



ASIC
Australian Securities &
Investments Commission

How to respond to a notice

ASIC Regulatory Portal user guide | Version 1.5, October 2026



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.

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](#)

Entity name	Entity type	ASIC identifier	Messages	Notices count
DataDCTEST TestC (Myself)	Individual		2	
TEST COMPANY R PTY LTD	Australian registered company	626850593		1

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 on the title of the notice you wish to respond to.



TEST COMPANY R PTY LTD

[Switch entity](#) / [Connect to another entity](#)

 [Help](#) | [Log out](#)

DashboardMessagesAdministration ▾NoticesTransaction groups ▾

Notices

AllUnread

Notices

Title	Reference number	Date served	Response due by	Status	Restricted
Example Notice	NTC2624954	12 Oct 2026 14:02 (AEDT)	30 Nov 2026 00:00 (AEDT)	Response required	



Who can view a notice?

When a notice is issued it is restricted by default to the Senior administrators and the notice recipient. Senior administrators and the notice recipient can choose to grant access to the notice to other portal users connected to the entity.

Prepare your response

- Click **Open notice** to open the notice issued by ASIC.
Click **Formally respond to this notice** to launch the Respond to an Official ASIC Notice transaction.

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.

Notice access restrictions

Example Notice

Recipient: DataC TestC
Entity served on: TEST COMPANY R PTY LTD
Reference number: NTC2624954
Date served: 12 Oct. 2026 14:02 (AEDT)

Response due: 30 Nov. 2026 00:00 (AEDT)

Formally respond to this notice

Send ASIC a message about this notice

Open notice

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5. Click on the **Create first folder** button to create a folder to start your response.

The screenshot shows the ASIC 'Respond to an Official ASIC Notice' web interface. At the top, the ASIC logo and name are visible. The main heading is 'Respond to an Official ASIC Notice' with the reference number 'NTC2624954'. A 'Save and close' button is in the top right. On the left, a 'Progress' section shows '0 of 4 steps completed' with a vertical timeline: 'Official ASIC Notice Response' (In progress), 'Review' (Not started), 'Declaration' (Not started), and 'Confirmation' (Not started). The main area is titled 'Prepare your response' and displays 'Entity served on: TEST COMPANY R PTY LTD' and 'Date served on: 12-10-2026'. It includes instructions to ask questions or clarify the notice's contents and a 'Create first folder' button highlighted with a red border. A 'Back' link is at the bottom left.



Need to come back later?

Click the **Save and close** button in the top right-hand corner of the screen at any point throughout the transaction to save the transaction and come back later.

6. Name the folder and click **Create**.

The screenshot shows the 'Respond to an Official ASIC Notice' page. At the top, the title 'Respond to an Official ASIC Notice' is displayed in white on a blue background, with the reference number 'NTC2624954' below it. A 'Save and close' button is in the top right. On the left, a 'Progress' section shows '0 of 4 steps completed' with a list: 'Official ASIC Notice Response' (In progress), 'Review' (Not started), 'Declaration' (Not started), and 'Confirmation' (Not started). The main area is titled 'Prepare your response'. A 'Create folder' modal is open, asking for a 'Name' and providing instructions: 'Name the folder after the item in the notice that the files relate to (for example, item 1A or Sub-item 2B)'. The input field contains 'Folder 1'. 'Cancel' and 'Create' buttons are at the bottom of the modal. Below the modal, a message states 'You can add or remove folders before submitting your response.' and a 'Create first folder' button is visible.

If needed, click **Rename** to change the name of the folder. Click on the folder name to start uploading files.

The screenshot shows the 'Folders' section. It starts with the heading 'Folders' and the instruction 'Create one folder for each item or sub-item in the notice.' Below this is a table with three columns: 'Name', 'Files', and 'Actions'. The table contains one row for 'Folder 1', which has '0 (add files)' in the 'Files' column. In the 'Actions' column, there are 'Delete' and 'Rename' buttons. The 'Rename' button is highlighted with a red box. Below the table is an 'Add another folder' button. At the bottom, there is a section titled 'Notice response message' with instructions: 'Provide a message to help ASIC understand your response and supporting folders and files. For example, provide relevant background information or how the files relate to the notice. Maximum 3,000 characters.' A large text input field is provided for the message.

7. Click **Select files** to choose files to upload to your notice response or **drag and drop files** into the box outlined with a dotted line.
Enter any comments to explain the uploaded files.



Free text and file size limits

The comments field can contain up to a maximum of 3000 characters.
You can upload unlimited attachments to your response (500 GB maximum per file).

Progress

0 of 4 steps completed

Official ASIC Notice Response

In progress

Review

Not started

Declaration

Not started

Confirmation

Not started

[← Back to prepare your response](#)

Folder 1

Use this folder to upload the files requested for an item of the notice.

Select your files and then select Start uploading.

Upload files

Accepted file types: All common document, image, audio, video and compressed file formats are supported, including but not limited to: - Documents: PDF, DOCX, XLSX, PPTX, TXT, CSV, XML - Images: JPG, JPEG, PNG, GIF, TIFF - Audio/Video: MP3, WAV, MP4, MOV - Archives: ZIP, 7Z File types that may pose security risks (e.g. executable files such as .exe, .bat, .cmd) are not supported.

Maximum file size: 500 GB per file.

Drag and drop files here or select one or more files to upload.

Large files may take several minutes to upload.

Select files

No file selected

Comments (optional)

Add information that helps explain these files (for example, what they relate to in the notice).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed viverra, leo a pharetra tincidunt, enim metus bibendum orci, vitae mattis neque orci at augue. Aenean ac porta lacus. Phasellus tincidunt ipsum vel est consequat, et feugiat quam congue. Cras accumsan ultricies nibh. Duis sed lectus tristique, sodales diam in, tincidunt lacus. Etiam semper mollis tellus at molestie. Fusce nec placerat arcu, quis mollis magna.

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[← Back](#)

Save

Save and continue >

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Selected files will have the status **Ready to upload**. Click the **Start uploading** button once you have finished selecting files to upload.

Upload files

Accepted file types: All common document, image, audio, video and compressed file formats are supported, including but not limited to: - Documents: PDF, DOCX, XLSX, PPTX, TXT, CSV, XML - Images: JPG, JPEG, PNG, GIF, TIFF - Audio/Video: MP3, WAV, MP4, MOV - Archives: ZIP, 7Z File types that may pose security risks (e.g. executable files such as .exe, .bat, .cmd) are not supported.

Maximum file size: 500 GB per file.

Select **Start uploading** to upload

Add more files

test document 5.docx

368 KB

test document3.pdf

40 KB

test excel upload.xlsx

50 MB

Ready to upload

Ready to upload

Ready to upload

Start uploading

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8. Files uploaded will be marked as **Uploaded**. If the file fails to upload, remove the file and select the file again (step 7). Click **Save and continue** to navigate through the transaction.

Progress

0 of 4 steps completed

Official ASIC Notice Response

In progress

Review

Not started

Declaration

Not started

Confirmation

Not started

[← Back to prepare your response](#)

Folder 1

Use this folder to upload the files requested for an item of the notice.

Select your files and then select Start uploading.

Upload files

Accepted file types: All common document, image, audio, video and compressed file formats are supported, including but not limited to: - Documents: PDF, DOCX, XLSX, PPTX, TXT, CSV, XML - Images: JPG, JPEG, PNG, GIF, TIFF - Audio/Video: MP3, WAV, MP4, MOV - Archives: ZIP, 7Z File types that may pose security risks (e.g. executable files such as .exe, .bat, .cmd) are not supported.

Maximum file size: 500 GB per file.

Add more files

test document 5.docx

368 KB

Uploaded

test document3.pdf

40 KB

Uploaded

test excel upload.xlsx

50 MB

Uploaded

All files uploaded

Comments (optional)

Add information that helps explain these files (for example, what they relate to in the notice).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed viverra, leo a pharetra tincidunt, enim metus bibendum orci, vitae mattis neque orci at augue. Aenean ac porta lacus. Phasellus tincidunt ipsum vel est consequat, et feugiat quam congue. Cras accumsan ultricies nibh. Duis sed lectus tristique, sodales diam in, tincidunt lacus. Etiam semper mollis tellus at molestie. Fusce nec placerat arcu, quis mollis magna.

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[← Back](#)

Save

Save and continue >

More files to upload?

Click **Add more files** to select additional files to upload. Don't forget to click the Start uploading button to upload them to the folder before you continue the transaction.

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9. Click **Add another folder** to add additional folders to organise your notice response by section or part. Follow steps 6 to 8.
10. Once all folders have been created and files uploaded, add a **Notice response message** of up to 3000 characters. Click **Save and continue**.

Progress

0 of 4 steps completed

Official ASIC Notice Response

In progress

Review

Not started

Declaration

Not started

Confirmation

Not started

Prepare your response

Entity served on: **TEST COMPANY R PTY LTD**

Date served on: **12-10-2026**

To ask a question or clarify the contents of the notice, 'Save & close' this response and then choose 'Send ASIC a message about this notice'.

Folders

Create one folder for each item or sub-item in the notice.

Name	Files	Actions
 Folder 1	3	 Delete  Rename
 Folder 2	1	 Delete  Rename

Add another folder

Notice response message

Provide a message to help ASIC understand your response and supporting folders and files.
For example, provide relevant background information or how the files relate to the notice. Maximum 3,000 characters.

Lorem ipsum. Interdum et malesuada fames ac ante ipsum primis in faucibus. Nunc sollicitudin sagittis est et suscipit. In non-pulvinar velit.

Folder 1:

- Duis mattis lorem id turpis suscipit, in egestas turpis venenatis.
- Proin ut lacus an augue tempor commodo.
- Duis tempor lacus tincidunt, suscipit magna fermentum, dignissim velit.

Folder 2:

- Nullam nec diam vulputate, cursus velit et, facilisis lacus.

[< Back](#)

[Save](#)

[Save and continue >](#)

11. Review the folder structure and contents. Click **Back** to go to the previous page to edit the names and contents of the folders or click **Save and continue** to continue.

Progress

1 of 4 steps completed

Official ASIC Notice Response

Completed

Review

In progress

Declaration

Not started

Confirmation

Not started

Review

Check that the folders and files included in your response are correct before continuing to the declaration.

Print

Prepare your response

View folder list

Notice issued

TEST COMPANY R PTY LTD

Date issued

12-10-2026

Notice response message

Lorem ipsum. Interdum et malesuada fames ac ante ipsum primis in faucibus. Nunc sollicitudin sagittis est et suscipit. In non-pulvinar velit.

Folder 1:

- Duis mattis lorem id turpis suscipit, in egestas turpis venenatis.

- Proin ut lacus an augue tempor commodo.

- Duis tempor lacus tincidunt, suscipit magna fermentum, dignissim velit.

Folder 2:

- Nullam nec diam vulputate, cursus velit et, facilisis lacus.

Folder 1

View folder

test document 5.docx

367.80KB

test document3.pdf

39.65KB

test excel upload.xlsx

50.04MB

Comment

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed viverra, leo a pharetra tincidunt, enim metus bibendum orci, vitae mattis neque orci at augue. Aenean ac porta lacus. Phasellus tincidunt ipsum vel est consequat, et feugiat quam congue. Cras accumsan ultricies nibh. Duis sed lectus tristique, sodales diam in, tincidunt lacus. Etiam semper mollis tellus at molestie. Fusce nec placerat arcu, quis mollis magna.

Phasellus tristique laculis pharetra. Proin ante urna, lobortis quis cursus id, mattis et lacus. Etiam eu justo vitae nibh vehicula porta. Sed dui tortor, tincidunt ut tellus in, fermentum viverra lectus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae Proin sed pulvinar ante. Nunc et lobortis velit, non sodales quam.

Folder 2

View folder

test document2.docx

18.47KB

Comment

Praesent at mi bibendum, luctus nunc quis, elementum enim. In in magna vitae nibh commodo tincidunt. Sed in mi non nunc tincidunt fringilla ut laculis dui. Nam faucibus ipsum nisi, nec blandit ipsum tempus in. Sed laoreet nunc neque, sed gravida metus ullamcorper vel. Sed rutrum mattis ante vitae bibendum. Proin libero risus, finibus sit amet est ac, efficitur ornare sapien.

Back

Save

Save and continue

Declaration and submission

12. Read the declarations, then click **Submit**.

Respond to an Official ASIC Notice

Reference number: NTC2624954

Save and close

Progress

2 of 4 steps completed

✓

Official ASIC Notice Response

Completed

✓

Review

Completed

⋮

Declaration

In progress

○

Confirmation

Not started

Declaration

The information provided to ASIC in this document may include confidential, personal or sensitive information. The [Privacy Collection Notice for the ASIC Regulatory Portal](#) describes how we will use and disclose the information collected through the Regulatory Portal. The [Privacy Policy](#) contains information about how ASIC handles personal information generally, rights to seek access to and correct personal information, and how to complain about breaches of privacy.

In submitting this response, I confirm:

1. I am authorised by the Regulated Entity to submit the information;
2. I understand that giving false or misleading information known to be false or where reasonable steps have not been taken to ensure the information is true and correct is a serious offence (see ss136 and 137 *Criminal Code Act 2001*, s1308 *Corporations Act 2001* and s225 *National Consumer Credit Protection Act 2009*).

< Back

Save

Submit >

13. Once you have submitted the notice response, a confirmation page is displayed that includes a reference number for your own records. Click **Return to Notice record**. The status of the notice will then be updated on the Notices page.

Respond to an Official ASIC Notice

✓

Confirmation

You have successfully submitted your notice response.

Transaction reference

TX000024621

Notice response date and time

Tuesday 13 October 2026 at 2:18 pm

What's next

You can view the status of this transaction on the [Notices](#) page for this entity. A copy of the transaction will generally be available 30 minutes after submission.

Correspondence

If we need to contact you about this transaction we will do so through the portal.

Return to Notice record

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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'.