



**ASIC**  
Australian Securities &  
Investments Commission

# How to view notices

ASIC Regulatory Portal user guide | Version 1.3, March 2026

## 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. Click the **Notices icon** for the entity whose notices you wish to view.

Entity name	Entity type	ASIC identifier	Messages	Notices count
<a href="#">Shane Ross (Myself)</a>	Individual			

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

## View 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 Notices page. The user is logged in as Shane Ross. The page has a navigation bar with 'Notices' selected. Below the navigation bar, there are tabs for 'All' and 'Unread'. The 'All' tab is active, and a table of notices is displayed. The table has the following columns: Title, Reference number, Date served, Response due by, Status, and Restricted. Two notices are listed:

Title	Reference number	Date served	Response due by	Status	Restricted
<a href="#">Notice requiring reasonable assistance in connection</a>	NTC20062	28 Nov 2020 08:09 (AEDT)	29 Nov 2020 00:00 (AEDT)	Completed	🔒
<a href="#">Notice requiring the production of books</a>	NTC20040	25 Jul 2020 11:34 (AEST)	31 Jul 2020 00:00 (AEST)	Completed	🔒

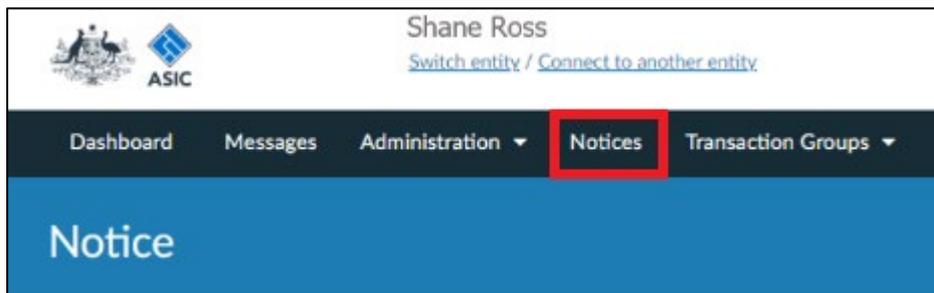
4. Click **Open notice**. This will open the notice as a PDF.

The screenshot shows the ASIC portal interface for a user named Shane Ross. The top navigation bar includes 'Dashboard', 'Messages', 'Administration', 'Notices', and 'Transaction Groups'. The main content area is titled 'Notice' and contains a 'Notice information' section with instructions on how to respond to a formal notice. Below this is a 'Notice access restrictions' dropdown menu. The main notice is titled 'Notice to test correspondence' and includes the following details: Recipient: Shane Ross, Entity served on: Shane Ross, Reference number: NTC20040, Date served: 25 Jul 2020 11:34 (AEST), and Response due: 26 Jul 2020 00:00 (AEST). A red box highlights the 'Open notice' button on the right side of the notice details. Other buttons include 'Formally respond to this notice' and 'Send ASIC a message about this 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.

The screenshot shows a notice titled 'Notice requiring the production of books'. The details are: Recipient: Shane Ross, Entity served on: Shane Ross, Reference number: NTC20040XX, Date served: 25 Jul 2020 11:34 (AEST), and Response due: 26 Jul 2020 00:00 (AEST). A red box highlights the 'Open notice' button. Below the button, there are two links: 'Attachment A.pdf' and 'Attachment B.pdf'. Other buttons include 'Formally respond to this notice' and 'Send ASIC a message about this notice'.

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](#).