



DEVELOPER SERVICES APPLICATION PORTAL QUICK REFERENCE GUIDES



REQUESTING AN AMENDMENT TO A DECISION NOTICE

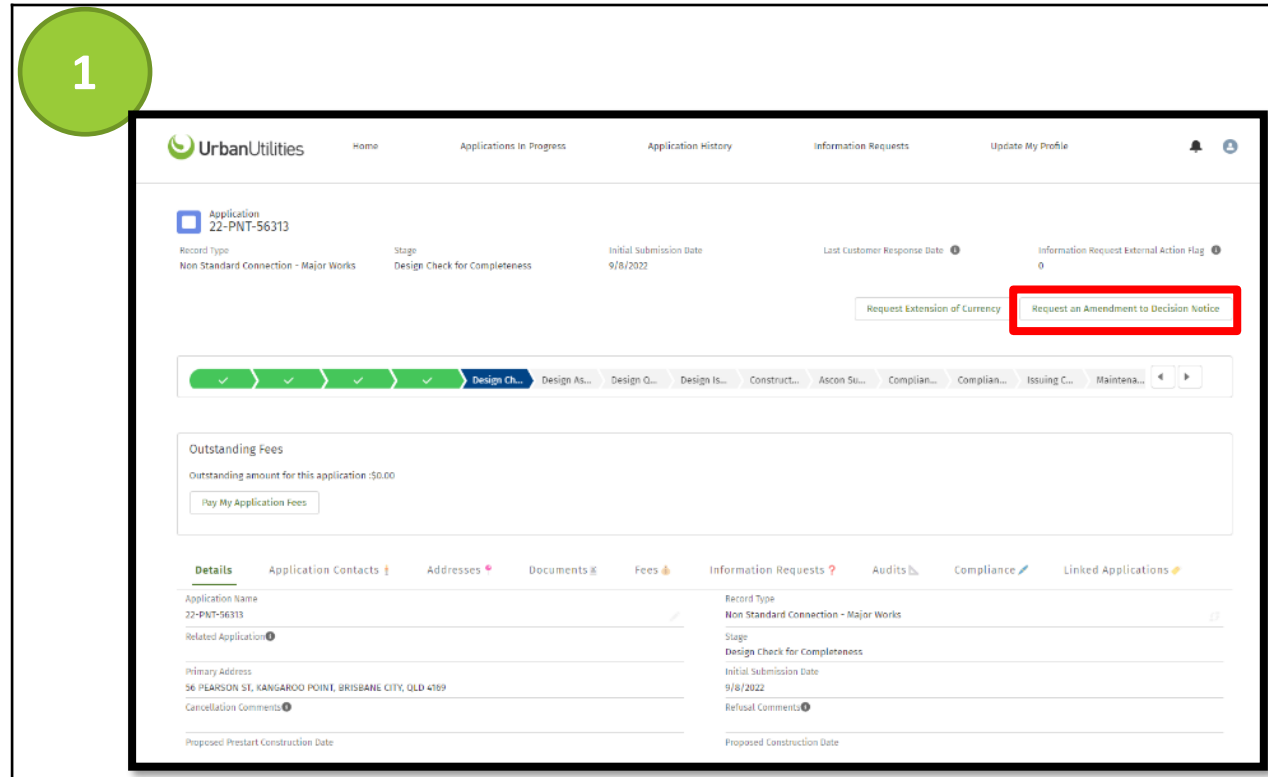
The following document provides you with a Quick Reference Guides for the Developer Services Application Portal.

External Portal

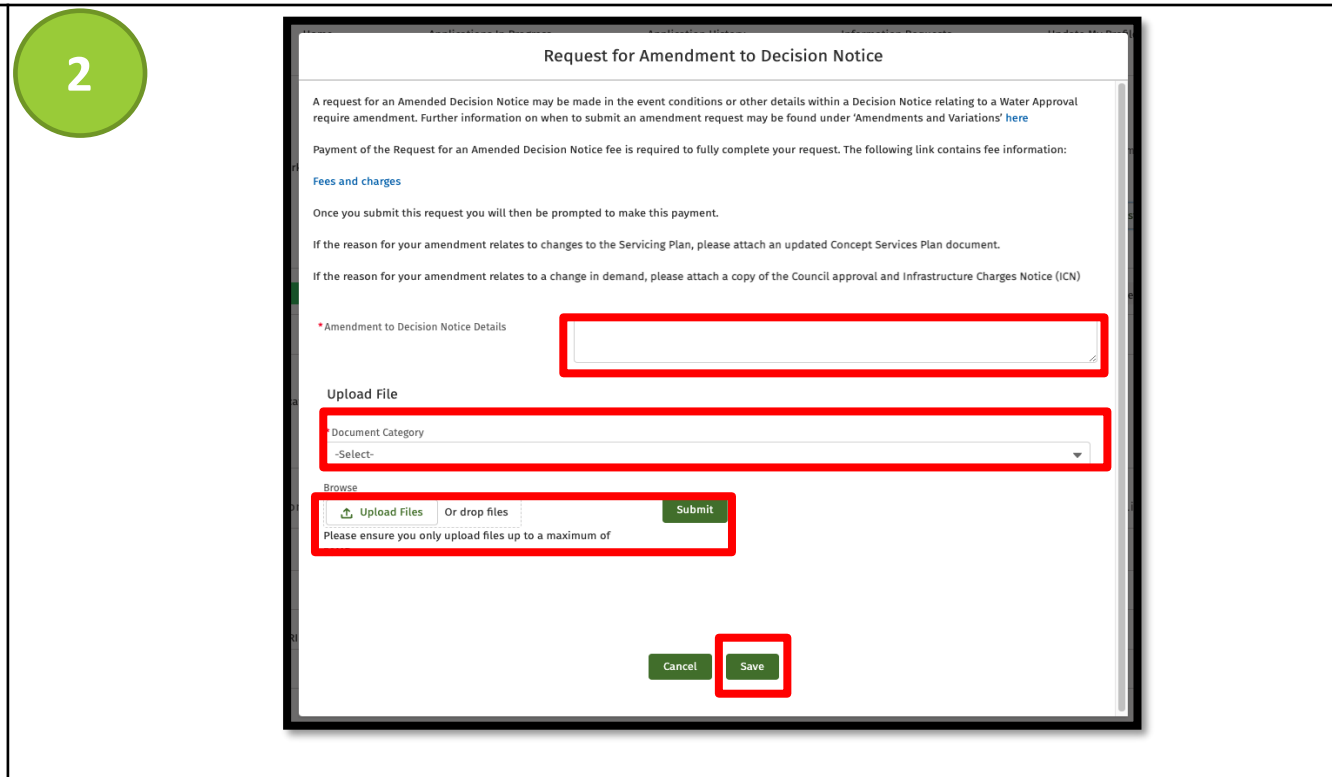


HOW TO REQUEST AN AMENDMENT TO A DECISION NOTICE

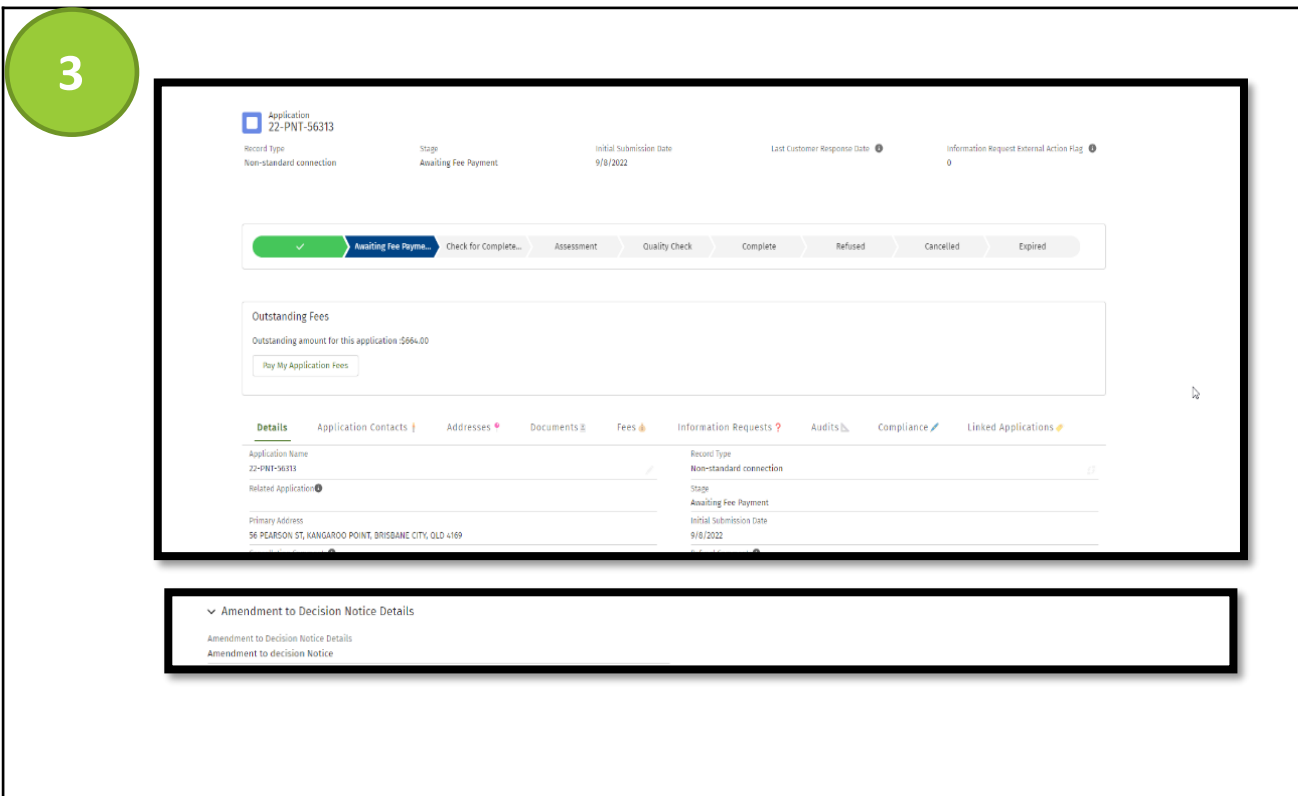
- You can request an amendment to a decision notice for Standard and Non-Standard applications that have passed the **Fees Due** stage.



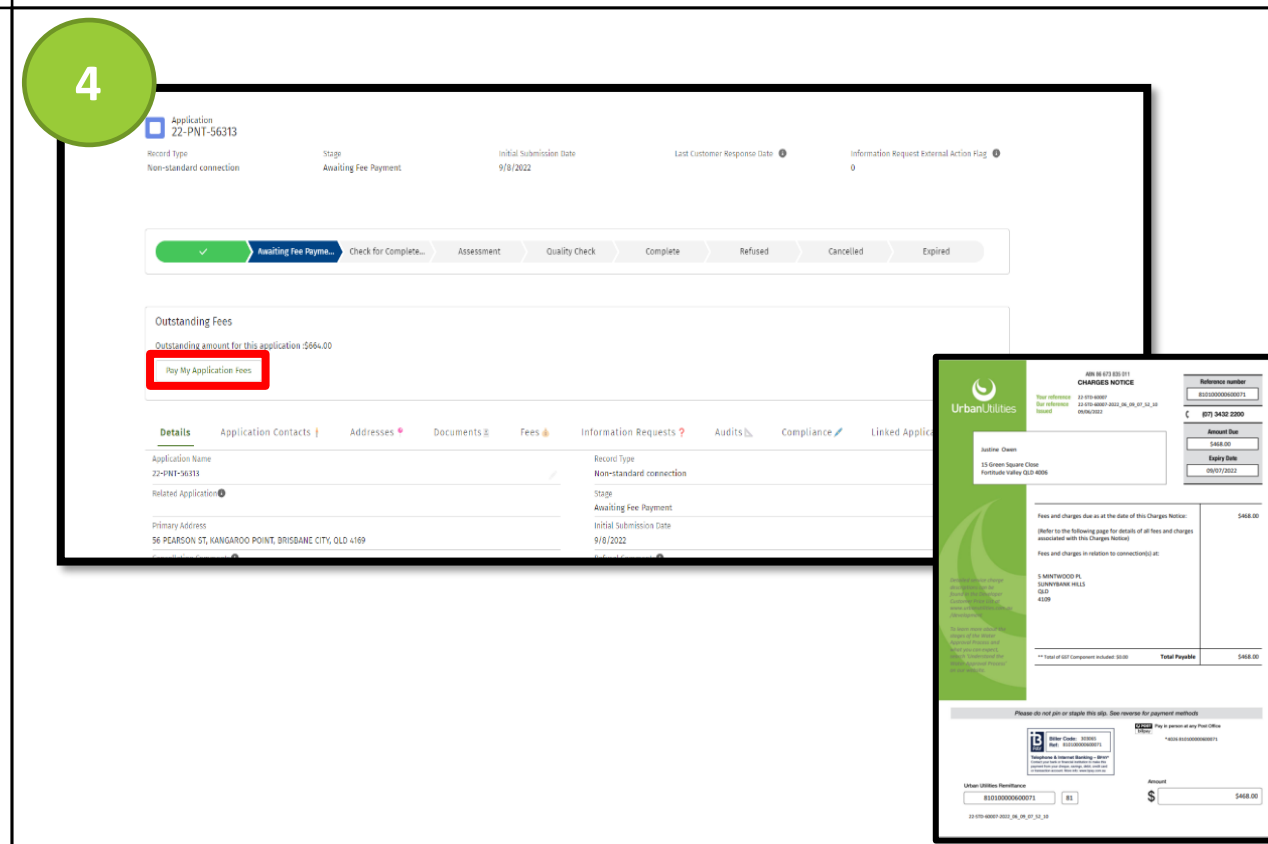
- If you want to request an amendment to decision notice, click on the **Request an Amendment to Decision Notice** Button



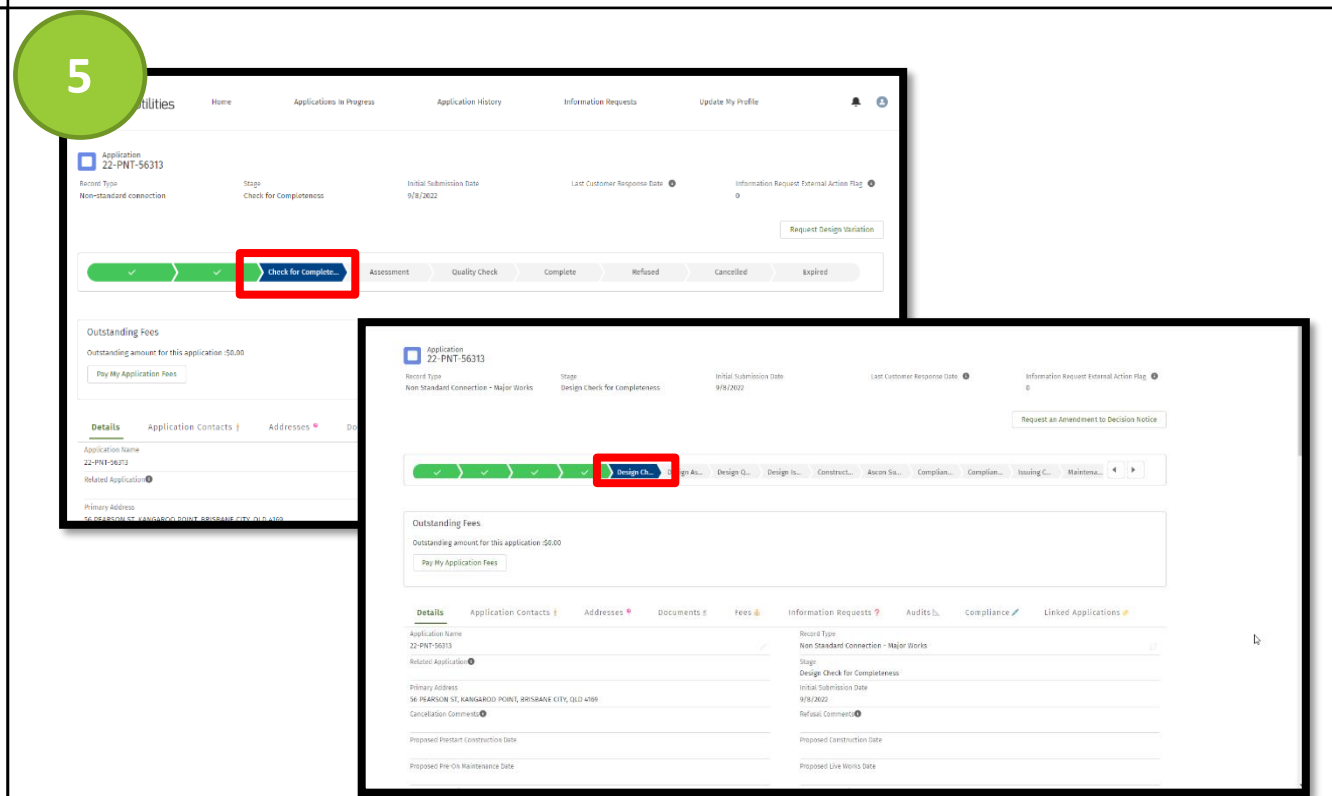
- In the pop-up screen, add your comments to the **Amendment to Decision Notice Details** field and upload relevant documents to the associated **Document Category**.
- Click the **Save** button



- The application moves back to **Awaiting Fee Payment** Stage and a fee is added automatically.
- The details of the Amendment to Decision Notice is also shown in the application details section.



- You can pay fees via the portal, or download the Charge Notice and pay via alternative methods (e.g. Bpay)



- When fees are paid, the stage moves to **Check for Completeness** for internal review.
- When assessed, the application will move to appropriate stage to continue the process.