

How to send a message about a notice

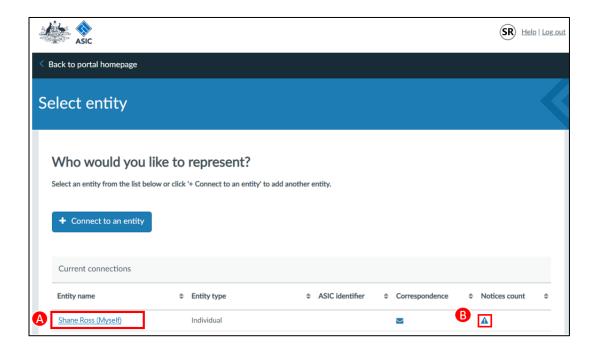
ASIC Regulatory Portal user guide | Version 1.2, March 2024



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 <u>ASIC Regulatory Portal</u>.
- 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.



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

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4. Click Send ASIC a message about this notice.

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- 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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A Notice Q Messages for this notice		
Responding to this notice		
You cannot formally respond to a notice using mess	ges.	
To formally respond to a notice, click on the Notice	ab and then click 'Formally respond to t	this notice'.
For more information, see the FAQ - How do I resp	nd to a notice?	
Notice to test correspondence		
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