

CLIENT ONBOARDING CHECKLIST — CYBERSECURITY ASSESSMENT

This checklist sets out the steps Zugzwang (Private) Limited and the Client complete together before any cybersecurity assessment, penetration test, or Continuous Threat Exposure Management engagement begins. Each step must be completed and confirmed before testing starts.

1. DISCOVERY AND SCOPING

- ☐ Introductory call held; objectives and drivers understood.
- ☐ Regulatory context confirmed (for example, the Cyber and Data Protection Act [Chapter 12:07] and POTRAZ obligations).
- ☐ Systems, networks, applications, and data in scope identified and recorded.
- ☐ Out-of-scope assets explicitly listed.

2. PAPERWORK

- ☐ Mutual Non-Disclosure Agreement executed.
- ☐ Master Services Agreement or Statement of Work executed.
- ☐ Rules of Engagement completed and signed.
- ☐ Letter of Authorization signed by an authorised signatory.
- ☐ Data Processing Agreement executed, where personal data will be processed.

3. ACCESS AND CREDENTIALS

- ☐ Nominated point of contact confirmed for each Party.
- ☐ Testing accounts and credentials provisioned (where a white-box or grey-box approach is agreed).
- ☐ Access to source code, documentation, or architecture provided (where agreed).
- ☐ Third-party host or cloud-provider consent confirmed.

4. TESTING WINDOW AND CONSTRAINTS

- ☐ Testing window(s) agreed and recorded.
- ☐ Production-impact constraints and prohibited actions confirmed.
- ☐ Emergency and incident-response procedure and escalation contacts confirmed.

5. KICKOFF AND TESTING

- ☐ Kickoff call held to confirm scope, timing, and communication cadence.
- ☐ Testing performed within the agreed scope and window.

- ☐ Status updates provided at the agreed cadence.

6. DELIVERY AND CLOSEOUT

- ☐ Report delivered with findings, evidence, and a remediation roadmap.
 - ☐ Walkthrough call held to explain findings and priorities.
 - ☐ Remediation support provided as agreed.
 - ☐ Retest scheduled or completed to confirm remediation.
 - ☐ Data returned or securely deleted as required.
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Confirmed and agreed by:

CLIENT — Name: _____ — Date: _____

ZUGZWANG — Name: _____ — Date: _____