



How to send a message about a notice

ASIC Regulatory Portal user guide | Version 1.2, March 2024



The steps below describe how to send a message about a notice.

For example, asking a question in writing before you provide the formal response. If you want to provide the formal response for the notice, see *How to respond to a Notice* user guide.

1. Log in to the [ASIC Regulatory Portal](#).
2. This will open the Select entity page, which will list all your current connections. To view notices and send a notice message for an entity, you can either:
 - A Select an **entity** from your list of current connections to access the entity's dashboard. Then click **Notices** in the top navigation bar; or
 - B Click the triangle shaped **Notices icon** for the entity whose notices you wish to view.

ASIC Help | Log out

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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	Correspondence	Notices count
Shane Ross (Myself)	Individual			

3. Click the **notice** you wish to send a message about. This will open the **Notice** tab on the individual notice page

Shane Ross
Switch entity / Connect to another entity

Dashboard Transactions Messages Administration Notices Transaction Groups

Notices

All Unread

Title	Reference number	Date served	Response due by	Status	Restricted
Notice requiring reasonable assistance in connection	NTC20062	28 Nov 2020 08:09 (AEDT)	29 Nov 2020 00:00 (AEDT)	Completed	🔒
Notice requiring the production of books	NTC20040	25 Jul 2020 11:34 (AEST)	26 Jul 2020 00:00 (AEST)	Response required	🔒

4. Click **Send ASIC a message about this notice**.

ASIC TEST COMPANY R PTY LTD
Switch entity / Connect to another entity

Dashboard Transactions Messages Administration Notices Transaction Groups

Notice

[Back to all Notices](#)

Notice Messages for this notice

Notice information

This is a formal notice issued by the Australian Securities and Investments Commission.

Notices require a formal response. You can respond online or by post. Please view the PDF and submit your formal response by the due date.

In order to mark a notice as 'read', you must view the full notice in the PDF below.

Messages can contain up to a maximum of 3000 characters. You can add up to 10 attachments (25.0 MB maximum per file). The allowed file types are DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, CSV, TXT, RTF, GIF, JPG, JPEG, PNG.

🔒 Notice access restrictions

Notice to test correspondence

Recipient: Shane Ross
Entity served on: Shane Ross
Reference number: NTC2004095
Date served: 25 Jul 2020 11:34 (AEST)

Response due: 26 Jul 2020 00:00 (AEST)

Open notice

Formally respond to this notice ?

Send ASIC a message about this notice

5. 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**.

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Notice Messages for this notice

Responding to this notice

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?](#)

Notice to test correspondence

Recipient: Shane Ross
Entity served on: Shane Ross
Reference number: NTC2004095
Date served: 25 Jul 2020 11:34 (AEST)

Response due: 26 Jul 2020 00:00 (AEST)

Subject: Notice to test correspondence

Reference number: NTC2004095

New message

Message

Max. 2000 characters.

Choose File No file chosen

Cancel Send