



User Guide

# ASIC Regulatory Portal

## How to send a message about a Notice

Version 1.1



**ASIC**

Australian Securities & Investments Commission

# 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.

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.

Back to portal homepage

## Select entity

Who would you like to represent?

Select an entity from the list below or click '+ Connect to an entity' to add another entity.

+ Connect to an entity

Current connections

Entity name	Entity type	ASIC identifier	Messages	Notices count
Shane Ross (Myself)	Individual			

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

Shane Ross  
[Switch entity](#) / [Connect to another entity](#)

Dashboard Transactions Messages Administration **Notices**

## Shane Ross

Your industry funding invoice will arrive soon

If you are subject to industry funding, your industry funding invoice will be ready for payment from 30 January 2020. We will notify registered portal users via email when invoices are available.

For more information, see our [FAQs](#).

+ Start a new transaction

Recent transactions ?

Title	Reference number	Last accessed	Accessed by	Status	Restricted ?
<a href="#">Cancel an SMSF auditor registration</a>	1XXX	07 Aug 2019 16:06 (AEST)	Shane Ross	Draft	
<a href="#">Request extension of time to submit SMSF auditor annual statement</a>	1XXX	26 Jul 2019 11:14 (AEST)	Shane Ross	Draft	

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

The screenshot shows the ASIC Regulatory Portal interface for user Shane Ross. The user's name and a link to 'Switch entity / Connect to another entity' are at the top. The navigation menu includes Dashboard, Transactions, Messages, Administration, and Notices. The Notices page is active, showing a list of notices. The first notice, 'Notice requiring the production of books', is highlighted with a red box. The table below shows the details of two notices.

Title	Reference number	Date issued	Response due by	Status	Restricted
<b>Notice requiring the production of books</b>	NTC19000XX	08 Aug 2019 10:06 (AEST)	09 Aug 2019 00:00 (AEST)	Response required	🔒
Notice requiring reasonable assistance in connection	NTC19000XX	12 Jul 2019 10:54 (AEST)	13 Jul 2019 00:00 (AEST)	Response submitted	🔒

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

The screenshot displays the ASIC Regulatory Portal interface for a user named Shane Ross. At the top, the ASIC logo and the user's name 'Shane Ross' are visible, along with links for 'Switch entity' and 'Connect to another entity'. A navigation bar includes 'Dashboard', 'Transactions', 'Messages', 'Administration', and 'Notices'. The main header is 'Notice'. Below this, there is a 'Back to all Notices' link and two tabs: 'Notice' (active) and 'Messages for this notice'. A red-bordered box contains 'Notice information' stating that this is a formal notice from ASIC, requiring a response by a due date. Below this is a 'Notice access restrictions' dropdown menu. The main content area shows a notice titled 'Notice requiring the production of books' with details: Recipient: Shane Ross, Entity served on: Shane Ross, Reference number: NTC - 19 - 000XX, and Date issued: 08 Aug 2019 10:06 (AEST). A red-bordered box highlights the 'Response due: 09 Mar 2020 00:00 (AEDT)'. There are buttons for 'Open notice', 'Formally respond to this notice' (with a question mark icon), and 'Send ASIC a message about this notice' (highlighted with a red border).

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**.

The screenshot displays the 'Messages for this notice' tab. At the top, there is a navigation bar with a 'Notice' tab and a 'Messages for this notice' tab. Below this, a red-bordered box contains the heading 'Responding to this notice' and instructions: 'You cannot formally respond to a notice using messages. To formally respond to a notice, click on the Notice tab and then click 'Formally respond to this notice'. For more information, see the FAQ - [How do I respond to a notice?](#)'

The main content area shows a notice titled 'Notice requiring the production of books' with the following details:  
**Recipient:** Shane Ross  
**Entity served on:** Shane Ross  
**Reference number:** NTC - 19 - 000XX  
**Date issued:** 08 Aug 2019 10:06 (AEST)  
A red box indicates the response is due on **09 Aug 2019 00:00 (AEST)**.

Below the notice details, it states 'There are no messages to display.' A blue bar labeled 'New message' is visible. The message composition area is titled 'Message' and contains a large text input field with a red border and a red circle containing the letter 'A' in the center. Below the text field, it says 'Max. 2000 characters.' At the bottom of the composition area, there is a 'Browse...' button with a red border and a red circle containing the letter 'B' next to it. To the left of the 'Browse...' button are 'Cancel' and 'Send' buttons, with the 'Send' button highlighted in blue and a red circle containing the letter 'C' next to it.