

Please address all requests to: info_access@austrac.gov.au

AUSTRAC prefers Freedom of Information (FOI) application forms to be typed rather than handwritten and received electronically in Microsoft Word format. However, you may submit a FOI application to the following postal address:

AUSTRAC

Attn: Privacy and Information Access Team
PO Box K534
Haymarket NSW 1240

Privacy statement

AUSTRAC ensures the protection of any personal information provided to it, as required by the Privacy Act 1988 (Privacy Act). Once AUSTRAC receives information from you, either via email or by any other means, the information is in a secure environment and is handled in accordance with AUSTRAC's statutory obligations under the Privacy Act.

The information also becomes 'AUSTRAC information' that is subject to the protection of secrecy and access provisions in the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).

Your personal information will not be released unless permitted or otherwise required by law, or your consent is obtained. AUSTRAC collects personal information on this form to fulfil its functions under the *Freedom of Information Act 1982* (FOI Act).

AUSTRAC's privacy policy contains additional information regarding AUSTRAC's privacy practices and is available at austrac.gov.au/privacy_policy.

Note: Failure to complete this form could inhibit AUSTRAC's ability to process your FOI application.

Important information

The statutory processing time of 30 days commences from the day after a valid request is received. If the due date falls on a weekend or a public holiday then the due date will extend to the next working day.

Requesting your own personal information

Please provide a copy of your photographic identification when submitting your request. Providing photographic identification supports your FOI application by satisfying AUSTRAC that it is corresponding with the stated FOI applicant.

Requesting third party information

Please provide a copy of your photographic identification as well as photographic identification and consent of the third party (where practical and reasonable to do so) when submitting your request. Providing the relevant photographic identification and consent (which shall state the third-party consents to you obtaining their information for the purposes

of the FOI request) supports your FOI application by satisfying AUSTRAC that it is corresponding with the stated FOI applicant, as well as providing assurance that the affected third party has willingly consented to you receiving documents that may relate to them.

Trustee of a bankrupt individual/liquidated company

Please provide a copy of your own photographic identification as well as the document of appointment which specifies the name of the bankrupt or liquidated company. This information assists AUSTRAC's understanding in respect to who the trustee is and which individual/company is subject to the written appointment. If you are seeking access to documents concerning an entity outside the written appointment, you are required to identify the entity (by name or any other details able to be provided) and consider the option of providing AUSTRAC with consent from the affected third party establishing they do not object to you obtaining access to documents that may relate to them.

Financial transaction reports

Reporting entities are required to report certain transactions to AUSTRAC in accordance with the AML/CTF Act. Below is a summary of the categories of financial transaction reports that AUSTRAC possesses. Not every financial transaction occurring within the financial system is reportable to AUSTRAC in accordance with the AML/CTF Act, which you should consider prior to lodgement of a FOI request.

- **International Funds Transfer Instruction (IFTI) reports** – These reports relate to the transmission of funds which are either outgoing or incoming to Australia.
- **Threshold Transaction Reports (TTR)** – These reports relate to the transfer of physical currency (cash) of AUD \$10,000 or more (or the foreign currency equivalent). A transfer can include receiving or paying cash.
- **Cross Border Movement (CBM) reports** – These reports relate to any person departing or entering Australia via an Australian airport with AUD \$10,000 cash (or the foreign currency equivalent) or more, or any person who sends or receives physical currency of AUD \$10,000 or more (or the foreign currency equivalent) by ship or mail in to or out of Australia.

FREEDOM OF INFORMATION REQUEST FOR DOCUMENTATION

1. FOI applicant's contact details

(May be different to the subject of the request)

Title	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street address

Suburb

State

Postcode

Email address

Phone number

The address provided here is the address AUSTRAC will send the Notice of Declaration to.

2. FOI request for documentation

Scope of request

I request under the FOI Act a copy of the following documents:

FREEDOM OF INFORMATION REQUEST FOR DOCUMENTATION

The following fields are available to support your request in identifying information relevant to the Subject of the request, which is particularly valuable if you are seeking financial transaction reports (as summarised on Page 1). AUSTRAC will use the following information to identify documents relevant to the subject of the request. It is therefore important you provide any known historic details (such as change of address and so forth) where such details are known or could reasonably be obtained.

3. Supporting information

Subject's details:

Title	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please also provide any aliases the subject may be known by:

Date of birth	Driver's licence number(s)
<input type="text"/>	<input type="text"/>

Street address(es)

Passport number(s)	Account number(s) relating to transaction reports required
<input type="text"/>	<input type="text"/>

Phone number	Email address(es)
<input type="text"/>	<input type="text"/>

Australian Business/Company Number (ABN/ACN)

4. Enclosures

	Attached	N/A
Additional information attached.	<input type="radio"/>	
My identification documentation is attached.	<input type="radio"/>	<input type="radio"/>
Written consent from any third party to release information to me is attached. Note: If the consent is from a business or company it must be on their letterhead and signed by a director or equivalent senior manager.	<input type="radio"/>	<input type="radio"/>
If a Trustee of a Bankrupt Estate or a Liquidator of a Company, my appointment document and photographic identification is attached.	<input type="radio"/>	<input type="radio"/>

Signature

Date