News story: How to reply to requisitions quickly and simply

You can use the 'reply to requisition' function within the Portal to:

- attach new or replacement documents directly to your application, allowing your application to be processed quicker

- add relevant information to a pending application at any time using the reply to requisition function, even when an application has been sent by post and you need to submit supporting documents

- send a text response and avoid requests for information (requisitions) by providing supporting information before we raise the request — partial replies can also be submitted via this function

Our casework team will respond to queries and confirm receipt of your documents.

Watch our short [video guide](#) for help using this function.

If you submitted your registration application through Business Gateway, use your case management system to respond to the requisition.