

User Guide

## ASIC Regulatory Portal How to send a message about a Notice

Version 1.1



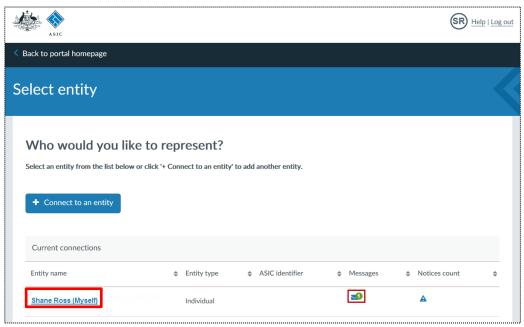
## How to send a message about a Notice



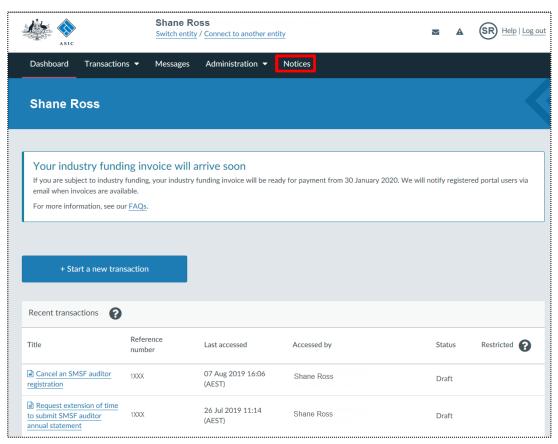
The steps below describe how to send a message about a Notice. For example, ask a question in writing before you provide the formal response.

If you want to provide the formal response for the Notice, see other FAQs on Notice responses.

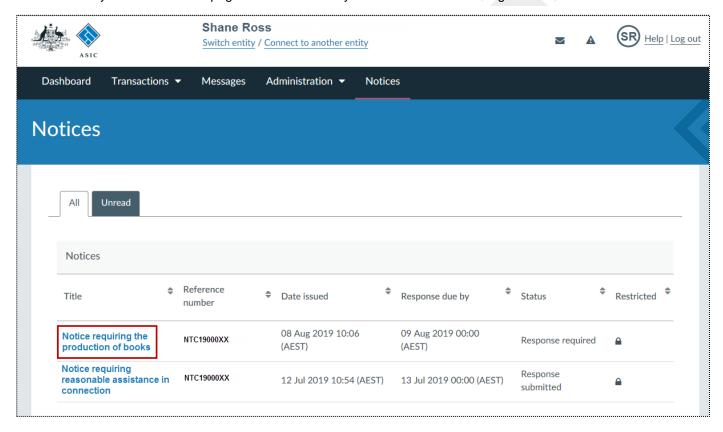
- Log in to the ASIC Regulatory Portal <a href="https://regulatoryportal.asic.gov.au/">https://regulatoryportal.asic.gov.au/</a>
- 2. This will open the Select entity page which will list all your current connections. Select an **entity** from your list of current connections.



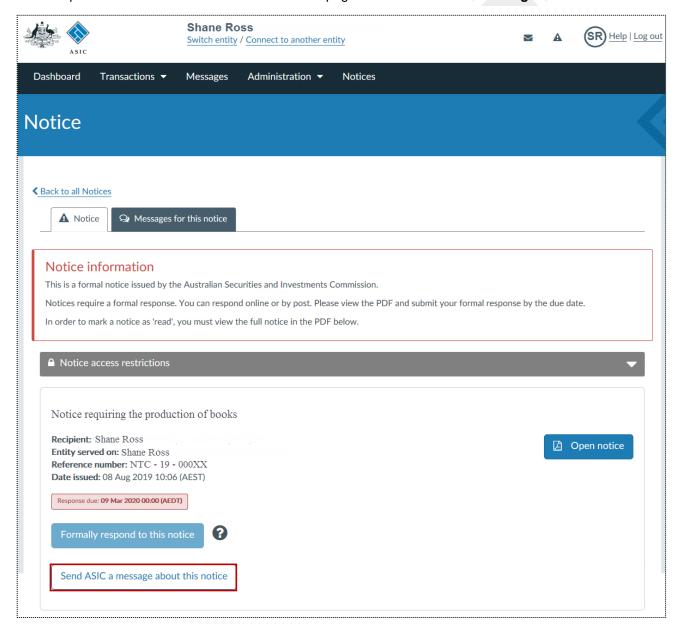
3. This will open the entity's dashboard. Click Notices in the top navigation bar.



4. This will take you to the Notices page. Click the Notice you wish to send a message about.



5. This will open the Notice tab on the individual Notice page. Click Send ASIC a message about this notice.



- 6. This will open the **Messages for this notice** tab on the individual Notice page.
  - **A.** Enter the message.
  - B. Attach supporting documentation (if applicable).
  - C. Click Send.

