

User Guide

ASIC Regulatory Portal **How to respond to a Notice**

Version 1.1



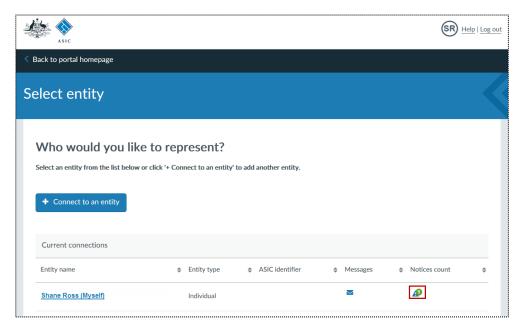
How to respond to a Notice



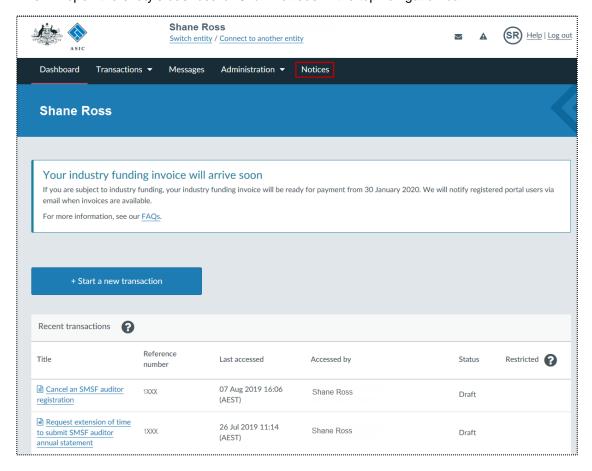
The steps below describe how to provide a formal response for a Notice.

If you want to ask a question in writing before you provide the formal response, you can send a message about the Notice. See other FAQs on messages about Notices.

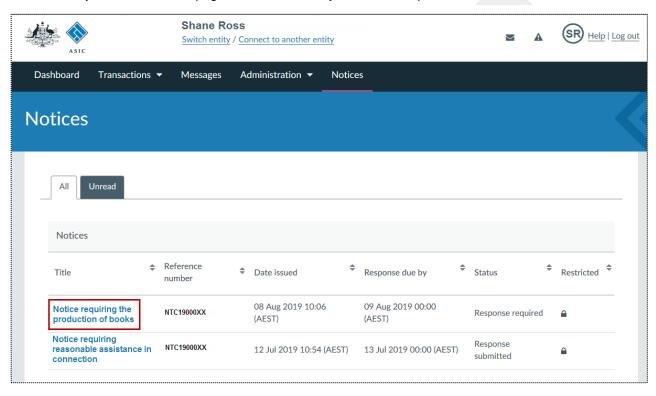
- 1. Log in to the ASIC Regulatory Portal https://regulatoryportal.asic.gov.au/
- 2. This will open the Select entity page which will list all your current connections. Select an **entity** from your list of current connections.



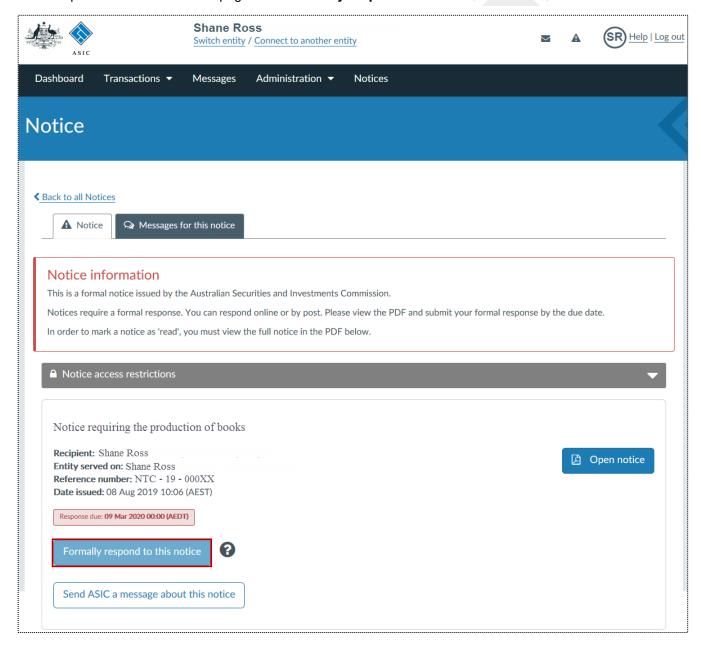
3. This will open the entity's dashboard. Click Notices in the top navigation bar.



4. This will take you to the Notices page. Click the Notice you wish to respond to.



5. This will open the individual Notice page. Click Formally respond to this notice.



6. This will launch a Respond to an Official ASIC Notice transaction. Enter all the required information.



7. Make the required declarations, then click **Submit response to notice**.

