

If you're a remittance service provider or digital currency (cryptocurrency) exchange (DCE) provider, you must apply to renew your registration every three years. This is so we can reassess your suitability to continue to be registered.

If you don't apply to renew your registration before it expires you will no longer be registered as a remittance service provider or a digital currency exchange provider.

The first section of this guide explains how to renew registration for a remittance network provider or independent remittance dealer. The second section explains how to renew registration for digital currency exchange provider.

Request for Renewal of Registration - Remittance Sector Register (ATRC1020HR)

1. Navigate to <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'. There are input fields for 'User Name' and 'Password', a 'LOG IN' button, and a 'New businesses sign up' button. A 'Forgot your password?' link is also present. A red box highlights the 'New businesses sign up' button. Below the login fields, there is a note: 'If you are unable to log in, reset your password using the "Forgot your password?" link. Wait 5 minutes then try logging on again.' Another note says: 'If you experience further difficulties, call or email the AUSTRAC Contact Centre for assistance.'

2. This step only applies if you are a user for more than one reporting entity. You will be prompted to select the Business you want to renew registration for.

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

3. Click **My Business**.



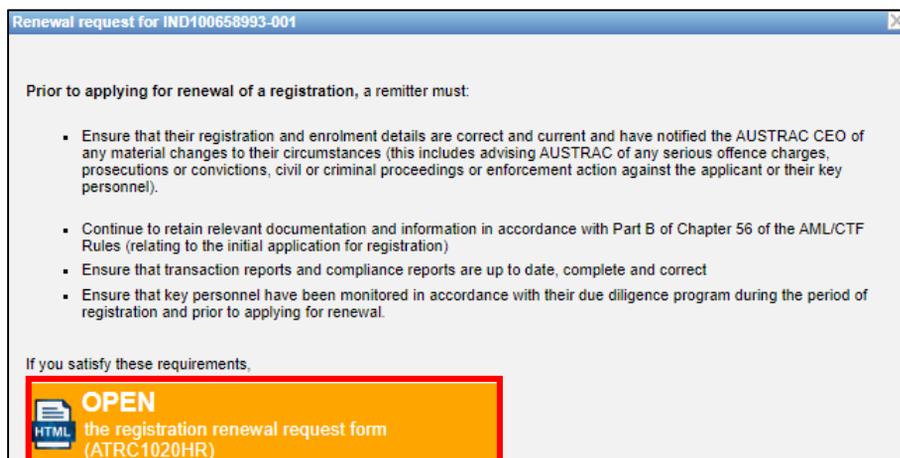
4. In the Designated Services section and Registrations sub-section, click the **renewal** link in the 'Remittance services' box.



5. Select **Renew** next to the registration you want to renew.



6. Select **Open**.



7. Proceed with completing all sections on the form.

Request for Renewal of Registration - Remittance Sector Register

OFFICIAL: Sensitive (when complete)

Form ATRC1020HR (Jan 2025)

- ... Introduction
- 📄 Renewal request
- 📄 Declaration and submit

Introduction

About this form

Complete this form if you are a business that is applying for the renewal of your registration on AUSTRAC's Remittance Sector Register under Part 6 of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).

⚠️ This form cannot be used to:

- Renew multiple registrations. A separate form is required to be submitted for each registration.

Completing the form

- Where possible, fields within the form have been populated with information about the business. This

8. Complete the renewal request section. Tick the **boxes** to confirm the renewal request and click **CONTINUE** to navigate to the declaration page.

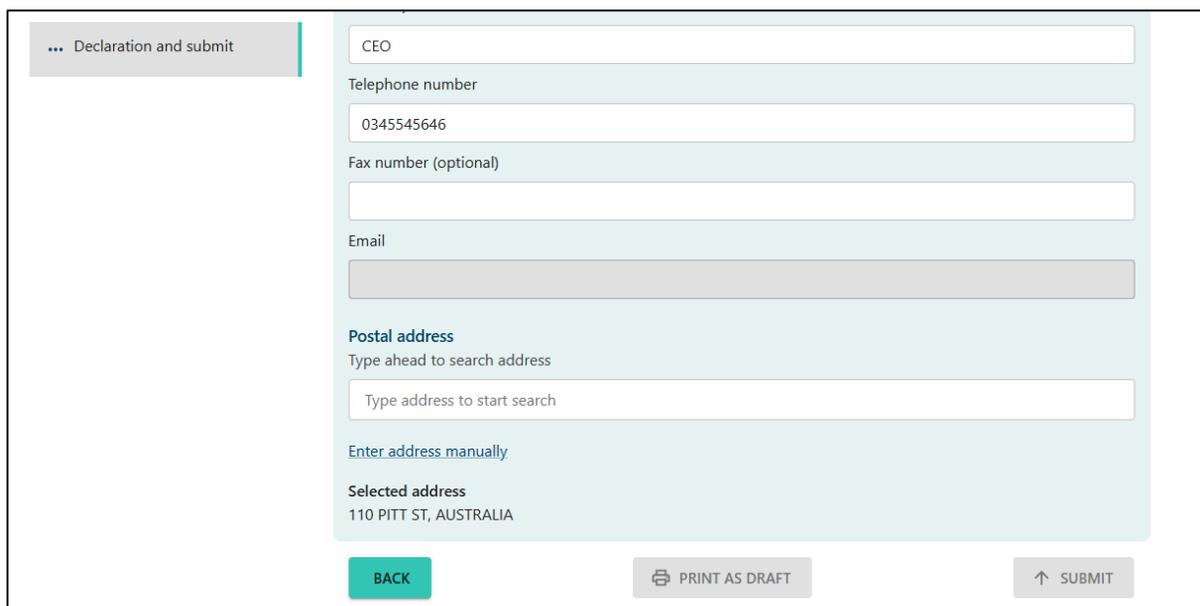
Form ATRC1020HR (Jan 2025)

- 📄 Introduction
- ... Renewal request
- 📄 Declaration and submit

My network has registered affiliates providing designated remittance services

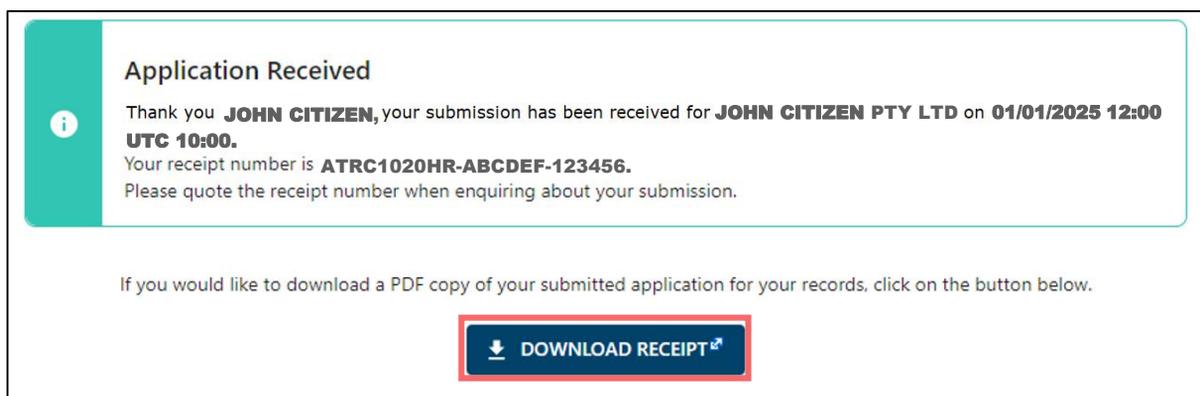
- I am authorised to complete the application on behalf of the business
- I declare that the AUSTRAC CEO has been notified if the business or any of its key personnel have been:
 - charged, prosecuted and/or convicted in relation to money laundering, financing of terrorism, terrorism, people smuggling, fraud, a serious offence, an offence under the AML/CTF Act, or an offence under the repealed *Financial Transaction Reports Act 1988* (FTR Act);
 - subject of a civil penalty order made under the AML/CTF Act.
 - the subject of civil or criminal proceedings or enforcement action in relation to the management of an entity, or commercial or professional activities, determined adversely to the business or any of its key personnel (including by the business or any of its key personnel consenting to an order or direction, or giving an undertaking, not to engage in unlawful or improper conduct) and which reflected adversely on the competence, diligence, judgement, honesty or integrity of the business or any of its key personnel.
- The registration and enrolment details of the business are correct and current
- The AUSTRAC CEO has been notified of any material changes to the circumstances of the business, including those mentioned at Chapter 60 of the AML/CTF Rules (such as advising AUSTRAC of any serious offence charges, prosecutions or convictions, civil or criminal proceedings or enforcement action against the business or its key personnel)
- The information provided in this application is true, accurate and complete
- I understand criminal or civil penalties may apply for giving false or misleading information, or for omitting any matter or thing without which the information is misleading

9. If you want to print or save a copy of your form, select **PRINT AS DRAFT**. When you are ready to submit your form, click **SUBMIT**.



The screenshot shows a form titled "Declaration and submit". It contains several input fields: "CEO" (with "CEO" entered), "Telephone number" (with "0345545646" entered), "Fax number (optional)", "Email", and "Postal address" (with "110 PITT ST, AUSTRALIA" selected). Below the form are three buttons: "BACK", "PRINT AS DRAFT", and "SUBMIT".

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



The screenshot shows a confirmation message titled "Application Received". It includes an information icon, a thank you message to "JOHN CITIZEN", the submission date and time "01/01/2025 12:00 UTC 10:00", and the receipt number "ATRC1020HR-ABCDEF-123456". Below the message is a button labeled "DOWNLOAD RECEIPT" with a download icon and an external link symbol.

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



Request for Renewal of Registration - Digital Currency Exchange Register (ATRC1020HD)

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



AUSTRAC Online

User Name

Password

LOG IN

New businesses sign up

Forgot your password? Terms of Use

If you are unable to log in, reset your password using the 'Forgot your password?' link. Wait 5 minutes then try logging on again.
If you experience further difficulties, call or email the AUSTRAC Contact Centre for assistance.
If you require assistance, please contact the AUSTRAC Contact Centre on email: contact@austrac.gov.au
(In public Australia: 1300 01 017 - 0) (International: +61 2 2995 0555)
If you need a translator in order to speak to AUSTRAC, please call the Translating and Interpreting Service on 131 400 and ask them to call AUSTRAC on 1300 01 017.
For more information about AUSTRAC, please visit the AUSTRAC website.

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2. This step only applies if you are a user for more than one reporting entity. You will be prompted to select the Business you want to renew registration for.

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

3. Click **My Business**.



Australian Government
Australian Transaction Reports
and Analysis Centre

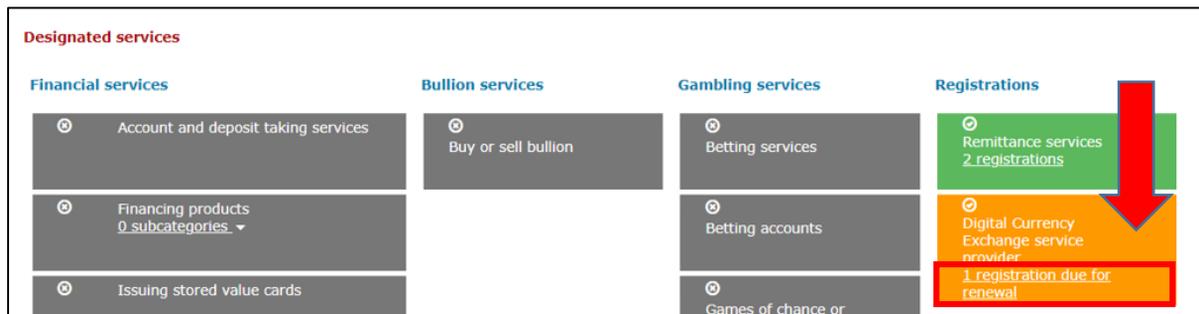
My Business

Transaction Reporting

Remittance Sector Register

AUSTRAC Online user guide

4. In the Designated Services section and Registrations sub-section, click **registration due for renewal** in the 'Digital Currency Exchange service provider' orange box.



Designated services

Financial services	Bullion services	Gambling services	Registrations
Account and deposit taking services	Buy or sell bullion	Betting services	Remittance services 2 registrations
Financing products 0 subcategories ▾		Betting accounts	Digital Currency Exchange service provider 1 registration due for renewal
Issuing stored value cards		Games of chance or	

5. Select **Renew** next to the registration you want to renew.



My Digital Currency Registrations

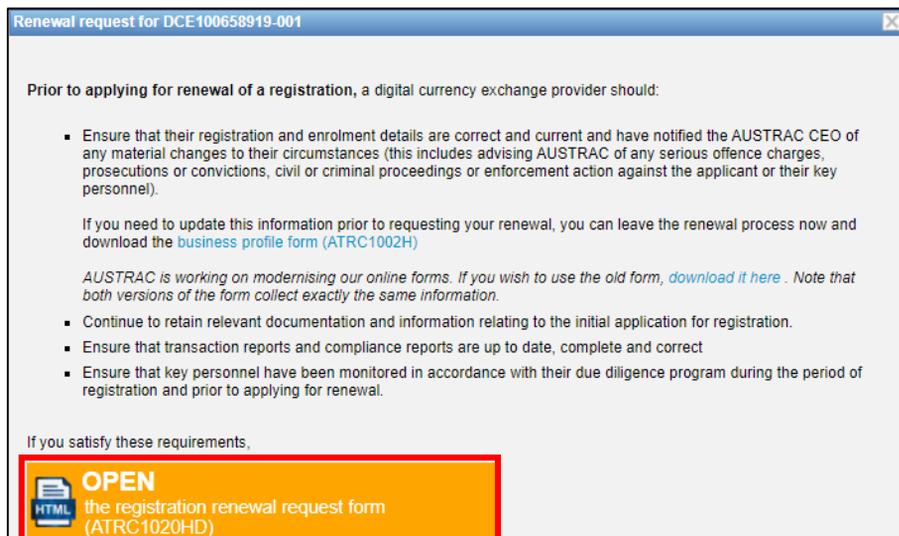
Current registrations

DCE-10012346-001 Remove this registration

Digital Currency Exchange provider, registered Jul 27 2024

Expiry date: Sep 24 2024 Registration expires in 46 days **Renew**

6. Click **OPEN**.



Renewal request for DCE100658919-001

Prior to applying for renewal of a registration, a digital currency exchange provider should:

- Ensure that their registration and enrolment details are correct and current and have notified the AUSTRAC CEO of any material changes to their circumstances (this includes advising AUSTRAC of any serious offence charges, prosecutions or convictions, civil or criminal proceedings or enforcement action against the applicant or their key personnel).

If you need to update this information prior to requesting your renewal, you can leave the renewal process now and download the [business profile form \(ATRC1002H\)](#)

AUSTRAC is working on modernising our online forms. If you wish to use the old form, [download it here](#). Note that both versions of the form collect exactly the same information.

- Continue to retain relevant documentation and information relating to the initial application for registration.
- Ensure that transaction reports and compliance reports are up to date, complete and correct
- Ensure that key personnel have been monitored in accordance with their due diligence program during the period of registration and prior to applying for renewal.

If you satisfy these requirements,

OPEN
the registration renewal request form (ATRC1020HD)

7. Proceed with completing all sections on the form.

Request for Renewal of Registration - Digital Currency Exchange Register

Form ATRC1020HD (Jan 2025)

Search in the form

- ... Introduction
- ✎ Renewal request
- ✎ Declaration and submit

OFFICIAL: Sensitive (when complete)

Introduction

About this form

Complete this form if you are a business that is applying for the renewal of your registration on AUSTRAC's Digital Currency Exchange Register under Part 6A of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).

⚠

This form cannot be used to:

- Renew multiple registrations. A separate form is required to be submitted for each registration.

Completing the form

- Where possible, fields within the form have been populated with information about the business. This information must be checked for accuracy prior to submitting the form.
- You can print a draft of the form, including the data you have entered, from the last page.
- All pages of the form must be completed to enable form submission.

8. Complete the renewal request section. Tick the **boxes** to confirm the renewal request and click **CONTINUE** to navigate to the declaration page.

Form ATRC1020HD (Jan 2025)

Search in the form

- i Introduction
- ... Renewal request
- ✎ Declaration and submit

Renewal request

Business legal name

TEST LEGAL NAME100039

Registration number

DCE100874426-001

Expiry date

20/12/2024

- I am authorised to complete the application on behalf of the business
- The registration and enrolment details of the business are correct and current
- In accordance with section 76P of the AML/CTF Act, the AUSTRAC CEO has been notified of any material changes to the circumstances of the business.
- The information provided in this application is true, accurate and complete
- I understand criminal or civil penalties may apply for giving false or misleading information, or for omitting any matter or thing without which the information is misleading

BACK

CONTINUE

9. If you want to print or save a copy of your form, select **PRINT AS DRAFT**. When you are ready to submit your form, click **SUBMIT**.

... Declaration and submit

Position/title
CEO

Telephone number
2545454

Email

Postal address
Type ahead to search address
Type address to start search

Enter address manually

Selected address
PITT ST, AUSTRALIA, REDFERN NSW 2016,
AUSTRALIA

BACK PRINT AS DRAFT SUBMIT

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

Application Received

Thank you **JOHN CITIZEN**, your submission has been received for **JOHN CITIZEN PTY LTD** on **01/01/2025 12:00 UTC 10:00**.
Your receipt number is **ATRC1020HD-ABCDEF-123456**.
Please quote the receipt number when enquiring about your submission.

If you would like to download a PDF copy of your submitted application for your records, click on the button below.

DOWNLOAD RECEIPT

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 link to download your submitted form.