

You must apply to remove your business or organisation from Reporting Entities Roll 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.

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. Red text provides instructions: 'If you are unable to log in, reset your password using the "Forgot your password?" link. Wait 5 minutes then try logging on again.' and 'If you experience further difficulties, call or email the AUSTRAC Contact Centre for assistance.' There are also links for 'Forgot your password?' and 'Terms of Use'. At the bottom, contact information for the AUSTRAC Contact Centre is provided.

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 on **My Business**.




The screenshot shows the AUSTRAC Online dashboard. It features the Australian Government logo and 'AUSTRAC Online' header. Below the header, there is a navigation menu with four items: 'My Business' (highlighted with a red box), 'Transaction Reporting', 'Remittance Sector Register', and 'AUSTRAC Online user guide' (with an information icon).


# Quick Reference Guide: How to Request Removal from the Reporting Entities Roll (ATRC1004H)

## 4. Click Reporting Entities Roll removal form (ATRC1004H).

### My Business

Use this form to update enrolment and/or registration details

 **OPEN**  
the business profile form (ATRC1002H)

 [Business profile form explanatory guide](#)

**You are on AUSTRAC's Reporting Entities Roll**  
To be removed from the Reporting Entities Roll because you have ceased to provide designated services, download the [Reporting Entities Roll removal form \(ATRC1004H\)](#)

## 5. Proceed with completing all sections on the form.

### Request for Removal from the Reporting Entities Roll

OFFICIAL: Sensitive (when complete)

Form ATRC1004H (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 reporting entity that is:

- Requesting AUSTRAC to remove your name and details from the Reporting Entities Roll under section 51G of the Anti-Money Laundering and Counter-Terrorism Financing Act (AML/CTF Act).

##### 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.

## 6. Complete the removal request section. Tick the **box** to confirm the removal request and click **CONTINUE** to navigate to the declaration page.

### Form ATRC1004H (Jan 2025)

Search in the form

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

#### Removal request

AUSTRAC account number (AAN): 100123456

Registration number(s)

Registration number	
IND100123456-001	
RNP100123456-001	

I request that the AUSTRAC CEO remove my business 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

# Quick Reference Guide: How to Request Removal from the Reporting Entities Roll (ATRC1004H)

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

... Declaration and submit

**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

b) PRINT AS DRAFT

c) SUBMIT

BACK

- 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 **ATRC1004H-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 **John Citizen** 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](mailto:contact@austrac.gov.au) that contains your receipt number, submission date and time link to download your submitted form.