



User Guide

# ASIC Regulatory Portal

## How to view Notices

Version 1.1

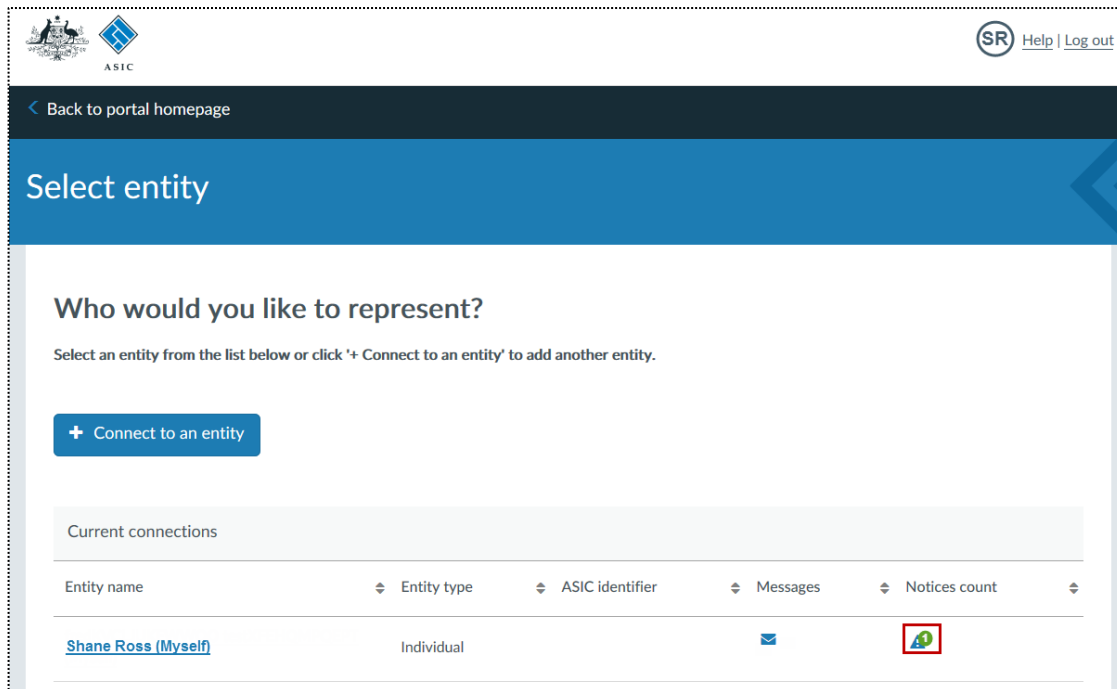


**ASIC**

Australian Securities & Investments Commission

## How to view 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. Click the **Notices icon** for the entity whose Notices you wish to view.



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< 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

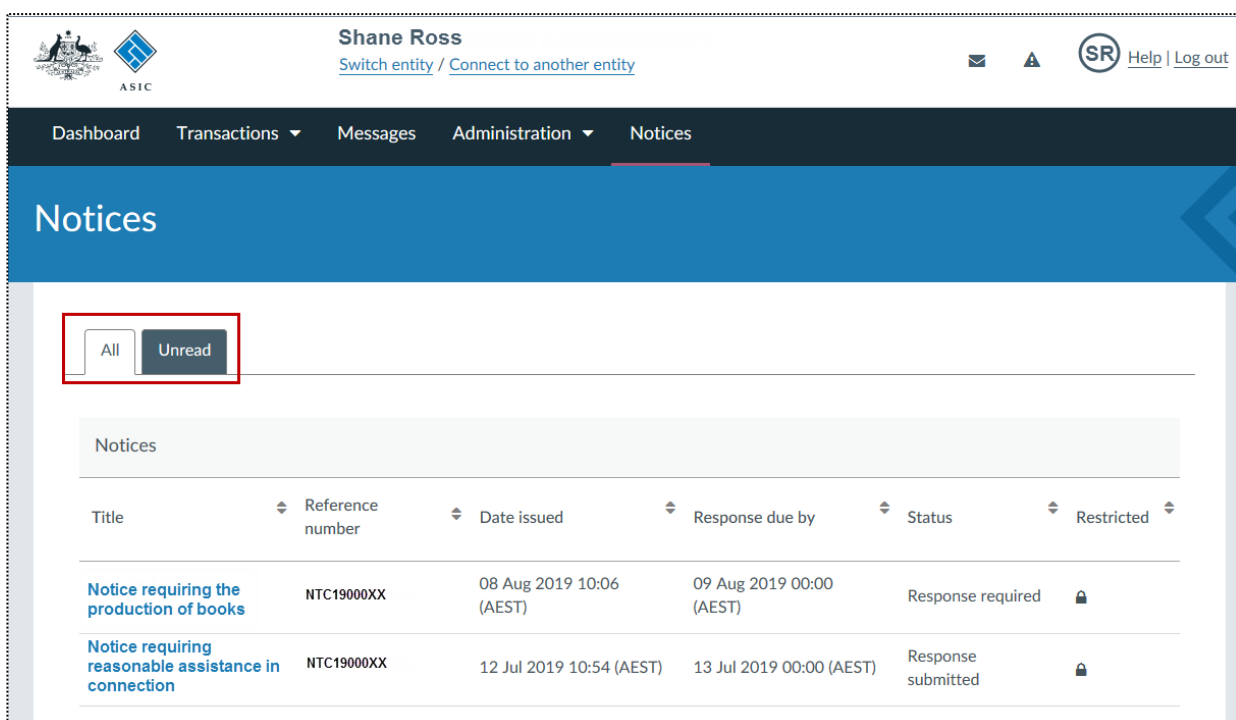
Current connections

Entity name	Entity type	ASIC identifier	Messages	Notices count
<a href="#">Shane Ross (Myself)</a>	Individual			

 The number on the envelope indicates a new message.

3. This will open the Notices page. You can select to view **All** or **Unread** Notices.

 The **All** tab includes a table of all Notices you have or the entity you are representing has received. The **Unread** tab includes a table of only those Notices that are currently unread.



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Shane Ross

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

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### Notices

All Unread




Notices

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

4. Click the **Notice** you wish to view. This will open the individual Notice page.



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



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Notices

AllUnread

Notices

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5. Click **Open notice**. This will open the Notice as a PDF.

The screenshot shows the ASIC Regulatory Portal interface for user Shane Ross. The top navigation bar includes the ASIC logo, the user's name, and links to 'Switch entity' and 'Connect to another entity'. On the right, there are icons for email, a warning triangle, and a user profile with 'SR' initials, along with 'Help' and 'Log out' links. Below the navigation bar, a dark blue header contains the word 'Notice'. The main content area has a 'Back to all Notices' link and two tabs: 'Notice' (active) and 'Messages for this notice'. A red-bordered box titled 'Notice information' contains text explaining that this is a formal notice from the Australian Securities and Investments Commission, requiring a formal response by a due date. Below this is a grey bar for 'Notice access restrictions'. The main notice content is titled 'Notice requiring the production of books' and lists 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 box indicates the 'Response due: 09 Mar 2020 00:00 (AEDT)'. There are three buttons: 'Formally respond to this notice' (with a question mark icon), 'Send ASIC a message about this notice', and 'Open notice' (highlighted with a red box).



If the Notice includes supporting documents, links to the documents will be displayed.  
Click the link to open the supporting document.

This inset screenshot shows the same notice details as the main screenshot, but with the 'Attachment A.pdf' and 'Attachment B.pdf' links highlighted by a red box. The 'Open notice' button is also visible.



You can also view Notices from and **entity's dashboard**.

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**Shane Ross**  
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**Shane Ross**

For more information about Notices, see our [portal help page](#).