



ASIC
Australian Securities &
Investments Commission

How to view invoices, levy notices and reminder notices

ASIC Regulatory Portal user guide | Version 1.4, May 2025



When we charge a fee or levy, you'll receive an invoice or levy notice with the amount owing and your payment options. It will also have a list of recent transactions and any fees or levies that were charged.

What are the different types of invoices and levy notices available in the ASIC Regulatory Portal?

There are three types of invoices and levy notices available in the portal:

- **Industry funding levy and reminder notices** – This levy applies to regulated entities with industry funding obligations. For more information, see our [industry funding page](#).
- **CSLR levy and reminder notices** – The Compensation Scheme of Last Resort (CSLR) applies to licensees that provide personal advice to retail clients on relevant financial products, credit providers, credit intermediaries and securities dealers. For more information, see our [CSLR page](#).
- **Other invoices** – These are for applications and transactions relating to licences, professional registrations, applications for relief and review of corporate finance transaction documents.

Who is notified when an invoice or levy notice is issued via the portal?

For industry funding levy notices, we will send an email notification to the entity's nominated billing contact, industry funding compliance contact and industry funding billing contact, or alternative billing contact (if provided).

For CSLR levy and reminder notices, we will send an email notification to the nominated portal billing contact when levy is due for payment.

For other invoices, we will send an email notification to the entity's nominated billing contact and alternative billing contact (if provided).

You can view the entity billing contacts in the portal – to find out how, see our [portal help page](#).

What are reminder notices and who is notified when they're issued via the portal?

When an industry funding or CSLR levy notice has not been paid by the due date, we will apply late payment penalties and issue an overdue levy notice through the portal.

We will send an email notification alerting you that we have issued an overdue levy notice to the same contacts that are notified when we issue a levy notice.

1. Log in to the [ASIC Regulatory Portal](#).
2. This will open the Select entity page, which will list all your current connections. Select an **entity** from your list of current connections.

ASIC

DT Help | Log out

[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	Correspondence	Notices count
Shane Ross (Myself)	Individual		✉	⚠
TEST COMPANY PTY LTD	Australian registered company		✉	⚠

- This will open the entity's dashboard, where you can view the five most recent industry funding levy and reminder notices or other invoices and reminder notices at the bottom of the screen.

TEST COMPANY PTY LTD
Switch entity / Connect to another entity

Dashboard Transactions Messages Administration Notices Transaction Groups

+ Start a new transaction AFS licensing dashboard

Recent transactions

Title	Reference number	Last accessed	Accessed by	Status	Restricted
Apply for a Compensation Scheme of Last Resort (CSLR) levy payment plan	500009	17 Sep 2024 11:31 (AEST)	ASIC	Submitted	
Submit industry funding annual return 2023-24	500008	17 Sep 2024 07:42 (AEST)	ASIC	Submitted	
Lodge fundraising disclosure documents or statements	500007	17 Sep 2024 07:41 (AEST)	ASIC	Submitted	
Submit industry funding annual return 2023-24	500006	16 Sep 2024 15:44 (AEST)	ASIC	Submitted	
Notify ASIC of extension of registrable superannuation entity auditor term	500005	16 Sep 2024 13:46 (AEST)	ASIC	Submitted	

[View all transactions >](#)

Invoices and reminder notices		Industry funding levy and reminder notices	
Issue date	Type	Issue date	Type
16 Aug 2024 00:00 (AEST)	Invoice	01 Apr 2024 00:00 (AEDT)	Overdue Levy Notice 2
09 Aug 2024 00:00 (AEST)	Invoice	01 Mar 2024 00:00 (AEDT)	Overdue Levy Notice 1
15 Nov 2023 00:00 (AEDT)	Invoice	10 Jan 2024 00:00 (AEDT)	Levy notice
05 Nov 2023 00:00 (AEDT)	Invoice	11 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 2
05 Feb 2023 00:00 (AEDT)	Invoice	08 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 1

[View all invoices >](#)

- Click the **invoice, levy notice or reminder notice** you wish to view.

Invoices and reminder notices		Industry funding levy and reminder notices	
Issue date	Type	Issue date	Type
16 Aug 2024 00:00 (AEST)	Invoice	01 Apr 2024 00:00 (AEDT)	Overdue Levy Notice 2
09 Aug 2024 00:00 (AEST)	Invoice	01 Mar 2024 00:00 (AEDT)	Overdue Levy Notice 1
15 Nov 2023 00:00 (AEDT)	Invoice	10 Jan 2024 00:00 (AEDT)	Levy notice
05 Nov 2023 00:00 (AEDT)	Invoice	11 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 2
05 Feb 2023 00:00 (AEDT)	Invoice	08 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 1

[View all invoices >](#)

5. This will open the invoice, levy notice or reminder notice in Portable Document Format (PDF).



How to view all industry funding invoices, levy and reminder notices

On the entity dashboard, click **View all invoices**.

Industry funding levy and reminder notices	
Issue date	Type
01 Apr 2024 00:00 (AEDT)	Overdue Levy Notice 2
01 Mar 2024 00:00 (AEDT)	Overdue Levy Notice 1
10 Jan 2024 00:00 (AEDT)	Levy notice
11 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 2
08 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 1
View all invoices >	

This will open the **Administration – Billing – Industry funding levy and reminder notices** tab and show a list of industry funding levy and reminder notices.

Administration

Billing Entity details Users Licences and registrations Entity contacts

Invoices and reminder notices **Industry funding levy and reminder notices** CSLR levy and reminder notices

Industry funding levy and reminder notices history
Your latest notice may not include all of your most recent transaction(s) and/or payments.

\$ Make a payment now

Industry funding levy and reminder notices	
Date issued	Type
01 Apr 2024 00:00 (AEDT)	Overdue Levy Notice 2
01 Mar 2024 00:00 (AEDT)	Overdue Levy Notice 1
10 Jan 2024 00:00 (AEDT)	Levy notice
11 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 2
08 Dec 2023 00:00 (AEDT)	Overdue Levy Notice 1
05 Nov 2023 00:00 (AEDT)	Overdue Levy Notice 2

The 20 most recent levy and reminder notices will be shown by default. You can select the number of levy and reminder notices to display on the page.

Showing **20** results per page

Results 1-20 of 55

<< First < Previous Next > Last >>

Use the page arrows to navigate across the page results list.

Showing results per page
Results 1-20 of 55
[<< First](#) [< Previous](#) [Next >](#) [Last >>](#)



How to view all other invoices and reminder notices

On the entity dashboard, click **View all invoices**.

Invoices and reminder notices

Date issued	Type
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder
05 APR 2017 18:00 (AEST)	Invoice
05 APR 2017 18:00 (AEST)	Reminder

[View all invoices >](#)

This will open the **Administration – Billing – Invoices and reminder notices** tab and show a list of other invoices and reminder notices.

Administration

Billing Entity details Users Licences and registrations Entity contacts

Invoices and reminder notices Industry funding levy and reminder notices CSLR levy and reminder notices

Invoices and reminder notices history
Your latest invoice may not include all of your most recent transaction(s) and/or payment(s).
For industry funding invoices, see the Industry funding invoices and reminder notices tab.

\$ Make a payment now

Invoices and reminder notices

Date issued	Type
16 Aug 2024 00:00 (AEST)	Invoice
09 Aug 2024 00:00 (AEST)	Invoice
15 Nov 2023 00:00 (AEDT)	Invoice
05 Nov 2023 00:00 (AEDT)	Invoice
05 Feb 2023 00:00 (AEDT)	Invoice
29 Jul 2022 00:00 (AEST)	Invoice
18 Jun 2022 00:00 (AEST)	Invoice

The 20 most recent invoices and reminder notices will be shown by default. You can select the number of invoices and reminder notices to display on the page.

Showing results per page
Results 1-20 of 55
[<< First](#) [< Previous](#) [Next >](#) [Last >>](#)

Use the page arrows to navigate across the page results list.

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Results 1-20 of 55
[<< First](#) [< Previous](#) [Next >](#) [Last >>](#)