How to respond to a notice

ASIC Regulatory Portal user guide | Version 1.3, March 2026

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The steps below describe how to provide a formal response for a notice.

If you want to ask a question in writing before you provide the formal response, you can send a message about the notice through the portal. See user guide 'How to send a message about a notice' in our FAQs about messages, notifications and official notices.

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 and respond to notices 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.

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

View notices

3. This will take you to the **Notices** page. Click the notice you wish to respond to.

4. Click **Formally respond to this notice**. This will launch a Respond to an Official ASIC Notice transaction.

5. Enter the notice response and attach supporting documentation (if applicable). Click **Next** to navigate through the transaction. You can also click **Save & close** and return to complete the response later.

Note: The notice response message can contain up to a maximum of 3000 characters. You can add up to 10 attachments to your response (25.0 MB maximum per file). The allowed file types are DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, CSV, TXT, RTF, GIF, JPG, JPEG and PNG.

Declaration and submission

6. Make the required declarations, then click **Submit response to notice**.

7. Once you have submitted the notice response, a confirmation page is displayed that includes a reference number for your own records. Click **Finish** to return to the entity's dashboard. The status of the notice will then be updated on the notices dashboard.

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Different statuses of notices in the portal explained:

- **Response required** – The formal response has not yet been submitted to ASIC via the portal.

- **Response submitted** – The formal response has been submitted to ASIC.

- **Completed** – ASIC has determined that no further response is required for the notice.

- **Withdrawn by ASIC** – ASIC has withdrawn the notice. This can only occur before the notice is 'Completed'.