

You must register with AUSTRAC **before** you commence providing remittance services and/or digital currency exchange services.

This guide will show you how to register your business after enrolment. Please refer to the ABPF guide (<https://www.austrac.gov.au/business/how-comply-guidance-and-resources/guidance-resources/austrac-business-profile-form-abpf-guides>) for further guidance on registering your business with AUSTRAC.



Having these details ready will help you fill out the form quickly:

- DCE foreign registrations (if applicable)
- remittance foreign registrations (if applicable)
- associated entities
- serious offences of your business
- key persons
- affiliate registrations (if applicable).

1. Navigate to AUSTRAC Online (AO) (<https://online.austrac.gov.au>) and log in with your username and password.



The screenshot shows the AUSTRAC Online login interface. It includes a header with the Australian Government logo and 'AUSTRAC Online' text. Below the header are input fields for 'User Name' and 'Password'. A 'LOG IN' button is present, along with a red button for 'New businesses sign up'. There are links for 'Forgot your password?' and 'Terms of Use'. At the bottom, there is contact information for the AUSTRAC Contact Centre and a copyright notice for 2008.

2. The select business screen will appear if you are an AO user for more than one reporting entity. Select the business you want to register.

Please select your Business	
Business Name ▲	Enrolment Status
JOHN CITIZEN PTY LTD	On the roll
JOHN CITIZEN SECOND BUSINESS	On the roll
JOHN CITIZEN THIRD BUSINESS	On the roll
JOHN CITIZEN FOURTH BUSINESS	On the roll

- A reminder to register may come up. Click on **Open the business profile registration form (ATRC-1001R)** and progress to Step 6. If you want to register later click on **Continue to AUSTRAC Online**.

ATTENTION: Registration application is required

You previously indicated in your enrolment application that you provide or intend to provide Remittance services.

Under the AML/CTF Act, you **must not** provide registrable Digital Currency Exchange (DCE) and **registered** as a DCE and/or Remittance service provider.

You are now required to complete and submit a 1001R registration application.

Open the business profile registration form (ATRC-1001R)

Continue to AUSTRAC Online

- If you do not get a reminder to register, go to the side menu. Click **Remittance Sector Register**.



- Click **OPEN the business profile registration form (ATRC1001R)**.

My Registrations

Current registrations


You have no current registrations

Previous registrations

You have no previous registrations


You are required to register with AUSTRAC

Use this form to complete a registration for Digital Currency Exchange and/or Remittance services.




OPEN
the business profile registration form
(ATRC-1001R)

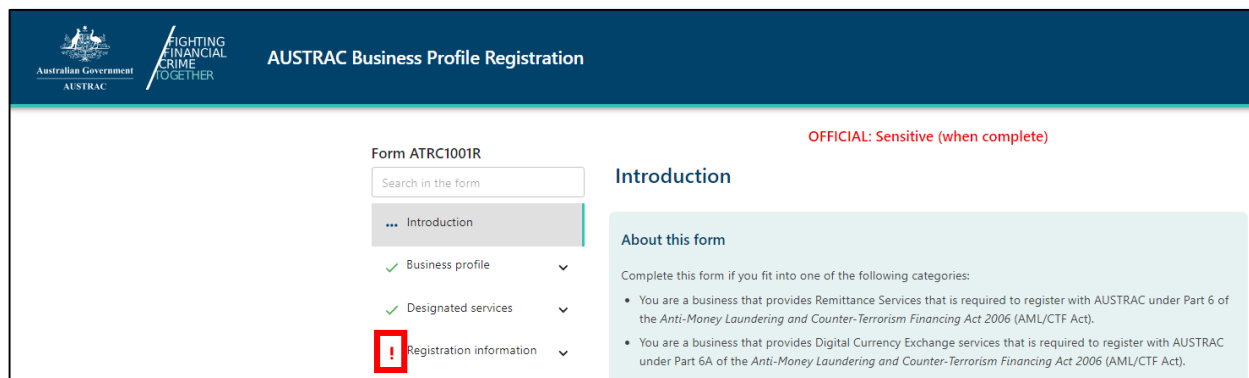
Use this form to update enrolment and/or registration details including enrolling with AUSTRAC for the Reporting Entities Roll



OPEN
the business profile form (ATRC1002H)

 [Business profile form explanatory guide](#)

6. Complete all sections on the form. **Note:** any sections that are incomplete are indicated with a red exclamation mark. Some information within the registration form will be prefilled with the information you supplied during enrolment.



AUSTRAC Business Profile Registration

Form ATRC1001R

Search in the form

... Introduction

✓ Business profile

✓ Designated services

! Registration information

Introduction

About this form

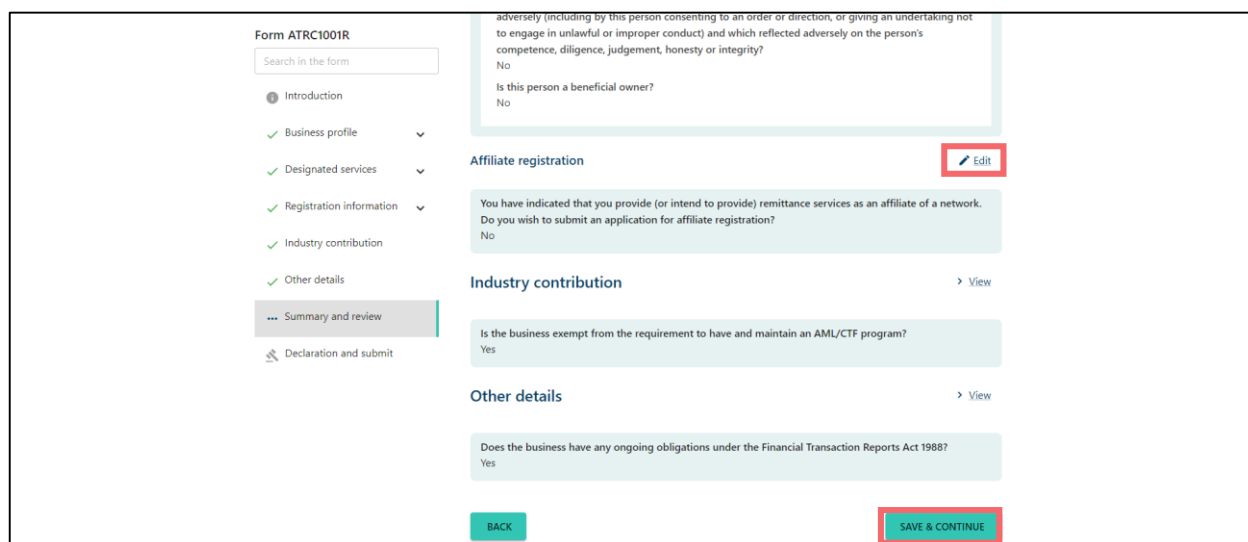
Complete this form if you fit into one of the following categories:

- You are a business that provides Remittance Services that is required to register with AUSTRAC under Part 6 of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).
- You are a business that provides Digital Currency Exchange services that is required to register with AUSTRAC under Part 6A of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).



Your enrolment details will be pre-populated in the registration form. If they are not correct you will need to complete an **Update business profile form (1002H)** to update any details. Refer to Quick Reference Guide - How to update your details.

7. When you reach the summary and review section, review everything that you entered in the previous sections. Click on the **Edit** buttons to make any changes. When you are ready to proceed, click **SAVE & CONTINUE** to navigate to the declaration page.



Form ATRC1001R

Search in the form

● Introduction

✓ Business profile

✓ Designated services

✓ Registration information

✓ Industry contribution

✓ Other details

... Summary and review

📄 Declaration and submit

adversely (including by this person consenting to an order or direction, or giving an undertaking not to engage in unlawful or improper conduct) and which reflected adversely on the person's competence, diligence, judgement, honesty or integrity?

No

Is this person a beneficial owner?

No

Affiliate registration

[Edit](#)

You have indicated that you provide (or intend to provide) remittance services as an affiliate of a network. Do you wish to submit an application for affiliate registration?

No

Industry contribution

[View](#)

Is the business exempt from the requirement to have and maintain an AML/CTF program?

Yes

Other details

[View](#)

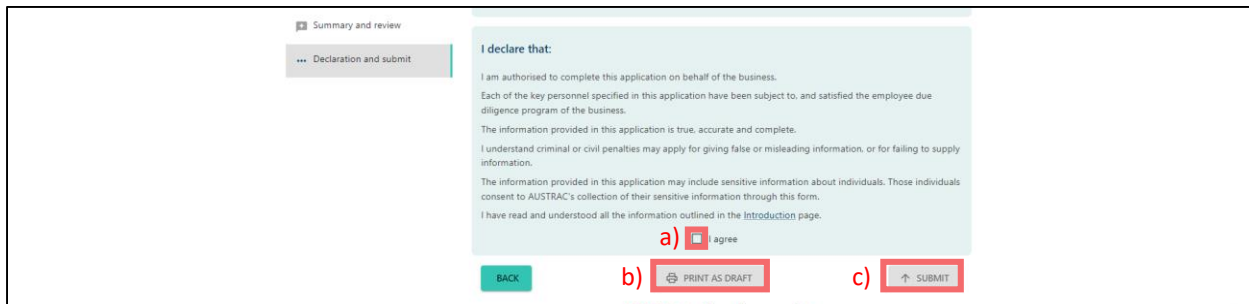
Does the business have any ongoing obligations under the Financial Transaction Reports Act 1988?

Yes

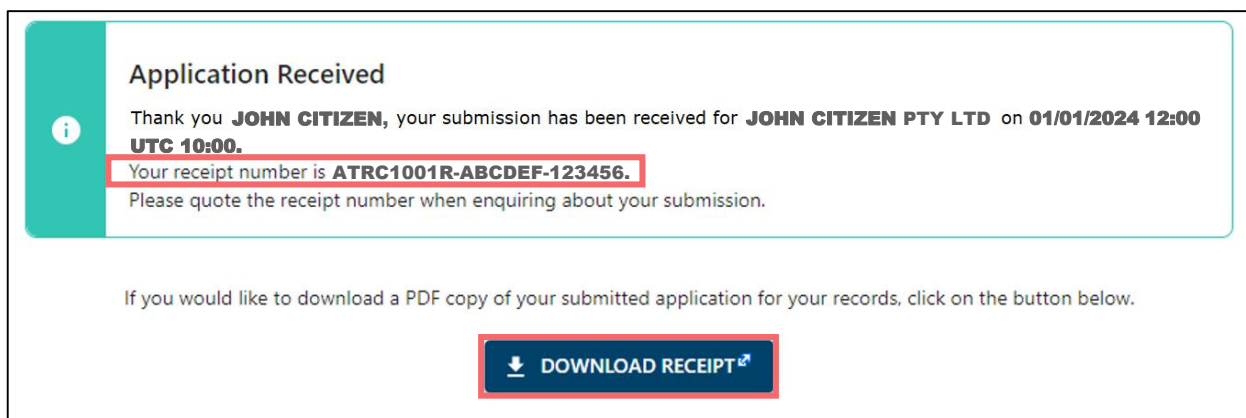
[BACK](#)

[SAVE & CONTINUE](#)

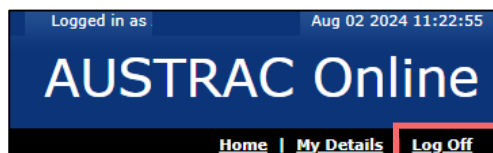
8. On the declaration page:
 - a) If you agree with the declaration check the **I agree** box.
 - b) If you want to print or save a copy of your draft form, select **PRINT AS DRAFT** (only available after checking the **I agree** box).
 - c) When you are ready to submit your form, click **SUBMIT** (only available after checking the **I agree** box).



9. Your receipt number is displayed, which you can quote for any enquiries about your submission form.
10. Click **DOWNLOAD RECEIPT** to download and save a copy of your submitted form for your records.



11. Switch back to the browser tab containing AO and continue to undertake any tasks or click **Log Off** to log out.



12. You will receive a submission confirmation email from contact@austrac.gov.au that contains your receipt number, submission date and time, and the link to download your submitted form.