TISAX
Registration Guide

The Trusted Information Security Assessment Exchange ("TISAX") enables registered participants to exchange the results of information security assessments. The assessments are based on requirements defined by ENX Association and the Information Security Committee of the VDA (Verband der Automobilindustrie).

For more information about TISAX and ENX Association, please visit the TISAX website www.enx.com/tisax.

Overview over the Registration Document Package
The Documents for your Registration

This package contains this registration guide, the price list, a set of registration forms and the participation general terms and conditions.

Depending on the type of registration, you must fill out a slightly different set of forms. A table further below will explain which forms you must use for the type of registration that applies to your situation. For standard cases of initial registrations, you can expect to complete all forms in less than 30 minutes.

1. Registration Guide
   This is the document you are reading right now. This wrapper document aims to give you a brief overview of all the documents to you need for a TISAX Registration.
2. Price List
   This price list informs you about applicable registration fees, possible discounts and our terms of payment.
3. The Registration Forms:
   A. General Administration and Invoicing Form (A)
      With this form we collect information about:
      - who is handling this instance of the registration process on your side and
      - where we should send invoices (if applicable).

   B. Participant Registration Form (B)
      With this form, we collect information about your company as a future TISAX Participant.

   C. Scope Registration Form (C)
      With this form we collect information about the scope(s) of your information security assessments.

   D. Sharing Permission Registration Form (D)
      With this form we obtain the permission to share the assessment results with a particular other participant.

   E. Registration Signature Form (E)
      We use this form to only have you sign once, regardless of the type of registration and the number of applicable forms.

   Besides our main forms above, there are additional sub-forms for contacts and locations. Using these sub-forms allows you to re-use contacts and locations in several of the main forms above. The respective forms contain further instructions on how to link contacts and locations to the main forms.

   X. Contact Form (X)
      With this form we collect information about a person. If you are asked to provide a contact in the main forms A-E, please use this form.

   Y. Address and Site Form (Y)
      With this form we collect information about a location (postal address plus additional location-specific details where applicable). If you are asked to provide details of a location in the main forms A-E, please use this form.
4. Participation General Terms and Conditions
   This is the contract you will sign.

Help
Ask Us for Assistance

If you need any help before, during or after a TISAX Registration, you can always have a look at the FAQ on http://enx.com/tisax/#content6. If you need further assistance, please don't hesitate to contact the help desk:

- *call us at +49 69 9866927-77*
- *or send us an email at tisax@enx.com.*

We speak English and German. We are happy to help you.

Registration Overview
Follow These Steps to Get Registered

1. *Read this guide*
   Reading this guide will tell you, which forms you need to fill out and what to do with them.
2. *Fill out our forms*
   You will need to fill out the required forms.
3. *Send us the forms*
   Once we received your forms, your part of the registration process is complete.
4. *Receive our confirmation*
   After processing your forms, we will send you an email that confirms your successfully completed registration.

TISAX Participants
Understand The Different Roles

As a registered TISAX participant, you will find yourself in one of these two roles:

a.) Active Participant
Your customer has requested you to get an TISAX information security assessment. You are asked to share the assessment results with your customer. This is the most common role.

b.) Passive Participant
You request your partners to share their TISAX information security assessments. You expect to receive their assessment results. Within the TISAX Registration you are referred to as the "trust partner" of an active participant.

Registration Requirements
What You Need to Consider

In order to be enabled to exchange assessment results you must become a registered participant. Besides that, there are two more details that must be formally registered:

1. Scope
   The "scope" defines the physical site(s) where an information security assessment within a TISAX assessment is conducted. This sites can be identical with your company's main site or it can be a branch site. Every participant must register a scope. Companies with several sites can register multiple scopes.
2. Sharing Permission
   If you want to share assessment results with a partner, you must also register your partner as a "trust partner". The trust partner is always registered for the specific scope. Registering trust partners is optional. A trust partner can be registered at any later point in time.

Type of Registration
Identify the Type of Registration That Applies to Your Situation

There are three types of an TISAX Registration:

1. Is this the first time you are registering as an TISAX participant?
   ⇨ "Initial Registration"
2. Are you already a registered TISAX participant?
   And do you want to register an additional *scope*?
   ⇨ "Registration of an additional scope"
3. Are you already a registered TISAX participant?
   And do you want to share your assessment with another participant?
   ⇨ “Create Sharing Permission"

Applicability of Registration Forms
Find Out Which Forms Apply to Your Situation

The table below shows you which of the main forms you need to submit (based on the type of registration):

Document	Type of Registration		
	1. Initial registration	**2. Additional scope**	**3. Additional Sharing Permission**
General Administration and Invoicing Form (A)	✓	✓	✓
Participant Registration Form (B)	✓	✓	✓
Scope Registration Form (C)	✓	✓	
Sharing Permission Registration Form (D)	(✓) [1]	(✓) [1]	✓
Signature Form (E)	✓	✓	✓

You can add sharing permissions at any time.

Handling
How To Fill the Forms

Some information asked for in our forms is absolutely required. Some information is optional or only required in certain circumstances. All forms indicate which information is mandatory (or when). Please consider that incomplete forms may cause delays when we have to ask you to submit updated forms.

Submission
Where and How To Send Your Forms

Due to legal requirements we need to receive your forms by postal mail.

Please send your forms to:

ENX Association
Bockenheimer Landstrasse 97-99
60325 Frankfurt am Main
GERMANY

You can speed up the process by sending us your forms in parallel by either:

- email to tisax@enx.com
  (with a scanned copy as an attachment)
- or fax to +49 69 9866927-99

Pilot Phase: Are you one of our valued pilot partners? Then please note that during the pilot phase a scanned copy as an attachment is sufficient. You don't need to send the forms by postal mail.

Confirmation
What You Will Receive From Us

Once we processed your registration, you will receive a confirmation email.

This email will contain any TISAX IDs (Participant-ID, Scope-ID) applicable to your registration.

Duration
How Long It Will Take Us to Process Your Registration

Once we received your registration documents, we usually need up to three business days to process your registration.

Please give your best to diligently follow our instructions in order to produce complete forms. This will ensure fast processing on our end. Furthermore, it will reduce the duration because otherwise delays may occur if we have to contact you to clarify missing information.

If you are in dire need of an expedited processing, please give us a call at +49 69 9866927-77.

Your Next Step
Where to Go From Here

Once you received our confirmation, you select your audit provider.

[Soon] You can find a list of all TISAX-accredited audit providers at www.enx.com/tisax.

Please note:

- Having a Participant-ID and a Scope-ID is a prerequisite to get an TISAX information security assessment from one of our accredited audit providers.
- Registrations are valid for three years. They are automatically renewed. Your trust partners can only access TISAX assessment results of registered scopes.

End
Closing Notes

We hope you now have a clear picture of what to do to get registered.

If you have any comments or even complaints, please don't hesitate to contact us.

Please note: It is not required to submit this guide with the registration forms

Published By

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