



ASIC
Australian Securities &
Investments Commission

How to view invoices and reminder notices

ASIC Regulatory Portal user guide | Version 1.2, March 2024



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

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

There are two types of invoices available in the portal:

- **Industry funding invoices** – applicable to regulated entities with industry funding obligations. For more information, see our [industry funding page](#).
- **Other invoices** – 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 is issued via the portal?

For industry funding invoices, 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 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?

Seven days before an invoice falls due, we will issue a reminder notice if the balance remains unpaid.

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

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.

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 or other invoices and reminder notices at the bottom of the screen.

ASIC TEST COMPANY PTY LTD
[Switch entity](#) / [Connect to another entity](#) SR Help | Log out

Dashboard Transactions Messages Administration Notices

TEST COMPANY PTY LTD

Your industry funding invoice will arrive soon
 If you are subject to industry funding, your industry funding invoice will be ready for payment from XX January 2019. We will notify registered portal users via email when invoices are available.
 For more information, see our [FAQs](#).

[+ Start a new transaction](#)

Recent transactions ?

Title	Reference number	Last accessed	Accessed by	Status	Restricted ?
Apply for registration as an approved SMSF auditor	2072	09 Jan 2019 13:19 (AEDT)	ASIC	In Progress	

[View all transactions](#) >

Invoices and reminder notices		Industry funding invoices and reminder notices	
Date issued	Type	Date issued	Type
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)	Invoice
05 APR 2017 18:00 (AEST)	Reminder	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)	Reminder	05 APR 2017 18:00 (AEST)	Invoice

[View all invoices](#) > [View all industry funding invoices](#) >

4. Click the **invoice or reminder notice** you wish to view.

Invoices and reminder notices		Industry funding invoices and reminder notices	
Date issued	Type	Date issued	Type
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)	Invoice
05 APR 2017 18:00 (AEST)	Reminder	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)	Reminder	05 APR 2017 18:00 (AEST)	Invoice
View all invoices and reminder notices	>	View all industry funding invoices and reminder notices	>

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

ASIC Industry Funding Levy

Issue Date: 28 January 2019
 Invoice Number: 12345678
 Leviable Year: 01 July 2017 - 30 June 2018

Customer Name: [Redacted]
 Address Line 1: [Redacted]
 Address Line 2: [Redacted]
 Address Line 3: [Redacted]
 Address Line 4: 9009

Key information

Outstanding Balance: \$0.00
 2017-2018 Levy Amount: \$364,740.00
 Total amount to pay: \$364,740.00
 Payment due by: 15 March 2019

Pay Now

Account name: IFN DRAFT INVOICE THAT WILL HAVE LEVIES ACROSS 15 SUBSECTORS PTY LTD
 Account number: 30123456789
 Invoice number: 12345678
 Payment due by: 15 March 2019
 Total amount to pay: \$364,740.00

Payment Options

B Pay
 Biller code: 1701
 Ref: 30123456789

Credit Card
 Go to: [www.asic.gov.au/creditcardmethod](#)
 to pay with your credit card (Visa or MasterCard).

Electronic Funds Transfer
 BSB: 123 123
 Account: 67891011
 Reference: 30123456789

Amount (\$)
\$4,000.00
\$85,300.00
\$1,000.00
\$40,000.00
\$2,000.00
\$24,000.00
\$2,000.00
\$24,000.00
\$11,100.00
\$9,000.00
\$1,500.00
\$24,000.00
\$180.00
\$18,000.00
\$24,800.00
\$8,100.00
\$0,400.00
\$1,000.00
\$24,000.00
\$1,600.00
TOTAL: \$364,740.00



How to view all industry funding invoices and reminder notices

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

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

[View all industry funding invoices >](#)

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

Administration

- Billing
- Entity details
- Licences and registrations
- Users
- Entity contacts

- Invoices and reminder notices
- Industry funding invoices and reminder notices**

Invoices and reminder notices history
Please be aware 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](#)

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

Showing 100 results per page | Results 1 - 99 of 2430

<< First < Previous Next > Last >>

The 10 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 **20** results per page
Results 1-20 of 55

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

Showing results per page
Results 1-20 of 55

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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 Licences and registrations Users Entity contacts

Invoices and reminder notices Industry funding Invoices and reminder notices

Invoices and reminder notices history
Please be aware 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
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

Showing results per page | Results 1 - 99 of 2430

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The ten 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
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