



How to send a message about a notice

ASIC Regulatory Portal user guide | Version 1.3, March 2026

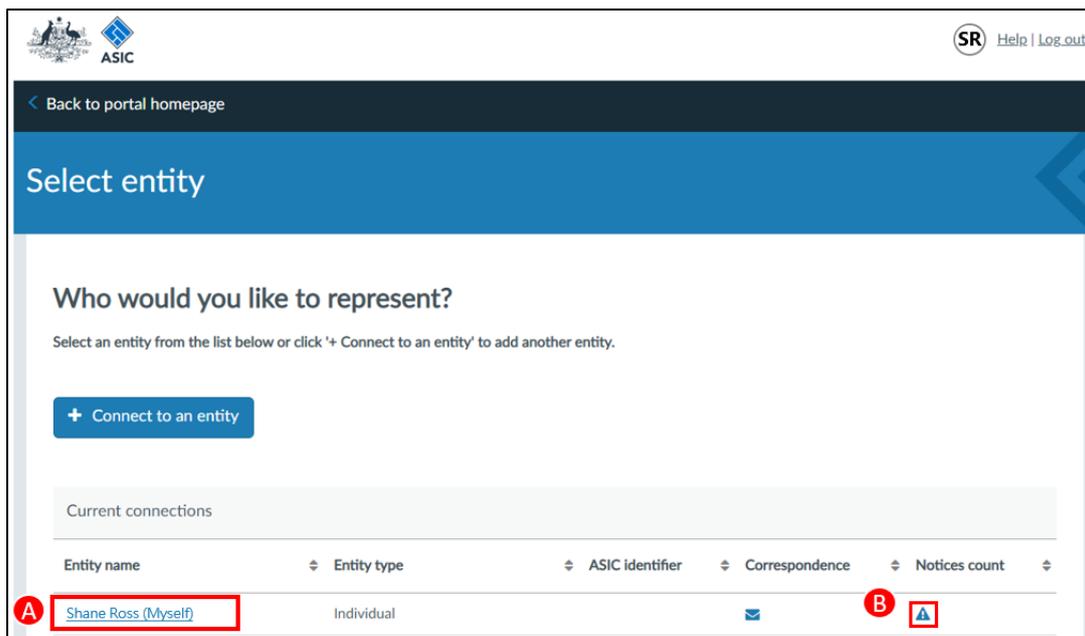


The steps below describe how to send a message about a notice.

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.

Log in and select an entity

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.



View notices

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

The screenshot shows the ASIC portal interface for user Shane Ross. The 'Notices' section is active, displaying a table of notices. The notice titled 'Notice requiring the production of books' is highlighted with a red box.

| 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**.

The screenshot shows the ASIC portal interface for user TEST COMPANY PTY LTD. The 'Notice' section is active, displaying a detailed view of a notice. The 'Send ASIC a message about this notice' button is highlighted with a red box.

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, DOCK, XLS, XLSX, PPT, PPTX, PDF, CSV, TXT, RTF, GIF, JPG, JPEG, PNG.

Notice to test correspondence

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

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

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**.

[Back to all Notices](#)

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