

This guide will enable you to easily manage and maintain your affiliates showing you how to:

- enrol and/or register affiliates (ATRC1101H and ATRC1102H) on step 4 – 11
- update an affiliate's details (ATRC1103H and ATRC1104H) on step 12 – 19
- renew an affiliate's registration (ATRC1021H) on step 20 – 28
- remove an affiliate from the Reporting Entities Roll (ATRC1005H) on step 29 – 36
- remove an affiliate from the Remittance Sector Register (ATRC1003HR) on step 37 – 44

NOTE: Steps 1-3 below are common steps required for all affiliate management tasks.

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



2. The **select business** screen will appear if you are a user for more than one reporting entity. Select the business that contains the affiliates.

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. Select **My Affiliates**.



How to enrol and/or register affiliates (ATRC1101H and ATRC1102H)

4. Select Enrol and/or register an affiliate.

<ul style="list-style-type: none"> My Business My Affiliates Transaction Reporting Remittance Sector Register 	<h3>My Affiliates</h3> <p>+ Enrol and/or register an affiliate</p> <p>Browse</p> <p>All (2) Awaiting approval(0) Registered(2) Expired(0) Remo</p>
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5. You can either:

- Enrol and register by clicking on Download Affiliate Enrolment & Registration Form (ATRC1101H) or
- Register by clicking on Download Affiliate Registration Form (ATRC1102H)

My Affiliates -> Enrol and/or register an affiliate

Download Affiliate Enrolment and Registration Form	Complete this form if you are authorised to enrol your affiliate with AUSTRAC under Part 6 of the AML/CTF Act and require to register your affiliate with AUSTRAC under Part 6 of the AML/CTF Act.
Download Affiliate Registration Form	Complete this form if you only wish to register your affiliate with AUSTRAC under Part 6 of the AML/CTF Act.

6. Proceed with completing all sections on the form.

AUSTRAC Affiliate Business Registration

OFFICIAL: Sensitive (when complete)

Form ATRC1102H (Jan 2025)

- ... Introduction
- Business profile
- Designated services
- Registration information
- Summary and review
- Declaration and submit

Introduction

About this form

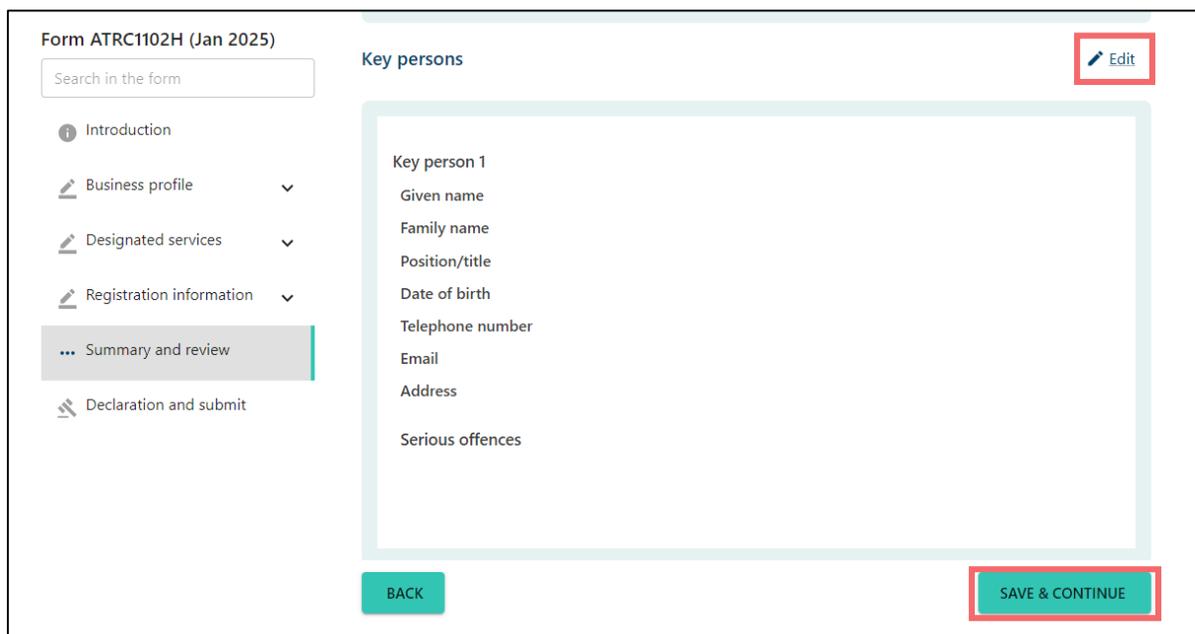
Complete this form if you are a registered remittance network provider that is:

- Required to register your affiliates with AUSTRAC under Part 6 of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).

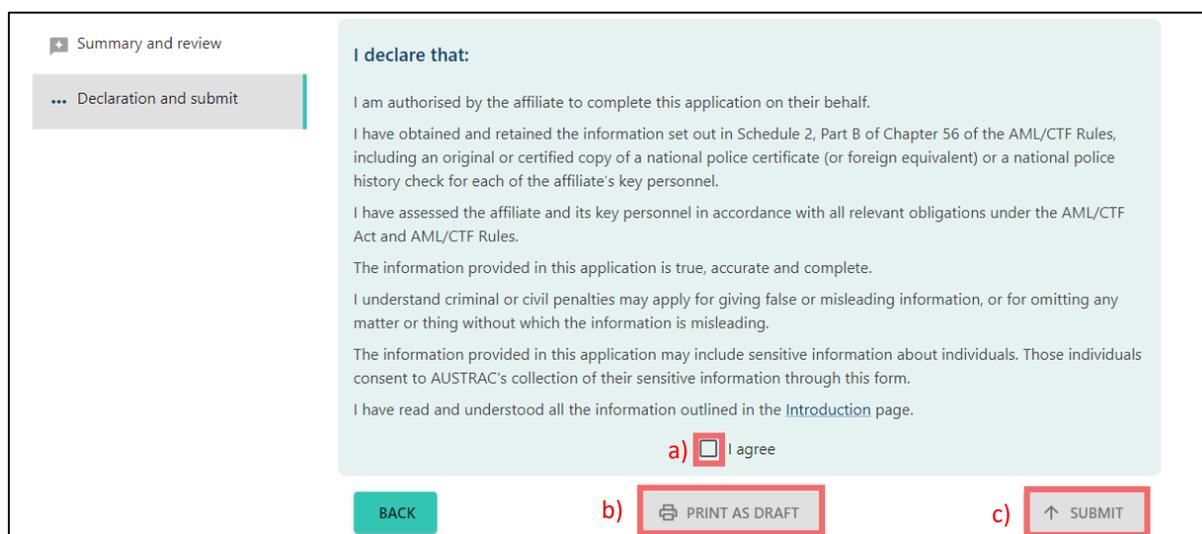
This form cannot be used to:

- Remove your affiliate's business from the Reporting Entities Roll or the Remittance Sector Register. If your affiliate's business has ceased providing designated services, you must submit a request to remove the affiliate's business from the Reporting Entities Roll. This removal form is available in the affiliates section of AUSTRAC Online.
- Register multiple affiliates. A separate form is required to be submitted for each affiliate business.

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**.



8. Read the declaration carefully. If you agree with the declaration, click the box **I Agree** and click **SUBMIT**. If you want to print or save a copy of your form, select **PRINT AS DRAFT** (only available after the **I Agree** box is ticked).



- 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.

i

Application Received

Thank you **JOHN CITIZEN**, your submission has been received for **J. CITIZEN AFFILIATE 2** on **01/01/2025 12:00 UTC 10:00**.
Your receipt number is **ATRC1102H-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

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

Logged in as Aug 02 2024 11:22:55

AUSTRAC Online

Home
My Details
Log Off

- 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.

How to update an affiliate's details (ATRC1103H and ATRC1104H)

- Select the name of the affiliate from the table.

My Affiliates

[+ Enrol and/or register an affiliate](#)

Browse

[All \(70\)](#) [Awaiting approval\(18\)](#) [Registered\(17\)](#) [Expired\(20\)](#) [Removed\(13\)](#) [Withdrawn\(0\)](#) [Rejected\(1\)](#) [Refused\(0\)](#) [Suspended\(1\)](#) [Cancelled\(0\)](#)

🔍 Refine your search
🔄 Reset
📄 Export all 70 (csv)

Legal Name	ABN	ACN	Status	Registration #	Application Date	Registration Date	Expiry Date	Application Receipt	Conditions
JOHN CITIZEN AFFILIATE 1			Registered	AFF100123456-100	20/06/2023	20/06/2023	20/06/2026	ATRC1101H-123456-100	-
JOHN CITIZEN AFFILIATE 2	111111111	111111111	Registered	AFF100123456-101	06/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-101	-
JOHN CITIZEN AFFILIATE 3			Registered	AFF100123456-102	13/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-102	-
JOHN CITIZEN AFFILIATE 4			Registered	AFF100123456-103	07/03/2024	07/03/2024	11/03/2028	ATRC1101H-123456-103	-
JOHN CITIZEN AFFILIATE 5			Registered	AFF100123456-104	02/04/2024	02/04/2024	02/04/2027	ATRC1102H-ABCDEF-100	-

13. Click **Edit registration**.

Affiliate Registration

General Details

 Remove this registration

 Remove this registration and remove entity from Reporting Entities Roll

Registration number: . AFF100123456-101

Registered: 13/07/2023 Application Receipt: ATRC1101H-123456-101

Expiry date: 17/07/2023 Registration expires in -515 days  [Renew](#)

Registered Entity Details

 [Edit registration](#)

Legal name: JOHN CITIZEN AFFILIATE 2

ABN: 111111111

ACN: 111111111

14. You will see a different form depending if your affiliate is 'Registered' or 'Enrolled and Registered':

- Use form **ATRC1103H** for updating affiliates that you enrolled and registered.
- Use form **ATRC1104H** for updating affiliates that you registered.

Proceed with completing the sections on the form that you need to update.

AUSTRAC Update Affiliate Business Enrolment & Registration

OFFICIAL: Sensitive (when complete)

Form ATRC1103H (Jan 2025)

- ... Introduction
-  Business profile ▼
-  Designated services ▼
-  Registration information ▼
-  Summary and review
-  Declaration and submit

Introduction

About this form

Complete this form if you are a registered remittance network provider that is:

- Required to keep affiliate enrolment information up to date under Part 3A of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).
- Required to keep affiliate registration information up to date under Part 6 of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).

This form cannot be used to:

- Remove your affiliate's business from the Reporting Entities Roll or the Remittance Sector Register. If your affiliate's business has ceased providing designated services, you must submit a request to remove the affiliate's business from the Reporting Entities Roll. This removal form is available in the affiliates section of AUSTRAC Online.
- Update the enrolment and/or registration for multiple affiliates. A separate form is required to be submitted for each affiliate business.

Email: contact@austrac.gov.au

Domestic: 1300 021 037

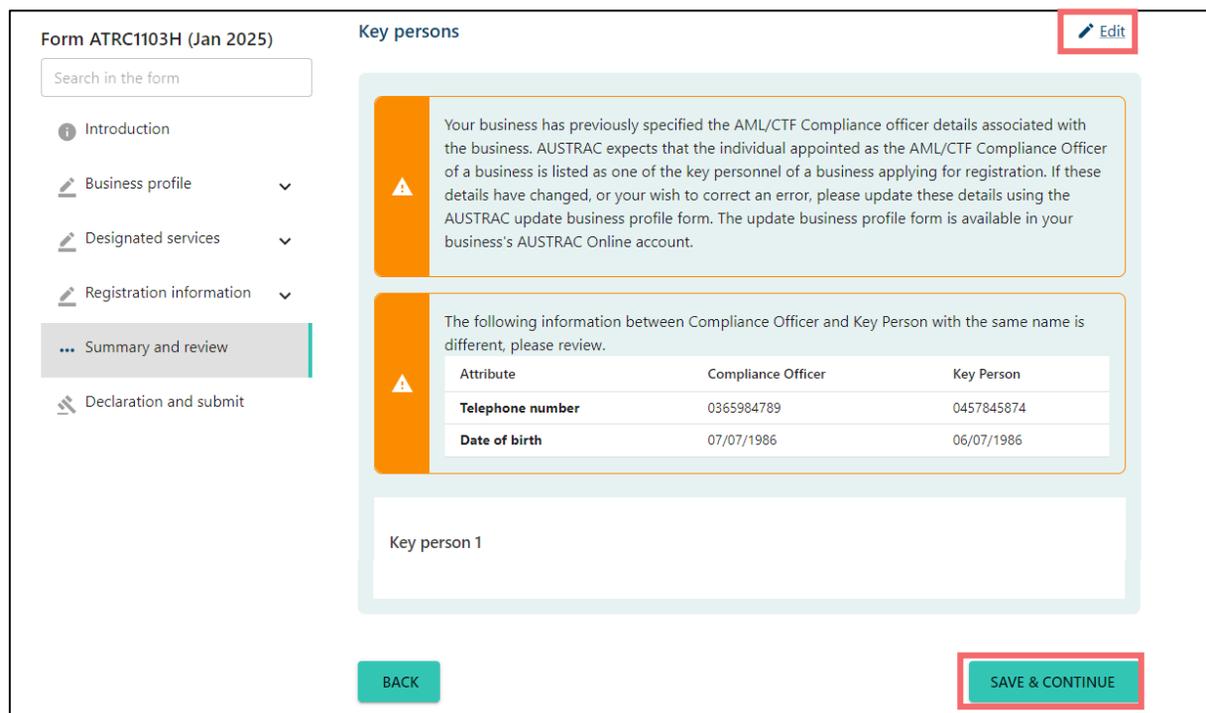
International: +61 299500055 (international charges may apply)

5

Version: 2.0

Updated: 7-Jan-2025

15. 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**.



Form ATRC1103H (Jan 2025)

Search in the form

- Introduction
- Business profile
- Designated services
- Registration information
- Summary and review**
- Declaration and submit

Key persons Edit

Your business has previously specified the AML/CTF Compliance officer details associated with the business. AUSTRAC expects that the individual appointed as the AML/CTF Compliance Officer of a business is listed as one of the key personnel of a business applying for registration. If these details have changed, or your wish to correct an error, please update these details using the AUSTRAC update business profile form. The update business profile form is available in your business's AUSTRAC Online account.

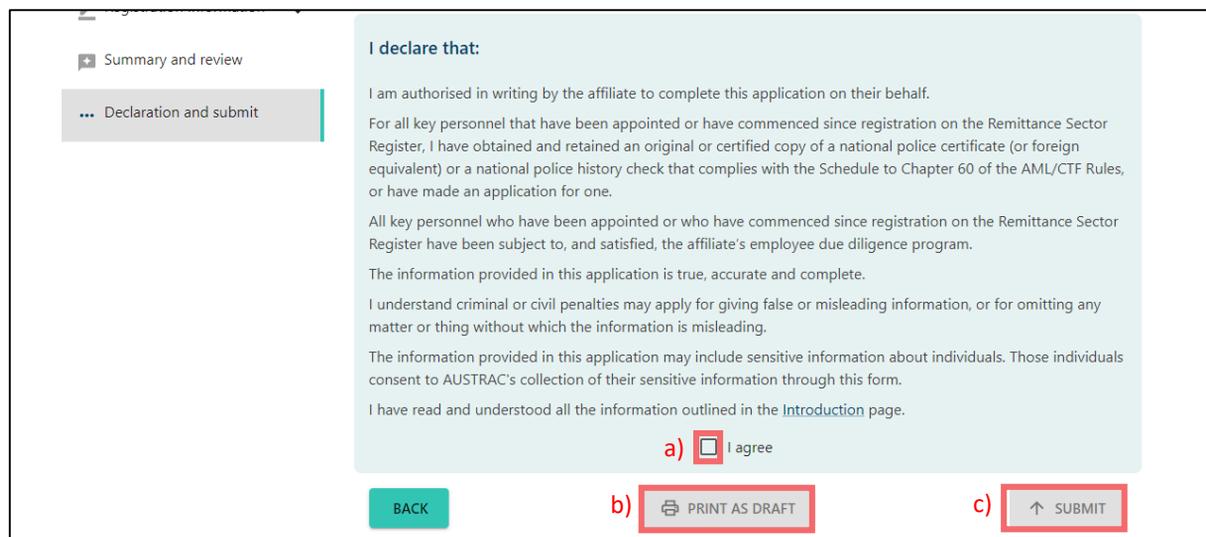
The following information between Compliance Officer and Key Person with the same name is different, please review.

Attribute	Compliance Officer	Key Person
Telephone number	0365984789	0457845874
Date of birth	07/07/1986	06/07/1986

Key person 1

BACK SAVE & CONTINUE

16. Read the declaration carefully. If you agree with the declaration, click the box **I Agree** and click **SUBMIT**. If you want to print or save a copy of your form, select **PRINT AS DRAFT** (only available after the **I Agree** box is ticked).



Summary and review

Declaration and submit

I declare that:

I am authorised in writing by the affiliate to complete this application on their behalf.

For all key personnel that have been appointed or have commenced since registration on the Remittance Sector Register, I have obtained and retained an original or certified copy of a national police certificate (or foreign equivalent) or a national police history check that complies with the Schedule to Chapter 60 of the AML/CTF Rules, or have made an application for one.

All key personnel who have been appointed or who have commenced since registration on the Remittance Sector Register have been subject to, and satisfied, the affiliate's employee due diligence program.

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.

The information provided in this application may include sensitive information about individuals. Those individuals consent to AUSTRAC's collection of their sensitive information through this form.

I have read and understood all the information outlined in the Introduction page.

a) I agree

BACK b) PRINT AS DRAFT c) SUBMIT

17. 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.

i

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 **ATRC1103H-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

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



19. 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.

How to renew an affiliate's registration (ATRC1021H)

Registration expires after three years. You must renew any affiliate registrations for them to continue providing remittance or digital currency exchange services. You can renew registrations between one and 90 days before expiry.

20. Determine whether the affiliate is within the renewal period by looking at the Expiry Date column. Click on the affiliate you want to renew from the table.

My Affiliates

[+ Enrol and/or register an affiliate](#)

Browse

[All \(70\)](#) [Awaiting approval\(18\)](#) [Registered\(17\)](#) [Expired\(20\)](#) [Removed\(13\)](#) [Withdrawn\(0\)](#) [Rejected\(1\)](#) [Refused\(0\)](#) [Suspended\(1\)](#) [Cancelled\(0\)](#)

[Refine your search](#) [Reset](#) [Export all 70 \(.csv\)](#)

Legal Name	ABN	ACN	Status	Registration #	Application Date	Registration Date	Expiry Date	Application Receipt	Conditions
JOHN CITIZEN AFFILIATE 1			Registered	AFF100123456-100	20/06/2023	20/06/2023	20/06/2026	ATRC1101H-123456-100	-
JOHN CITIZEN AFFILIATE 2			Registered	AFF100123456-101	06/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-101	-
JOHN CITIZEN AFFILIATE 3			Registered	AFF100123456-102	13/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-102	-
JOHN CITIZEN AFFILIATE 4			Registered	AFF100123456-103	07/03/2024	07/03/2024	11/03/2028	ATRC1101H-123456-103	-
JOHN CITIZEN AFFILIATE 5			Registered	AFF100123456-104	02/04/2024	02/04/2024	02/04/2027	ATRC1102H-ABCDEF-100	-

21. Click **Renew**.

Affiliate Registration

General Details

 [Remove this registration](#)

 [Remove this registration and remove entity from Reporting Entities Roll](#)

Registration number: . AFF100123456-100

Registered: 13/07/2023 Application Receipt: ATRC1101H-123456-100

Expiry date: 17/07/2023 Registration expires in -515 days Renew

Registered Entity Details

 [Edit registration](#)

Legal name: JOHN CITIZEN AFFILIATE 1

ABN:

ACN:



Remittance network providers do not receive reminders about their affiliates' expiry.

22. Select **Open**.

Renewal request for AFF100659020-001

Prior to applying for renewal of your affiliate's registration, as a Remittance Network Provider you must:

- 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 affiliate 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 [AUSTRAC update affiliate enrolment and registration form \(ATRC1103H\)](#).

- Continue to retain relevant documentation and information in accordance with Part 6 of the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* (AML/CTF Act).
- 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 affiliate registration renewal request form
(ATRC1021H)

23. Proceed with completing all sections on the form.

Request for Renewal of Affiliate Registrations

OFFICIAL: Sensitive (when complete)

Form ATRC1021H (Jan 2025)

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

Introduction

About this form

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

24. Tick the boxes to confirm the renewal request and click **CONTINUE** to navigate to the declaration page.

Form ATRC1021H (Jan 2025)

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

Affiliate registration number(s)

Legal name	ACN	ABN	Registration number	Expires

I am authorised to complete the application on behalf of the affiliate(s)

I declare that the AUSTRAC CEO has been notified if the affiliate(s) 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 affiliate(s) are correct and current

The AUSTRAC CEO has been notified of any material changes to the circumstances of the registered affiliates, 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)

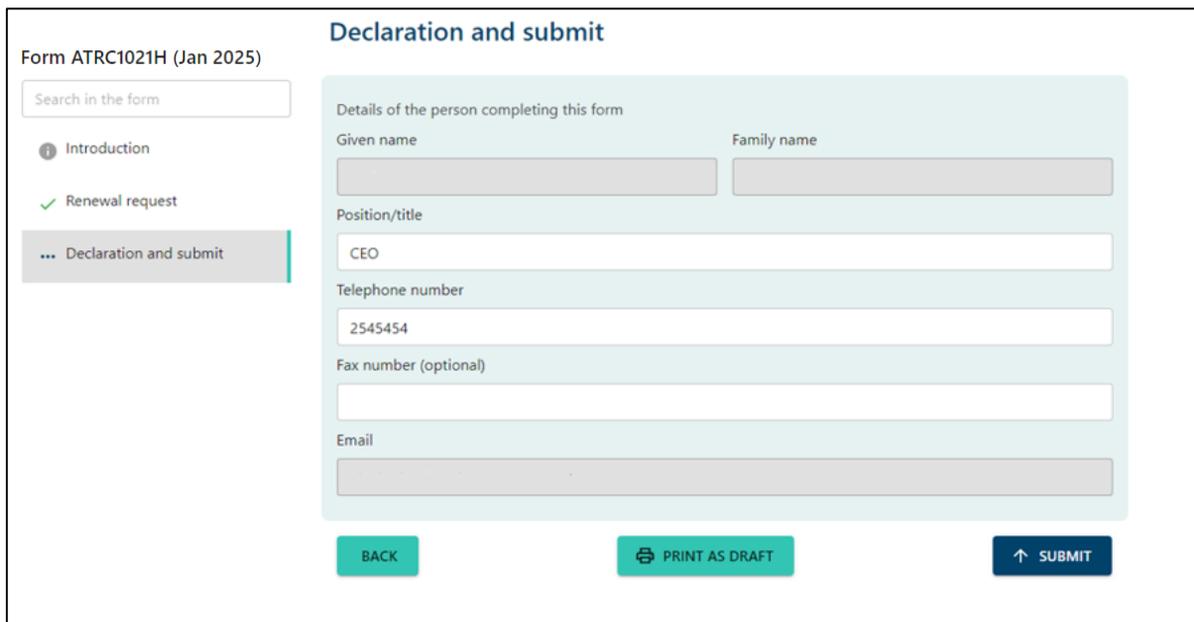
The information provided in this application is true, accurate and complete

I understand criminal or civil penalties may apply for giving false or misleading information, or omitting any matter or thing without which the information is misleading

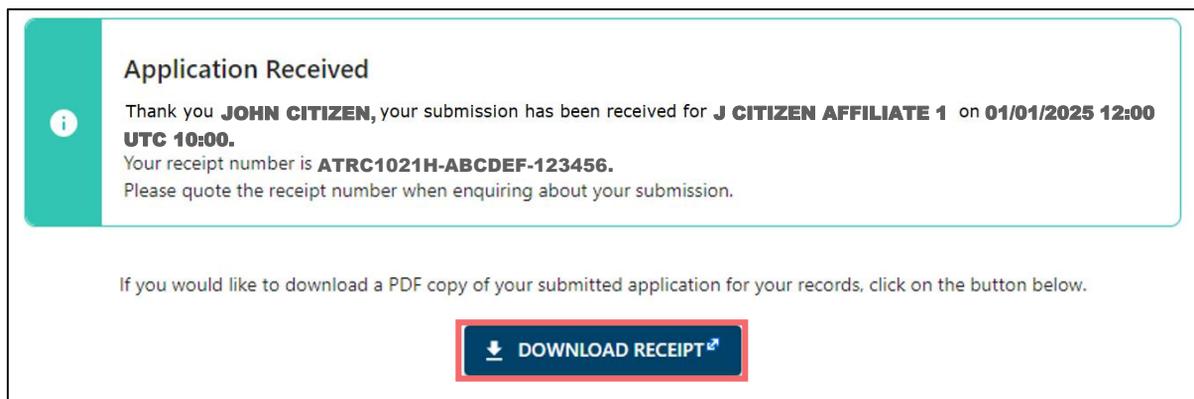
BACK

CONTINUE

25. 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**.



26. 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.



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



28. 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.

How to remove an affiliate from the Reporting Entities Roll (ATRC1005H)

29. Select the name of the affiliate from the table.

My Affiliates

[+ Enrol and/or register an affiliate](#)

Browse

[All \(20\)](#) [Awaiting approval\(18\)](#) [Registered\(17\)](#) [Expired\(20\)](#) [Removed\(13\)](#) [Withdrawn\(0\)](#) [Rejected\(1\)](#) [Refused\(0\)](#) [Suspended\(1\)](#) [Cancelled\(0\)](#)

[Refine your search](#) [Reset](#) [Export all 20 \(csv\)](#)

Legal Name	ABN	ACN	Status	Registration #	Application Date	Registration Date	Expiry Date	Application Receipt	Conditions
JOHN CITIZEN AFFILIATE 1			Registered	AFF100123456-100	20/06/2023	20/06/2023	20/06/2026	ATRC1101H-123456-100	-
JOHN CITIZEN AFFILIATE 2			Registered	AFF100123456-101	06/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-101	-
JOHN CITIZEN AFFILIATE 3			Registered	AFF100123456-102	13/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-102	-
JOHN CITIZEN AFFILIATE 4			Registered	AFF100123456-103	07/03/2024	07/03/2024	11/03/2028	ATRC1101H-123456-103	-
JOHN CITIZEN AFFILIATE 5			Registered	AFF100123456-104	02/04/2024	02/04/2024	02/04/2027	ATRC1102H-ABCDEF-100	-

30. Click **Remove this registration and remove entity from Reporting Entities Roll**.

Affiliate Registration

General Details

[Remove this registration](#)

[Remove this registration and remove entity from Reporting Entities Roll](#)

Registration number: . AFF100123456-100

Registered: 13/07/2023 Application Receipt: ATRC1101H-123456-100

Expiry date: 17/07/2023 Registration expires in -515 days [Renew](#)

Registered Entity Details

[Edit registration](#)

Legal name: JOHN CITIZEN AFFILIATE 1

ABN:

ACN:

31. Proceed with completing all sections on the form.

Request for Removal of an Affiliate from the Reporting Entities Roll

OFFICIAL: Sensitive (when complete)

Form ATRC1005H (Jan 2025)

- ... Introduction
- 📄 Business profile
- 📄 Removal request
- 📄 Declaration and submit

Introduction

About this form

Complete this form if you are a registered remittance network provider that is:

- Authorised under an agency agreement to request AUSTRAC to remove your affiliate's name and details from the Reporting Entities Roll under section 51G of the *Anti-Money Laundering and Counter-Terrorism Financing Act* (AML/CTF Act).

i Note: You must provide evidence of this arrangement if requested.

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.

32. Complete the removal request section. Click **CONTINUE**.

Form ATRC1005H (Jan 2025)

- 📘 Introduction
- 📄 Business profile
- ... Removal request
- 📄 Declaration and submit

Removal request

AUSTRAC account number (AAN):

Registration number(s)

Registration number

ACE100870725_001

I request that the AUSTRAC CEO remove my affiliate's details from the Reporting Entities Roll

Please provide some additional information to assist us in processing your request:

My business is a foreign member of a designated business group

YES

NO

The agency agreement I have in place with my affiliate specifies that I am authorised to submit this request for removal from the Reporting Entities Roll on their behalf, in accordance with subsection 51G(1) of the AML/CTF Act

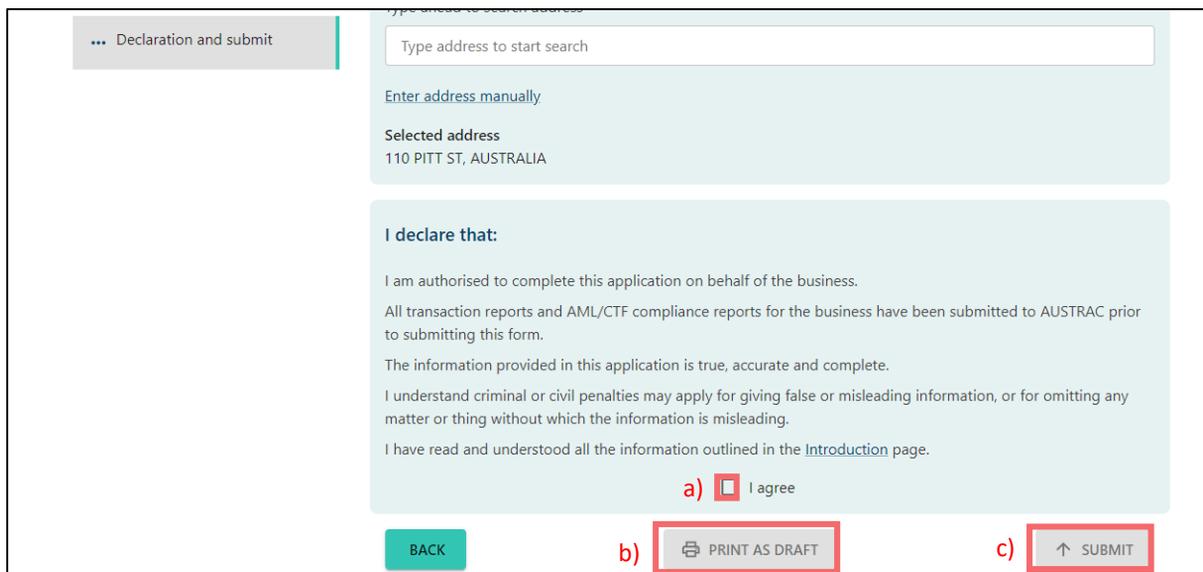
YES

NO

BACK

CONTINUE

33. Read the declaration carefully. If you agree with the declaration, click the box **I Agree** and click **SUBMIT**. If you want to print or save a copy of your form, select **PRINT AS DRAFT** (only available after the **I Agree** box is ticked).



... Declaration and submit

Type address to start search

Enter address manually

Selected address
110 PITT ST, AUSTRALIA

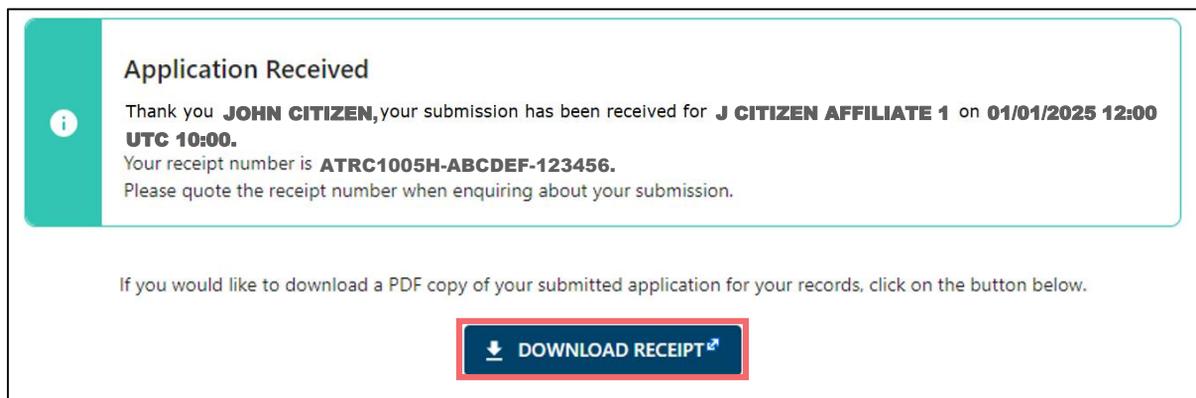
I declare that:

I am authorised to complete this application on behalf of the business.
All transaction reports and AML/CTF compliance reports for the business have been submitted to AUSTRAC prior to submitting this form.
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.
I have read and understood all the information outlined in the [Introduction](#) page.

a) I agree

BACK b) PRINT AS DRAFT c) SUBMIT

34. 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 **J CITIZEN AFFILIATE 1** on **01/01/2025 12:00 UTC 10:00**.
Your receipt number is **ATRC1005H-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

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



36. 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.

How to remove an affiliate from the Remittance Sector Register (ATRC1003HR)

37. Select the name of the affiliate from the table.

My Affiliates

[+ Enrol and/or register an affiliate](#)

Browse

[All \(70\)](#) [Awaiting approval \(18\)](#) [Registered \(17\)](#) [Expired \(20\)](#) [Removed \(13\)](#) [Withdrawn \(0\)](#) [Rejected \(1\)](#) [Refused \(0\)](#) [Suspended \(1\)](#) [Cancelled \(0\)](#)

[Refine your search](#) [Reset](#) [Export all 70 \(csv\)](#)

Legal Name	ABN	ACN	Status	Registration #	Application Date	Registration Date	Expiry Date	Application Receipt	Conditions
JOHN CITIZEN AFFILIATE 1			Registered	AFF100123456-100	20/06/2023	20/06/2023	20/06/2026	ATRC1101H-123456-100	-
JOHN CITIZEN AFFILIATE 2			Registered	AFF100123456-101	06/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-101	-
JOHN CITIZEN AFFILIATE 3			Registered	AFF100123456-102	13/07/2023	13/07/2023	17/07/2023	ATRC1101H-123456-102	-
JOHN CITIZEN AFFILIATE 4			Registered	AFF100123456-103	07/03/2024	07/03/2024	11/03/2028	ATRC1101H-123456-103	-
JOHN CITIZEN AFFILIATE 5			Registered	AFF100123456-104	02/04/2024	02/04/2024	02/04/2027	ATRC1102H-ABCDEF-100	-

38. Click **Remove this registration**.

Affiliate Registration

General Details

[Remove this registration](#)

[Remove this registration and remove entity from Reporting Entities Roll](#)

Registration number: AFF100123456-100

Registered: 13/07/2023 Application Receipt: ATRC1101H-123456-100

Expiry date: 17/07/2023 Registration expires in -515 days [Renew](#)

Registered Entity Details

[Edit registration](#)

Legal name: JOHN CITIZEN AFFILIATE 1

ABN:

ACN:

39. Proceed with completing all sections on the form.

Request for Removal of Registration - Remittance Sector Register

OFFICIAL: Sensitive (when complete)

Form ATRC1003HR (Jan 2025)

Search in the form

- ... Introduction
- 📄 Business profile
- 📄 Removal request
- 📄 Declaration and submit

Introduction

About this form

Complete this form if you are a registered remittance provider that is:

- Requesting AUSTRAC to remove your name and details from the Remittance Sector Register under section 75K of the *Anti-Money Laundering and Counter-Terrorism Financing Act* (AML/CTF Act).
- Requesting AUSTRAC to remove your affiliate's name and details from the Remittance Sector Register under section 75K of the AML/CTF Act.

⚠️ This form cannot be used to:

- Remove 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.

40. Confirm the removal request section by ticking the box and click **CONTINUE**.

OFFICIAL: Sensitive (when complete)

Form ATRC1003HR (Jan 2025)

Search in the form

- 📄 Introduction
- 📄 Business profile
- ... Removal request
- 📄 Declaration and submit

Removal request

Registration number(s)

Registration number

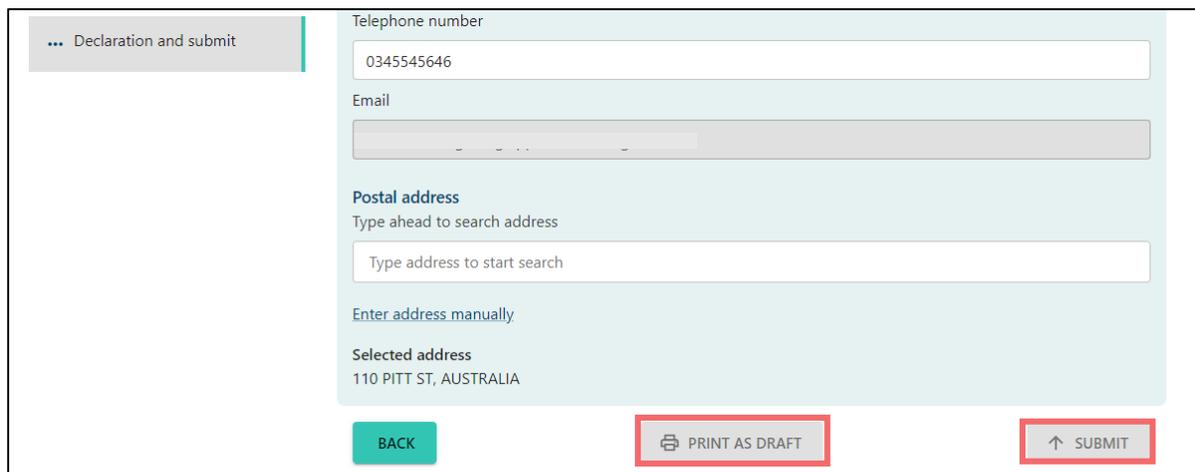
AFF100879735-001

request that the AUSTRAC CEO remove this registration from the Remittance Sector Register

BACK

CONTINUE

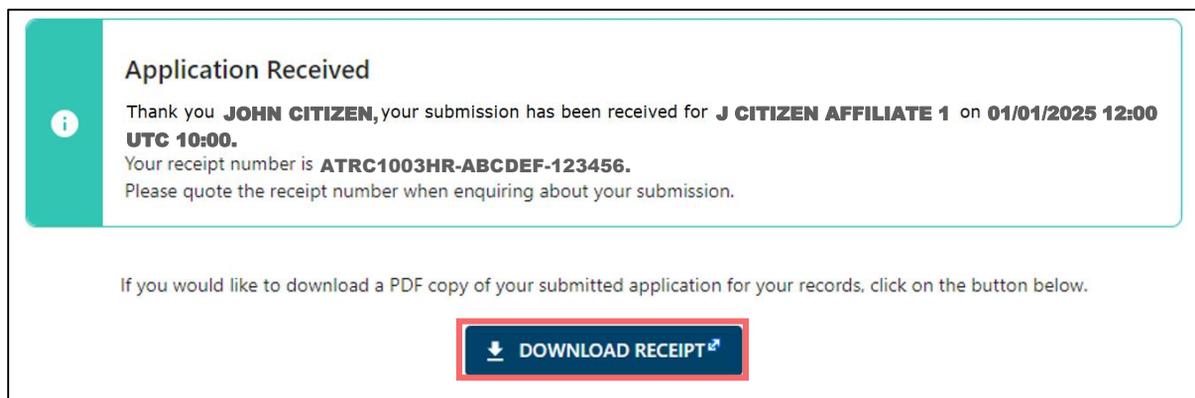
41. If you want to print or save a copy of your form, select **PRINT AS DRAFT**. When you are ready to submit your form, click **SUBMIT**.



The screenshot shows a form titled 'Declaration and submit'. It contains the following fields and elements:

- Telephone number: 0345545646
- Email: (empty field)
- Postal address: Type ahead to search address. Input field contains 'Type address to start search'. Below it is a link 'Enter address manually'.
- Selected address: 110 PITT ST, AUSTRALIA
- Buttons: BACK, PRINT AS DRAFT (highlighted with a red box), and SUBMIT (highlighted with a red box).

42. 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 contains the following text:

Thank you **JOHN CITIZEN**, your submission has been received for **J CITIZEN AFFILIATE 1** on **01/01/2025 12:00 UTC 10:00**.
Your receipt number is **ATRC1003HR-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.

There is a button labeled 'DOWNLOAD RECEIPT' with a download icon, highlighted with a red box.

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



44. 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.