

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



Australian Government
Australian Transaction Reports
and Analysis Centre

AUSTRAC Online

User Name

Password

LOG IN

New businesses sign up

Forgot your password? Terms of Use

If you require assistance, please contact the AUSTRAC Contact Centre on email: contact@austrac.gov.au
Ph (within Australia): 1300 021 037 - Ph (international): +61 2 9550 0055
If you need a translator in order to speak to AUSTRAC, please call the Translating and Interpreting Service on 131 450 and ask them to call AUSTRAC on 1300 021 037.
For more information about AUSTRAC, please visit the [AUSTRAC website](#).

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2. The select business screen will appear if you are a 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

3. 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 Digital Currency Exchange (DCE) and/or Remittance services. Under the AML/CTF Act, you **must not** provide registrable Digital Currency Exchange (DCE) and/or Remittance services until you are enrolled with AUSTRAC. **You are now required to complete and submit a 1001R registration application.**

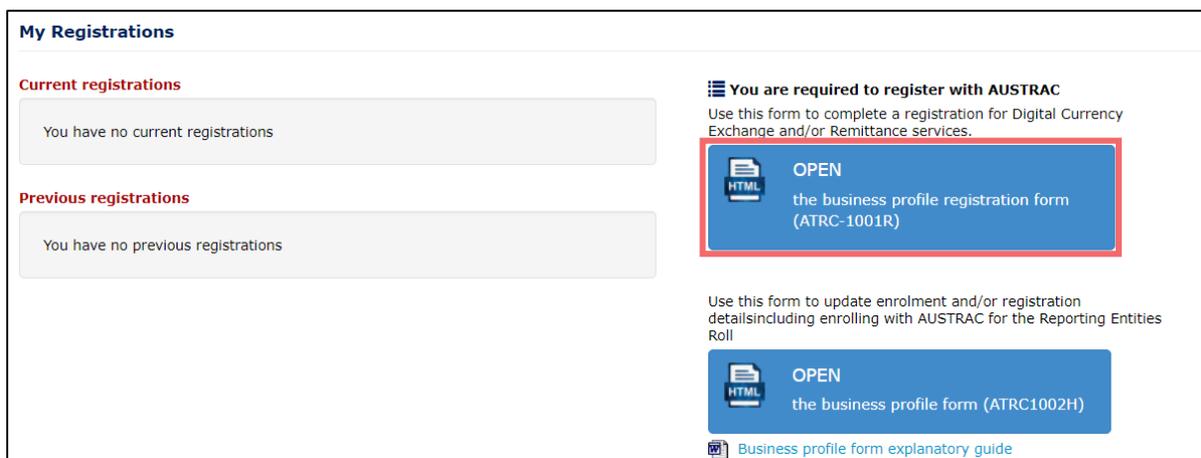
[Open the business profile registration form \(ATRC-1001R\)](#)

[Continue to AUSTRAC Online](#)

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



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



The image shows the 'My Registrations' page. On the left, there are sections for 'Current registrations' and 'Previous registrations', both indicating 'You have no current/previous registrations'. On the right, there is a heading 'You are required to register with AUSTRAC' and a description: 'Use this form to complete a registration for Digital Currency Exchange and/or Remittance services.' Below this, there is a blue button with a document icon and the text 'OPEN the business profile registration form (ATRC-1001R)', which is highlighted with a red box. Further down, there is another blue button with a document icon and the text 'OPEN the business profile form (ATRC1002H)'. At the bottom, there is a link for '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.



Your enrolment details will be prepopulated in the registration form. If they are not correct you will need to complete an **Update business profile form (1002H)** to update any details, You can also complete your registration using this form. Refer to Quick reference - 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.

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 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).

... Declaration and submit

Enter address manually

Selected address
3 MARKET STREET, TORONTO, ON, CANADA, SYDNEY NSW 2000, AUSTRALIA

I declare that:

I am authorised to complete this application on behalf of the business.

Each of the key personnel specified in this application have been subject to, and satisfied the employee due diligence program 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 failing to supply information.

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

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.

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 **ATRC1001R-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, and the link to download your submitted form.