



ASIC
Australian Securities &
Investments Commission

**Australian Securities
and Investments Commission**

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15 January 2024

Alex Pentland

By email: foi+request-11023-6bde37ca@righttoknow.org.au

Dear Mr Pentland

Freedom of Information Request No. FOI 007-2024

Acknowledgement of Request

I refer to your request dated 13 January 2024 under the *Freedom of Information Act 1982 (FOI Act)* in which you seek access to documents in the possession of the Australian Securities and Investments Commission (**ASIC**).

Your request seeks access to:

...the Style Guides/Brand Guides/Writing Guides currently used for the Australian Securities and Investments Commission.

As your request was received on 13 January 2024 and the 30-day statutory period for processing the request commenced on the day after the date of receipt, you should therefore expect a decision to be made by 12 February 2024.

The 30-day processing period may be extended should ASIC find it is necessary to consult third parties, where a charge is to be imposed on the processing of the request or for other reasons. You will be advised if there are changes to the 30-day processing period.

Please note that any documents released to you under the FOI Act may later be published online on the ASIC disclosure log in accordance with our obligation to do so under the Act. This requirement to publish released documents is subject to certain exceptions for example, personal or business information will not be published where it would be unreasonable.

If you have any questions or wish to discuss, please contact me at hayley.tunncliffe@asic.gov.au.

Yours sincerely

Hayley Tunncliffe

Freedom of Information Officer

Authorised decision maker under section 23(1) of the FOI Act