

You must apply to remove your business or organisation from AUSTRAC's registers if:

- you have stopped providing designated services
- you are unlikely to provide designated services again in the future
- you don't have any outstanding reporting obligations.

The first section provides guidance to request removal from Remittance Sector Register. The second section provides guidance to request removal from Digital Currency Exchange Register.

## Request for Removal of Registration - Remittance Sector Register (ATRC1003HR)

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



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 remove 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

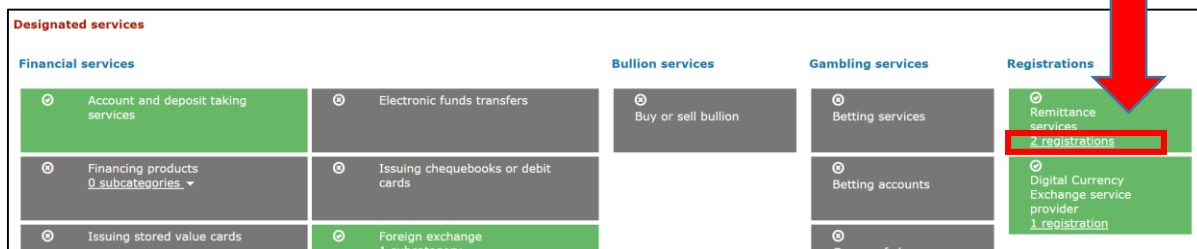
3. Click **My Business**.



# Quick Reference Guide: How to Request Removal from the Register

(ATRC1003HR, ATRC1003HD)

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



**Designated services**

Financial services		Bullion services	Gambling services	Registrations
Account and deposit taking services	Electronic funds transfers	Buy or sell bullion	Betting services	Remittance services <b>2 registrations</b>
Financing products 0 subcategories	Issuing chequebooks or debit cards		Betting accounts	Digital Currency Exchange service provider 1 registration
Issuing stored value cards	Foreign exchange 1 subcategory		Games of chance	

5. Select **Remove this registration** next to an independent remittance dealer or remittance network provider registration you want to remove.

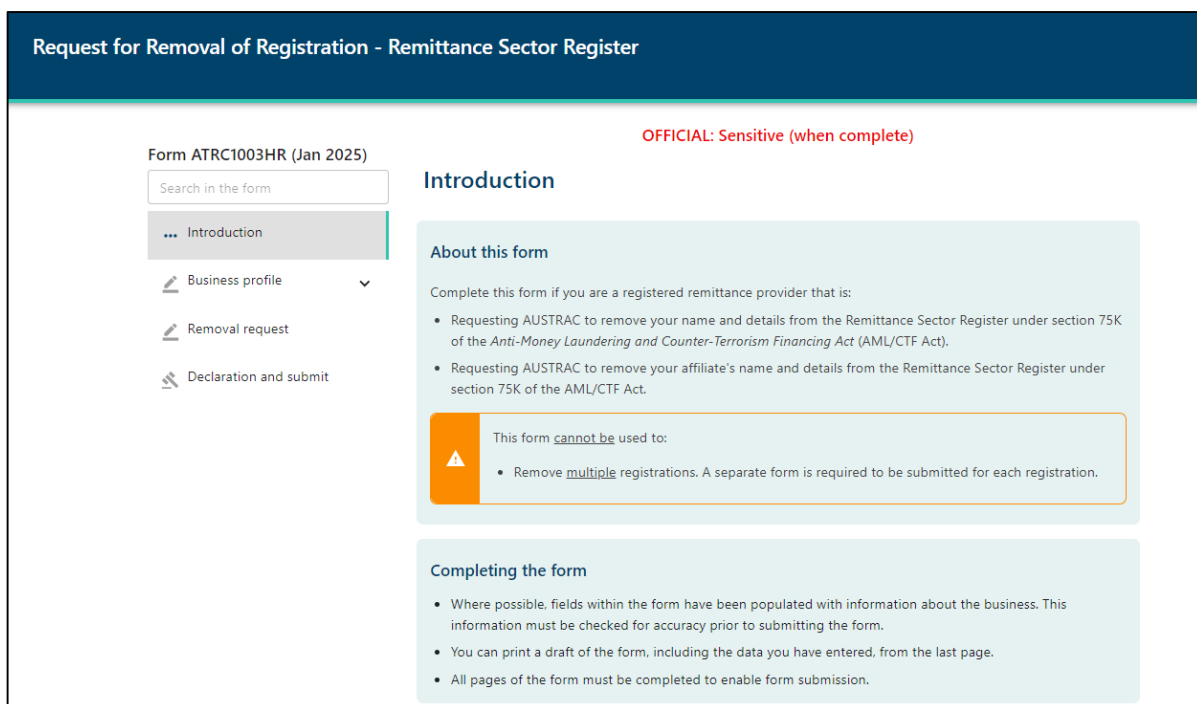


**My Registrations**

**Current registrations**

<p><b>IND100123456-123</b> Independent remitter dealer, registered Jun 20 2023 Expiry date: Jun 20 2026</p>	Remove this registration
<p><b>RNP100123456-123</b> Remittance network provider, registered Jun 20 2023 Expiry date: Jun 20 2026</p>	Remove this registration

6. Proceed with completing all sections on the form.



**Request for Removal of Registration - Remittance Sector Register**

Form ATRC1003HR (Jan 2025)

OFFICIAL: Sensitive (when complete)

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.

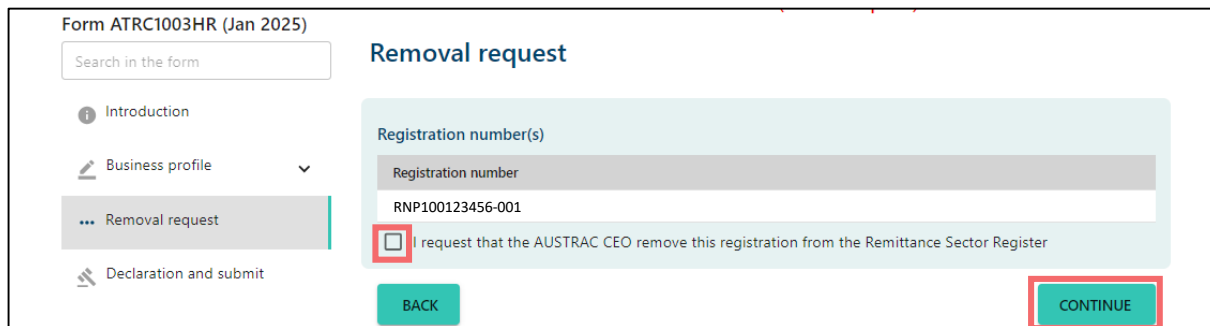
This form **cannot be** used to:

- 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.

7. Tick the **box** to confirm the removal request and click **CONTINUE** to navigate to the declaration page.



Form ATRC1003HR (Jan 2025)

Search in the form

Introduction

Business profile

Removal request

Declaration and submit

### Removal request

Registration number(s)

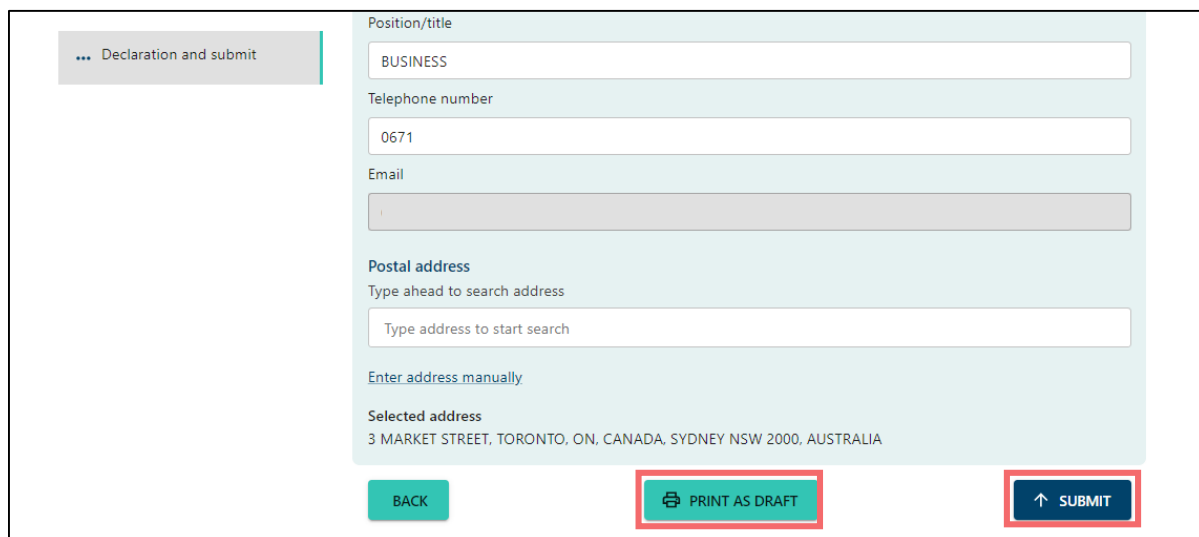
Registration number

RNP100123456-001

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

BACK CONTINUE

8. 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

BUSINESS

Telephone number

0671

Email

Postal address

Type ahead to search address

Type address to start search

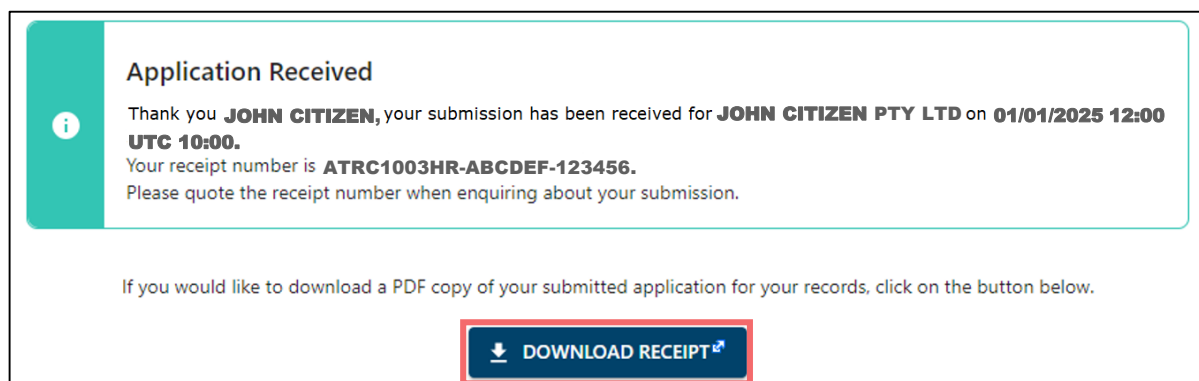
Enter address manually

Selected address

3 MARKET STREET, TORONTO, ON, CANADA. SYDNEY NSW 2000. AUSTRALIA

BACK PRINT AS DRAFT SUBMIT

9. 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.



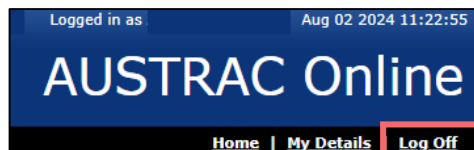
### Application Received

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 **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.

DOWNLOAD RECEIPT

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

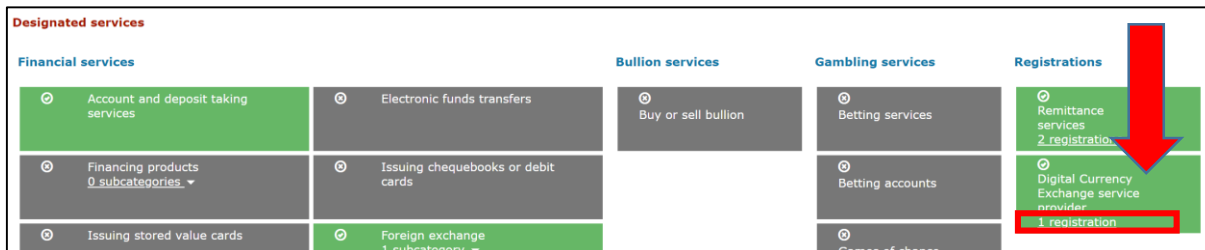


11. You will receive a submission confirmation email from [contact@austrac.gov.au](mailto:contact@austrac.gov.au) that contains your receipt number, submission date and time link to download your submitted form.

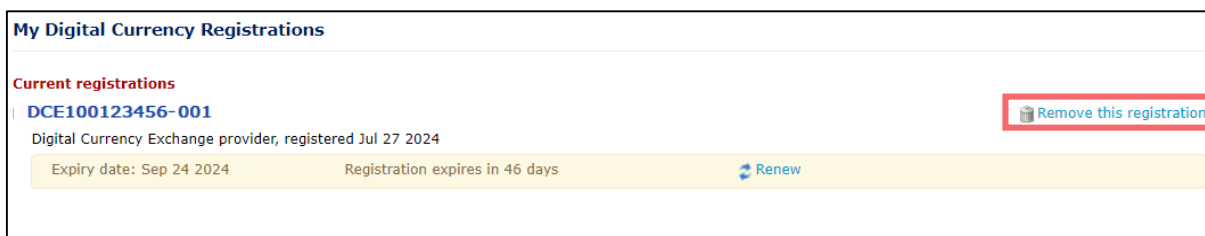
## Request for Removal from Digital Currency Exchange register (ATRC1003HD)

12. Follow steps 1 – 3 above.

13. In the Designated Services section and Registrations sub-section, click the **registration** link in the 'Digital Currency Exchange service provider' box.



14. Select **Remove this registration** for a digital currency exchange provider.



15. Proceed with completing all sections on the form.

**Request for Removal of Registration - Digital Currency Exchange Register**

OFFICIAL: Sensitive (when complete)

Form ATRC1003HD (Jan 2025)

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

### Introduction

#### About this form

Complete this form if you are a registered digital currency exchange provider that is:

- Requesting AUSTRAC to remove your name and details from the Digital Currency Exchange Register under section 76M of the *Anti-Money Laundering and Counter-Terrorism Financing Act* (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.

#### Submission of the form

- The form will be submitted electronically to AUSTRAC. A receipt will be provided to the person completing the form at the time of submission.

16. Tick the **box** to confirm the removal request and click **CONTINUE** to navigate to the declaration page.

OFFICIAL: Sensitive (when complete)

Form ATRC1003HD (Jan 2025)

- Introduction
- Business profile
- Business details
- Business contact details
- ... Removal request

### Removal request

#### Registration number(s)

Registration number

DCE100827877-001

I request that the AUSTRAC CEO remove this registration from the Digital Currency Exchange Register

BACK

CONTINUE

OFFICIAL: Sensitive (when complete)

Email: [contact@austrac.gov.au](mailto:contact@austrac.gov.au)

Domestic: 1300 021 037

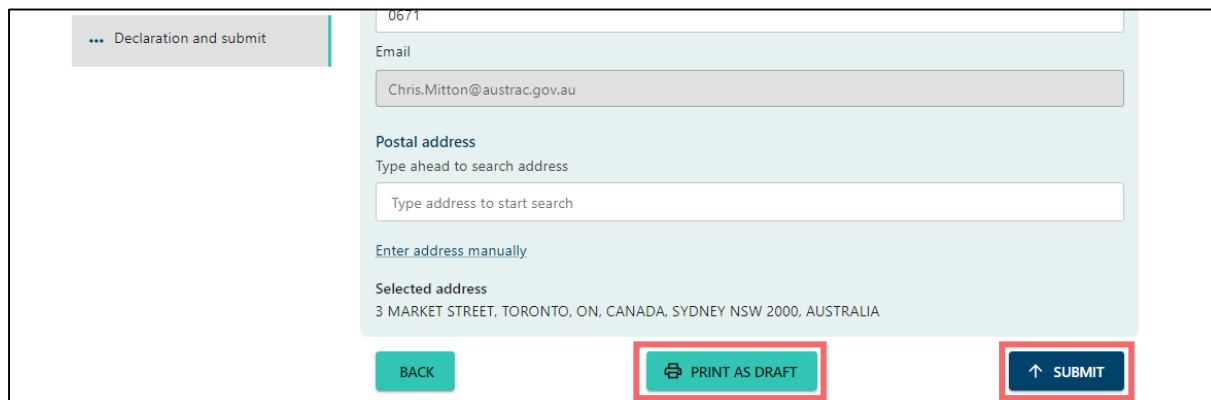
International: +61 299500055 (international charges may apply)

5

Version: 2.0

Updated: 7-Jan-2025

17. 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

0671

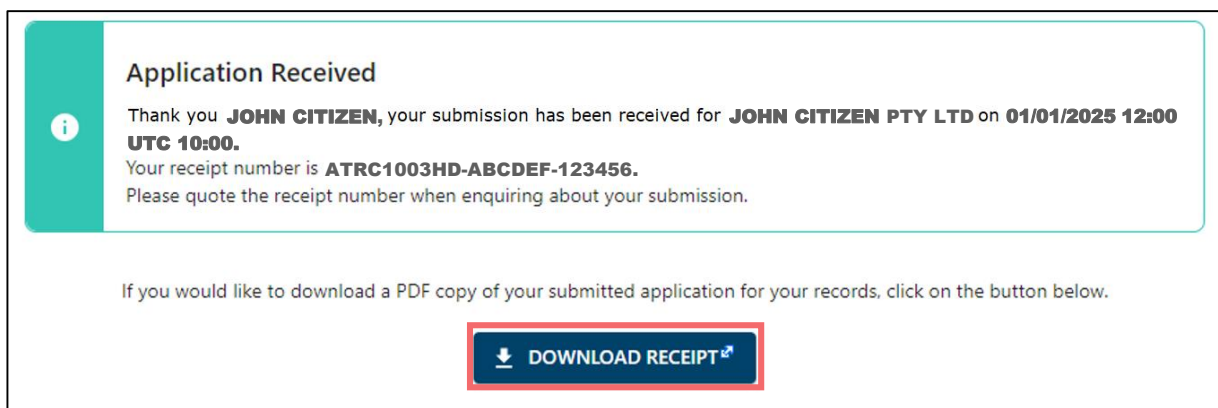
Email  
Chris.Mitton@austrac.gov.au

Postal address  
Type ahead to search address  
Type address to start search  
[Enter address manually](#)

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

BACK PRINT AS DRAFT SUBMIT

18. 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.



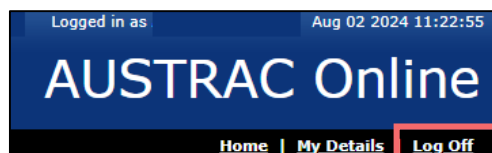
**Application Received**

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 **ATRC1003HD-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

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



20. You will receive a submission confirmation email from [contact@austrac.gov.au](mailto:contact@austrac.gov.au) that contains your receipt number, submission date and time link to download your submitted form.