

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

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 the text 'AUSTRAC Online'. Below the header are input fields for 'User Name' and 'Password', a 'LOG IN' button, and a 'New businesses sign up' button. There are also links for 'Forgot your password?' and 'Terms of Use'. At the bottom, there is contact information for the AUSTRAC Contact Centre.

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 user menu. It includes a header with the Australian Government logo and the text 'AUSTRAC Online'. Below the header are four menu items: 'My Business', 'Transaction Reporting', 'Remittance Sector Register', and 'AUSTRAC Online user guide'. The 'My Business' item is highlighted with a red box.

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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

- ... 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

- 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

YES

NO

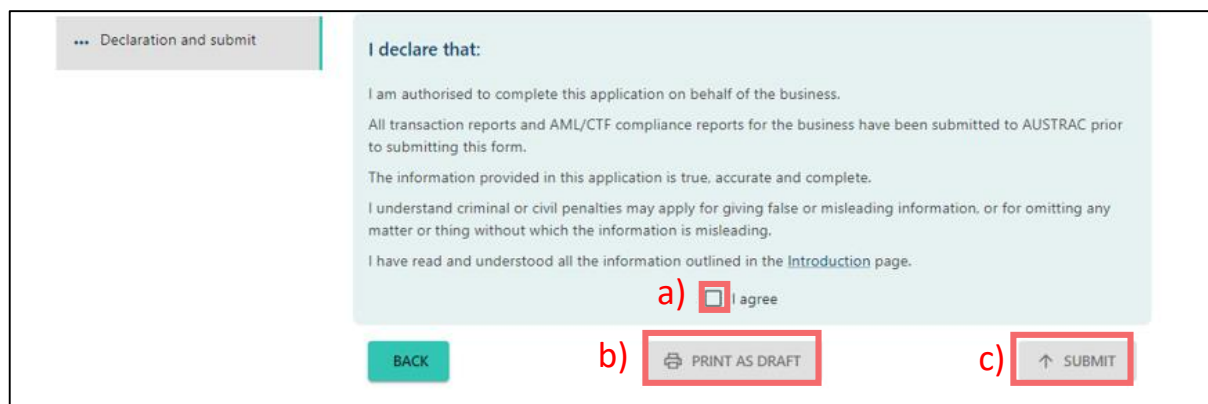
BACK

CONTINUE

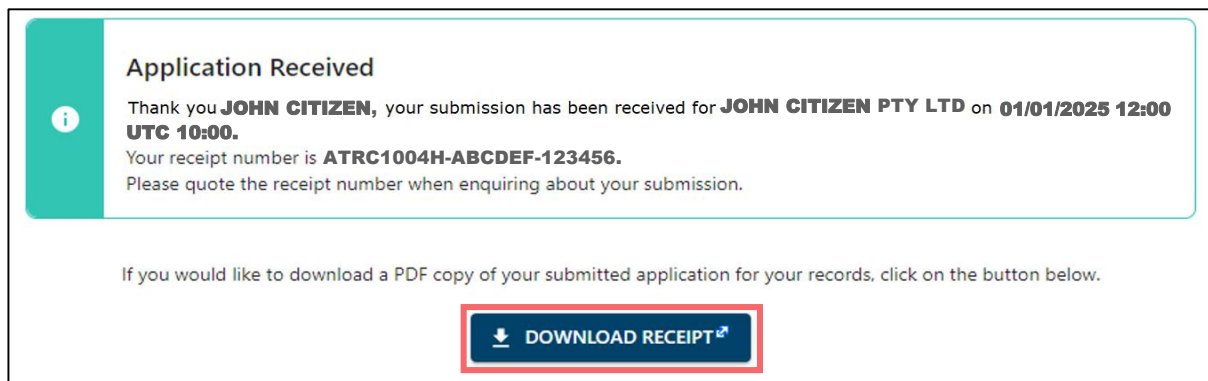
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7. On the declaration page:

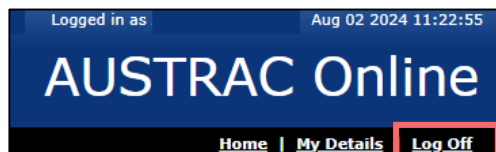
- If you agree with the declaration check the **I agree** box.
- If you want to print or save a copy of your form, select **PRINT AS DRAFT** (only available after checking the **I agree** box).
- When you are ready to submit your form, click **SUBMIT** (only available after checking the **I agree** box).



8. 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.



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



10. 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.