

....

Telephone: .... Fax: .... E-mail: ....

1.2 Legal Status of the organization:

    a) Registration authority: ....

    b) Registration number: .... Date: ....

    (Attach a copy of the certificate of Business Registration)

1.3 VAT Registration Number: ....

1.4 If SVAT, SVAT number:
    **(Attach SVAT approval letter from the Department of Inland Revenue)

2. **LOCATION(S)/SITES, DEPARTMENTS/DIVISIONS AND THE NUMBER OF EMPLOYEES APPLICABLE FOR THE CERTIFICATION:**

[Please indicate the permanent physical locations (subsidiaries, branches, warehouses etc.) registered under the Applicant Organization, which are to be included in the ISO/IEC 27001 certification. **Attach a separate sheet for temporary locations (*eg.: Construction Projects*)**]

Name and address of the location/site	Name, designation & contact details (Telephone /e-mail) of the representative at each location/site	Departments/Divisions at each location/site *(eg.: Management, Design, Production, Quality Assurance, Human Resources, etc.)*	Total number of ISMS effective personnel**
Head office			
Location 1			
Location 2			

[Please refer the Notes stated below, and if required, a separate sheet may be attached]

** **Notes:**

(i) The total number of persons doing work under the organization's control for all shifts within the scope of the certification is the starting point for determination of audit time.

(ii) Part-time persons doing work under the organization's control contribute to the number of persons doing work under the organization's control proportionally to the number of hours worked as compared with a full-time person doing work under the organization's control. This determination shall depend upon the number of hours worked as compared with a full-time employee.

2.1. Whether product or service realization processes operate on a shift basis:

Location/Site	Number of shifts in operation	Working hours of each shift	Number of employees working in a shift	Activities carried out in each shift
Head office	1	From........... to		
	2	From........... to		
	3	From........... to		
Location 1	1	From.......... to		
	2	From.......... to		
	3	From.......... to		
Location 2	1	From.......... to		
	2	From.......... to		
	3	From.......... to		

3. INFORMATION SECURITY MANAGEMENT SYSTEM

3.1. Description of products manufactured and/or services offered: (if multiple sites are available, please specify the products manufactured and/or services offered in each site separately)

Location/Site	Product(s) manufactured and/or service(s) offered
Head office	
Location 1	
Location 2	

3.2 Scope of ISMS implemented, and justification for exclusion(s) of any clause(s) of the ISO/IEC 27001:2022 standard:

....
....
....
....
....
....
....
....

3.3 Description of process(s) and/or service(s) which has been outsourced to an external party(s):

....
....
....
....
....
....
....
....
....

3.4 Impact of factors on audit time:

3.4.1 Factors related to business and organization (other than IT):

Category	Grade	Applicable Grade	
Type(s) of business and regulatory requirements	1. Organization works in non-critical business sectors and non-regulated sectors [a] 2. Organization has customers in critical business sectors [a] 3. Organization works in critical business sectors [a]	Site 1	
		Site 2	
		Site 3	
		Site 4	
		Site 5	
Process and tasks	1. Standard processes with standard and repetitive tasks; lots of persons doing work under the organization's control carrying out the same tasks; few products or services 2. Standard but non-repetitive processes, with high number of products or services 3. Complex processes, high number of products and services, many business units included in the scope of certification (ISMS covers highly complex processes or relatively high number or unique activities)	Site 1	
		Site 2	
		Site 3	
		Site 4	
		Site 5	
Level of establishment of the MS	1. ISMS is already well established and/or other management systems are in place 2. Some elements of other management systems are implemented, others not 3. No other management system implemented at all, the ISMS is new and not established	Site 1	
		Site 2	
		Site 3	
		Site 4	
		Site 5	
[a] Critical business sectors are sectors that may affect critical public services that will cause risk to health, security, economy, image and government ability to function that may have a very large negative impact to the country.			

[Please use a separate sheet, if required]

3.4.2 Factors related to IT environment:

Category	Grade	Applicable Grade	
IT infrastructure complexity	1. Few or highly standardized IT platforms, servers, operating systems, databases, networks, etc.	Site 1	
		Site 2	
	2. Several different IT platforms, servers, operating systems, databases, networks	Site 3	
	3. Many different IT platforms, servers, operating systems, databases, networks	Site 4	
		Site 5	
Dependency on outsourcing and suppliers, including cloud services	1. Little or no dependency on outsourcing or suppliers	Site 1	
	2. Some dependency on outsourcing or suppliers, related to some but not all important business activities	Site 2	
		Site 3	
	3. High dependency on outsourcing or suppliers, large impact on important business activities	Site 4	
		Site 5	
Information System development	1. None or a very limited in-house system/application development	Site 1	
		Site 2	
	2. Some in-house or outsourced system/application development for some important business purposes	Site 3	
		Site 4	
	3. Extensive in-house or outsourced system/application development for important business purposes	Site 5	

[Please use a separate sheet, if required]

3.5 Desired scope of ISO/IEC 27001:2022 certification:

....
....
....
....
....
....
....
....

3.12 Type of certification [New Certification *or* Recertification]:

....

3.13 If Recertification:

    a)   Date of first certification:

        ....

    b)   Validity period of previous certification: F*rom* .... *to* ....

    c)   Major changes done in the Information Security Management System during the previous year [if

       any]:

        ....
        ....
        ....
        ....
        ....

3.14 Information Security Management System of the organization has been developed by [outside consultant(s) and/or organization itself]:

....

4. ANY OTHER SYSTEMS CERTIFICATION(S) OBTAINED BY THE ORGANIZATION:

STANDARD	CERTIFIED (YES /NO)	CERTIFICATION BODY
ISO 9001 (QMS)		
ISO 14001 (EMS)		
ISO 22000 (FSMS)		
ISO 45001 (OHSMS)		
HACCP		
GMP		
ANY OTHER (PLEASE SPECIFY)		

5. LIAISON OFFICER

5.1. Chief Executive Officer of the Applicant Organization:

a) Name: ....

Designation: ....

Telephone: .... Fax: .... E-mail: ....

5.2. Contact person of the organization:

a) Nominee 1 [Name]: ....

Designation: ....

Telephone: .... Fax: .... E-mail: ....

b) Nominee 2 [Name]: ....

Designation: ....

Telephone: .... Fax: .... E-mail: ....

6. LEGAL OBLIGATIONS

[Please indicate the legal obligations to be abide by the Applicant Organization] *(eg.: ICT Act, SLSEA, Food regulations, CAA regulations, NMRA regulations, CEA regulations, , industry specific regulations, compulsory product certifications etc.)*

....
....
....
....
....
....
....

7. DOCUMENTE D INFORMATION

Please submit copies of the following documented information along with the duly perfected Application.

a) Scope of the Information Security Management System of the organization (4.3 of ISO/IEC 27001:2022); and

b) Operational planning and control of the Information Security Management System of the organization (8.1 of ISO/IEC 27001:2022).

8. DECLARATION BY APPLICANT

8.1 I am/We are fully informed and in agreement with the contents of the following documents of the Information Security Management System Certification Scheme of the Sri Lanka Standards Institution; Rules and Procedures, Guidelines for Applicants, Fee Schedule, Certification Agreement, Audit time determination agreement and Conditions For Use of the Information Security Management System Certification Mark.

8.2 Should any initial enquiry be made by the Certifying Authority, I/We agree to extend to the Certifying Authority all required facilities at my/our command and I/We agree to pay all costs involved prior to the grant of the Certificate.

8.3 I/We will not hold liable either the Sri Lanka Standards Institution or those having a function in its activities for damages resulting from the consideration of the application for certification, including the possible rejection.

Signed at ....

on this .... day of .... 20...........

Signature : ....

Name : ....

Designation : ....

For and on behalf of

....

[Name of the Applicant Organization]