Appendix 3　Reporting Items and Format for Information Security Incidents

（1）　Reporting items

Reporting items	Registration Rule 13.2 (Urgent)	Registration Rule 13.3 (Confirmed)
Name of cloud service provider	○	○ (Form 2-8)
Name of registered cloud service	○	○ (Form 2-8)
Cloud service (region) targeted by incident	○	○
Point of time for reporting (number of reports)	○	
Date and time of recognizing of the occurrence of an incident	○	
Matter that occurred	○	
Scope of impact	○	
Cause of incident (overview)	○	
Incident occurrence, recognition, response status (progress of recovery work, etc.), date and time of recovery (scheduled)	○	
Date and time of incident occurrence		○
Date and time of recovery		○
Overview of incident		○
Overview of service causing the incident		○
Incident occurrence status		○
Incident response status		○
Cause of incident (details)		○
Impact on government agencies and details on impact (if unable to answer, state reason why)		○
Measures to prevent recurrence		○

（2）　Reporting format

Registration Rules 13.2 (Urgent)

As long as the reporting items are satisfied, any reporting format may be used. Reports in English are also acceptable; however, when necessary, the ISMAP Operations Support Organization may request additional submission of a Japanese translation for reference.

Registration Rules 13.3 (Confirmed)

Report submission shall be based on “Form 2-8 Information Security Incident Report.” All reports must be in Japanese.