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**Australian Government**  
**Australian Financial Security Authority**

2 December 2024

Glenn Hamiltonshire

By email only: [foi+request-12338-99ab17b5@righttoknow.org.au](mailto:foi+request-12338-99ab17b5@righttoknow.org.au)

Dear Glenn Hamiltonshire

**Freedom of Information Request no. 24/25/2/060**

I refer to your request for access to documents relating to the Style Guides/Brand Guides/Writing Guides currently used for the Australian Financial Security Authority, under the *Freedom of Information Act 1982*. I have taken your request to be for:

1. All documents held by AFSA relating to the Style Guides/Brand Guides/Writing Guides currently used for the Australian Financial Security Authority.

We received your request on Sunday 17 November 2024 and the 30-day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision from us by 17 December 2024. The period of 30 days may be extended if we need to consult third parties or for other reasons. We will advise you if this happens.

Please note that information released under the FOI Act may later be published online on our disclosure log Freedom of information disclosure log | Australian Financial Security Authority ([afsa.gov.au](https://afsa.gov.au)), subject to certain exceptions. (For example, personal information will not be published where this would be unreasonable.)

We will contact you using the email address ([foi+request-12338-99ab17b5@righttoknow.org.au](mailto:foi+request-12338-99ab17b5@righttoknow.org.au)) you provided. Please advise if you would prefer us to use an alternative means of contact.

If you have any questions, please contact Katrina Davis at [FOI@afsa.gov.au](mailto:FOI@afsa.gov.au) if you wish to discuss.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Katrina'.

Katrina Davis  
Acting Senior Lawyer  
Email: [FOI@afsa.gov.au](mailto:FOI@afsa.gov.au)

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