| AUSTRAC logo | AUSTRAC Online administrator access form |
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The **AUSTRAC Online (AO) administrator access form** is used by businesses to request ‘administrator’ access to AO business account/s for one authorised representative of the business.

*The administrator is able to access the AO business account, view and update business information, and access transaction reporting functionality.*

Please complete this form to:

* create an administrator account for an AO business account
* link an existing administrator to multiple AO business accounts

| (!) | **Note:** This form must be completed and signed by a senior managing official\* for the business. |
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| (!) | Please complete this form then **scan** and email to:  [contact@austrac.gov.au](mailto:contact@austrac.gov.au)  or return via **mail** to:  AUSTRAC PO Box 5516  West Chatswood NSW 1515 |
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## Please check your AO business account details

Once the request for administrator access has been processed, you will be sent an automated email to confirm that your administrator account has been established.

After your administrator account has been established, log into AO to:

* update your business information using the AUSTRAC business profile form (ABPF)
* administer your business’s AO users through the ‘Contact and users’ sub-menu of the ‘My business’ menu
* complete and submit the annual AML/CTF compliance report (if applicable)
* submit transaction reports to AUSTRAC.

For more information on how to use AO, please read the *AUSTRAC Online user guide* located on the [Enrol and register page](https://austrac.govcms.gov.au/business/your-austrac-online-account/managing-your-austrac-online-account) of the AUSTRAC website.

\**Senior managing official means an individual who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the regulated entity or who has the capacity to affect significantly the financial standing of the regulated entity.*

| (!) | **Note:** If your business has AML/CTF Act obligations, your business is required to notify AUSTRAC within 14 days of any changes to its enrolment details. Changes can be made via AUSTRAC Online using the ABPF. For further information please see the *AUSTRAC business profile form explanatory guide* located on the [Enrol and register page](https://austrac.govcms.gov.au/business/your-austrac-online-account/managing-your-austrac-online-account) of the AUSTRAC website. |
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### New administrator details (details of the person requiring administrator access to AUSTRAC Online)

This information is required to enable the creation of an AUSTRAC Online (AO) user account with administrator level access. Please complete the following fields as applicable *(fields marked with an asterisk (\*) are mandatory).*

| **Item** | **Details** | | |
| --- | --- | --- | --- |
| **Existing AO User ID** *(existing AO users only)*  *(This will assist AUSTRAC to link your current AO user ID to the listed business/es in this form):* |  | | |
| \* **Full name:** |  | | |
| **Date of birth:** |  | | |
| \* **Email address:** |  | | |
| \* **Job title:** |  | | |
| \* **Street address:** | ­Address: | | |
| Suburb: | State: | Postcode: |
| \* **Postal address:** | ­Address: | | |
| Suburb: | State: | Postcode: |
| \* **Contact phone number** *(include area code):* |  | | |

### Link administrator request

* Please list **all** AO business accounts this administrator requires access to. There is no limit to the number of accounts that can be listed. Add more rows to the grid, as needed.
* Once linked, the administrator will be able to use a single user ID and password to access the listed AO business accounts.

| **Linked business** | \* **Full legal name of business** | **AUSTRAC account number** | **ABN or ACN** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |

### Declaration

***AUSTRAC requires this form to be approved by a senior managing official\* for the business.***

By signing this form, as a senior managing official of the business(es) listed in section 2 of this form, I declare that the above-listed person requiring administrator access to the related AO accounts is authorised to submit this form on behalf of the business(es), and the information provided with respect to the business(es) is true, accurate and complete.

| **Item** | **Details** |
| --- | --- |
| **Legal name and trading name of third party business:**  *(only required for insolvency practitioners or compliance consultants – please attach proof of authority to act on entity’s behalf)* |  |
| **AUSTRAC letter reference** (if applicable)**:** |  |
| **AUSTRAC account number:** |  |
| **Senior managing official full name** |  |
| **Senior managing official signature:** | 🖎 |
| **Date** *(DD/MM/YYYY)***:** |  |

Privacy notice for reporting entities

Personal information is protected by law, including the *Privacy Act 1988*. AUSTRAC is authorised to collect the information in this form under Part 3A and Part 6 of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act) and under the AML/CTF Rules.

The information collected in this form will­ be used for the purposes of the Reporting Entities Roll and the Remittance Sector Register, and for lawful purposes under the AML/CTF Act, AML/CTF Rules, *Financial Transaction Reports Act 1988*, *Australian Transaction Reports and Analysis Centre Industry Contribution Act 2011*, *Australian Transaction Reports and Analysis Centre Industry Contribution (Collection) Act 2011* and the Privacy Act.

If you do not provide the information requested on this form, AUSTRAC will not be able to process your application.

AUSTRAC discloses personal information to the agencies and entities covered by Part 11 of the AML/CTF Act, and to ­overseas recipients who are authorised or required by law to receive personal information. The countries to which AUSTRAC discloses personal information are described in AUSTRAC’s Privacy policy.

AUSTRAC’s Privacy policy contains additional information regarding AUSTRAC’s privacy practices and is available at on the [Privacy policy page](https://austrac.govcms.gov.au/privacy/privacy-policy) of the AUSTRAC website.