



ASIC
Australian Securities &
Investments Commission

How to view notices

ASIC Regulatory Portal user guide | Version 1.2, March 2024

1. Log in to the [ASIC Regulatory Portal](#).
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.

The screenshot shows the 'Select entity' page in the ASIC Regulatory Portal. At the top, there are logos for the Australian Government and ASIC, along with 'SR Help | Log out' in the top right. Below the logos is a navigation bar with a link to 'Back to portal homepage'. The main heading is 'Select entity'. Below this is the question 'Who would you like to represent?' followed by the instruction 'Select an entity from the list below or click '+ Connect to an entity' to add another entity.' There is a blue button labeled '+ Connect to an entity'. Below this is a section titled 'Current connections' which contains a table. The table has five columns: 'Entity name', 'Entity type', 'ASIC identifier', 'Messages', and 'Notices count'. The first row of the table is for 'Shane Ross (Myself)', an 'Individual'. The 'Messages' column has an envelope icon, and the 'Notices count' column has a triangle icon with the number '1' inside, which is highlighted by a red box.

Entity name	Entity type	ASIC identifier	Messages	Notices count
Shane Ross (Myself)	Individual			

Note: A number on the triangle icon indicates the number of any unread notices.

- This will open the Notices page. You can view **All** or **Unread** notices using the tabs on the left-hand side of the screen. Click the title of the **notice** you wish to view. This will open the individual notice page.



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.

The screenshot shows the ASIC user interface for the Notices page. At the top, the user is identified as Shane Ross with options to switch entity or connect to another entity. The navigation menu includes Dashboard, Transactions, Messages, Administration, Notices (selected), and Transaction Groups. The Notices page has two tabs: All and Unread. Below the tabs is a table of notices.

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)	31 Jul 2020 00:00 (AEST)	Completed	🔒

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

Shane Ross
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:
Entity served on:
Reference number: NTC20040
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

Open notice

If the notice includes supporting documents, links to the documents will be displayed on the right-hand side of the screen below the **Open notice** button. Click the link to open the supporting document.

Notice requiring the production of books

Recipient: Shane Ross
Entity served on: Shane Ross
Reference number: NTC20040XX
Date served: 25 Jul 2020 11:34 (AEST)

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

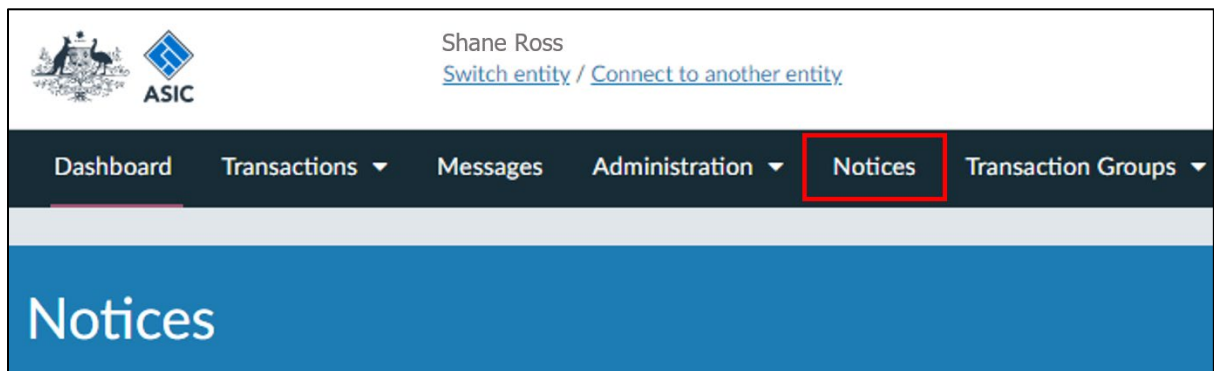
Formally respond to this notice ?

Send ASIC a message about this notice

Open notice

[Attachment A.pdf](#)
[Attachment B.pdf](#)

5. You can also access notices from an entity's dashboard. To do this, log in to the portal and click on the entity you wish to represent on the Select entity page and then click on **Notices** in the top navigation bar.



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