

## **Instruction ICT-notifications (DORA)**

### **Reporting via the AFM Portal**

CASPs must submit notifications through the AFM Portal. The "DORA" button in the Portal provides access to the section (the "DORA app") where you can submit DORA notifications, view the status and response from AFM, and withdraw notifications if necessary. The portal can be found at <https://portaal.afm.nl>.

If your company does not yet have an account, you will find instructions at the top of the Portal page (under "click here") on how to create an account and then link it to your company. Please also contact support if you have access to the portal but do not see the "DORA" button.

### **Authorization for DORA Notifications via the Portal (Action Required)**

By default, anyone who is a legal representative/director is authorized to submit DORA notifications. If other members of your organization will also submit DORA notifications, you must authorize them yourself. You can do this in the Portal by using the authorization management feature to grant permission to the relevant individuals within your organization.

### **Types of DORA Notifications**

The notifications supported in the DORA app include ICT incident notifications, ICT outsourcing notifications, cyber threat notifications, and, if applicable, communication related to Threat Led Penetration Testing (TLPT) reports.

#### **ICT Incident Notifications**

A link to the incident notification template is available in the DORA app. This template must be used for the initial notification, interim reports, and final reports. When selecting "New Notification; ICT Incident Notification," you will be guided through a process where you provide information about the incident and upload the completed template. Follow-up notifications related to the initial incident notification must be submitted under the same case number. It is important to be aware of the timelines that apply to ICT incident notifications.

#### **Cyber Threat Notification**

Your company can voluntarily report cyber threats to the AFM. A series of input screens is available for this process, which is only for the initial notification. No follow-up reports are required.

#### **ICT Outsourcing Notification**

When your company intends to enter into an agreement with an ICT service provider, you must notify the AFM. The "ICT Outsourcing" notification is available in the DORA app. You will need to provide key details about the provider and upload several attachments, including the contract.

#### **TLPT Reports**

TLPT testing is an intensive form of security testing, intended for the most significant companies under AFM supervision. If your company qualifies for TLPT testing, you will be informed thereof and gain access to the TLPT section of the DORA app. The DORA app facilitates the TLPT process so that

your company can submit communication related to TLPT reports. Your TLPT test manager can provide more information when necessary.

### **What to Expect After Submitting a Notification**

Once you submit a notification on behalf of your company, the AFM will process it. Since the AFM operates on a risk-based approach, it will not respond substantively to every notification. Particularly for ICT incident notifications, it is crucial that your company adheres to the reporting timelines. You do not need to wait for a response before submitting the next report. However, it is important to ensure that your company's contact person details are up-to-date so that the AFM can reach out if needed.