

You must enrol with AUSTRAC if you provide any designated services. You must enrol within 28 days of providing a designated service by using AUSTRAC's enrolment form.

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 enrolling your business with AUSTRAC. This guide will show you how to enrol if you are new to AUSTRAC Online or if you are an existing AUSTRAC Online user.



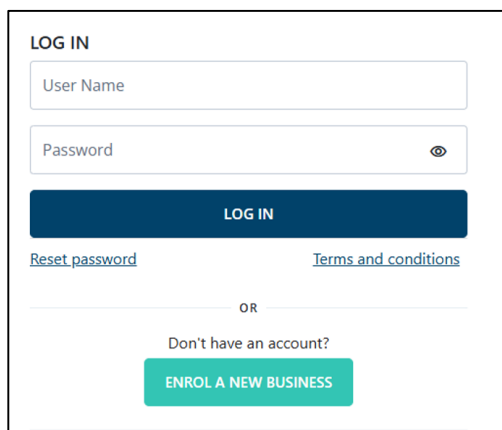
Having these details ready will help you fill out the form quickly:

- legal name of the business you want to enrol
- registration numbers such as ABN, ACN, AFSL (Australian Financial Service Licence) and ACLN (Australian Credit Licence Number) if you have them
- registration details, if your business is registered in a foreign country
- the structure of your business
- contact details for your business
- the designated services your business provides
- financial statements for the most recent financial year

Enrolling a business for new users

1. There are two ways you can access the enrolment form:

a) Navigate to <https://online.austrac.gov.au> and click **Enrol a new business**.



The screenshot shows the AUSTRAC Online login and enrolment page. It features a 'LOG IN' section with input fields for 'User Name' and 'Password', a 'LOG IN' button, and links for 'Reset password' and 'Terms and conditions'. Below this is an 'OR' separator, followed by a link 'Don't have an account?' and a green button labeled 'ENROL A NEW BUSINESS'.

b) Navigate to <https://www.austrac.gov.au/business/new-to-austrac/enrol-or-register> in your browser.

2. Select AUSTRAC Business Profile Form (ABPF).

Enrol or register

[Home](#) / [Business](#) / [New to AUSTRAC](#) / [Enrol or register](#)

Business

New to AUSTRAC

Check if you need to enrol or register

Enrol or register

Who and what we regulate

Your obligations

The geographical link requirement

E-learning

Enrol, register or create an online account

To enrol and create an online account with AUSTRAC, complete the AUSTRAC Business Profile Form (ABPF) online.

AUSTRAC Business Profile Form (ABPF) →

When completing the form, you can save your progress and return to the form for up to two weeks.

Once you have submitted your ABPF form, you will receive an email with details on how to access your AUSTRAC Online account.

The form is compatible with most common modern browsers.

3. The enrolment form will open in a new tab. After reading the introduction section, click **START** to proceed to the next section, 'My profile'.

this form will be used as the user identifier (ID) for accessing AO and a temporary password will be emailed to that address. AO can be accessed at <https://online.austrac.gov.au>.

Form ATRC1001E

Search in the form

... Introduction

Business profile

Designated services

Industry contribution

Other details

Summary and review

Declaration and submit

Further assistance

If you need assistance in completing the form or for help regarding your obligations under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) (AML/CTF Act), please email the AUSTRAC Contact Centre at contact@austrac.gov.au or phone **1300 021 037** (a local call within Australia) or **+61 299500055** (international charges may apply).

National Relay Service (within Australia)

TTY or computer with modem users: phone **133 677** and ask for **1300 021 037**.

Speak and listen (speech to speech relay) users: phone **1300 555 727** and ask for **1300 021 037**.

Translator service

To access the translator service, please call the Translation and Interpretation (TIS) National service on **131 450** and ask for the AUSTRAC Contact Centre on **1300 021 037**.

Privacy notice

The information collected in this form will be used for the purposes of the Reporting Entity Roll, Remittance Sector Register and/or the Digital Currency Exchange Register and for lawful purposes under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) (AML/CTF Act), *Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007* (No.1) (Cth) (AML/CTF Rules), *Australian Transaction Reports and Analysis Centre Industry Contribution Act 2011* (Cth), *Australian Transaction Reports and Analysis Centre Industry Contribution (Collection) Act 2011* (Cth), and the *Privacy Act 1988* (Cth) (Privacy Act).

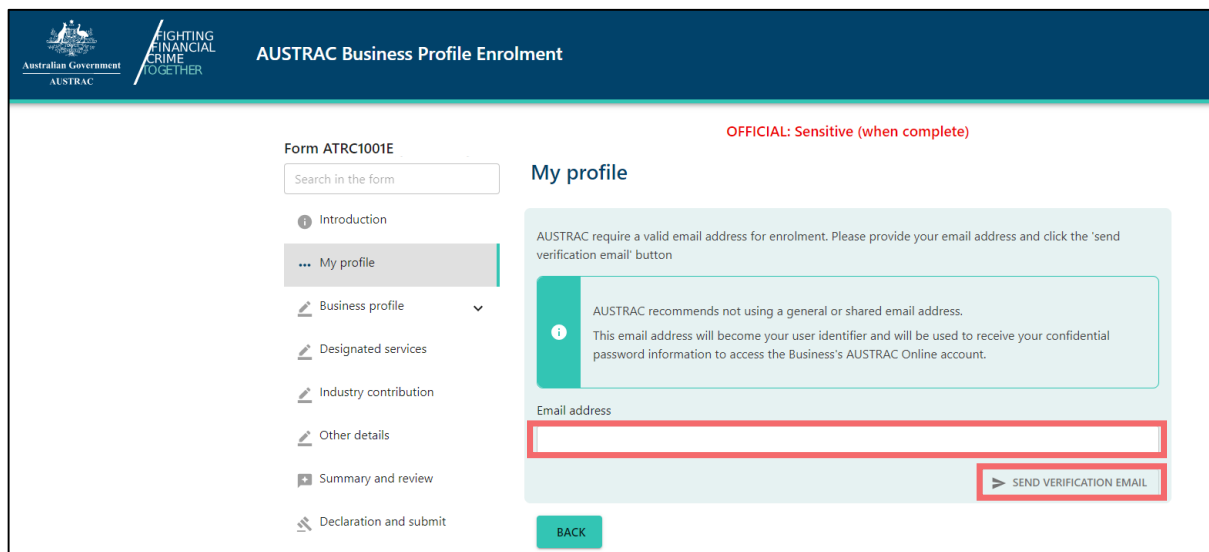
AUSTRAC's [Privacy Policy](#) and [Privacy Statement](#) provide further information regarding AUSTRAC's privacy policies and practices.

You may have obligations under the Privacy Act and should consider whether you notify each individual whose details are included in this form, that their details have been submitted to AUSTRAC in accordance with the AML/CTF Act and the AML/CTF Rules.

START

Quick Reference Guide: How to Enrol a Business (ATRC1001E)

4. Enter your email address. This will be used to create your business's AUSTRAC Online account. Click **SEND VERIFICATION EMAIL**.



Form ATRC1001E

Search in the form

Introduction

My profile

Business profile

Designated services

Industry contribution

Other details

Summary and review

Declaration and submit

OFFICIAL: Sensitive (when complete)

My profile

AUSTRAC require a valid email address for enrolment. Please provide your email address and click the 'send verification email' button

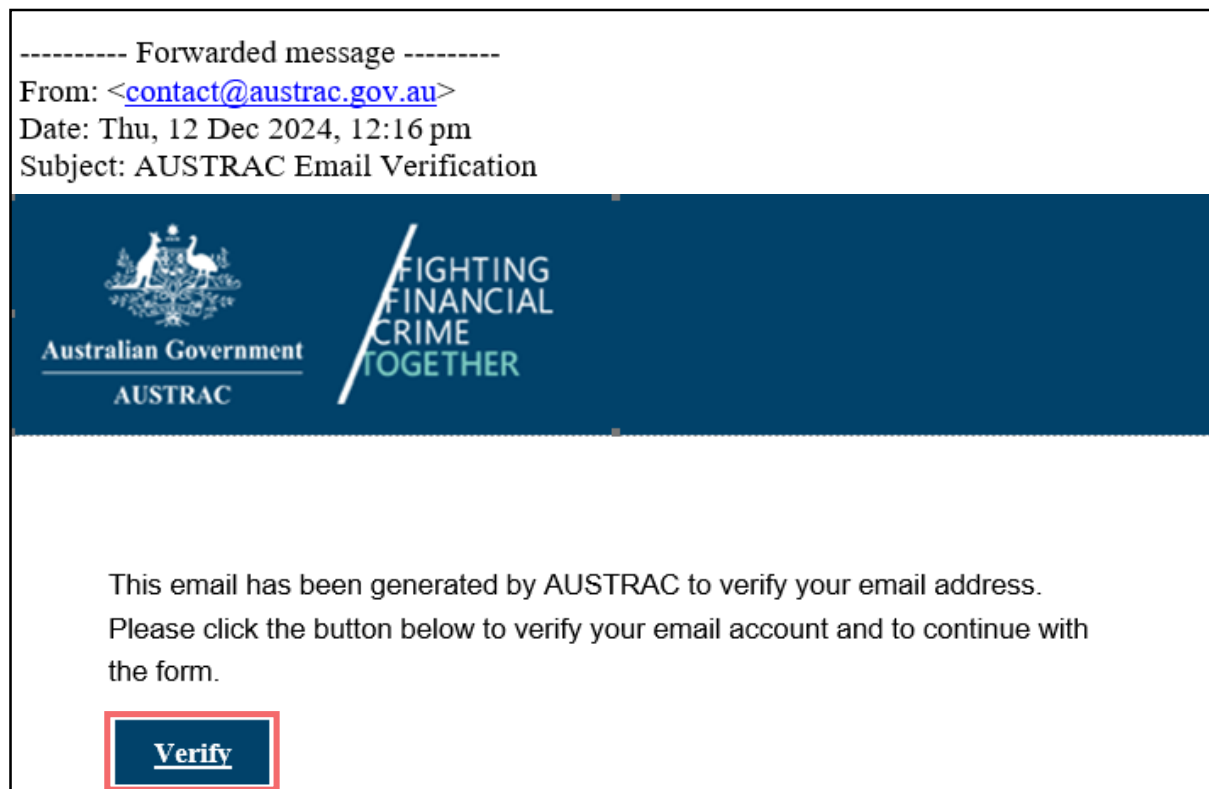
AUSTRAC recommends not using a general or shared email address. This email address will become your user identifier and will be used to receive your confidential password information to access the Business's AUSTRAC Online account.

Email address

SEND VERIFICATION EMAIL

BACK

5. Check your email inbox and find the verification email from contact@austrac.gov.au. Click on the **Verify** link in the email which will open up the enrolment form.



----- Forwarded message -----

From: <contact@austrac.gov.au>

Date: Thu, 12 Dec 2024, 12:16 pm

Subject: AUSTRAC Email Verification

Australian Government
AUSTRAC

FIGHTING
FINANCIAL
CRIME
TOGETHER

This email has been generated by AUSTRAC to verify your email address.
Please click the button below to verify your email account and to continue with the form.

Verify

6. Complete the remaining sections on the form.

Note: Any sections that are incomplete are indicated with a red exclamation mark **!**.

Form ATRC1001E

- Introduction
- Business profile**
- Designated services
- Industry contribution
- Other details
- Summary and review
- Declaration and submit

Business details

In this section you are required to provide general information about your business that is used for the Reporting Entity Roll. For Remittance Service providers and Digital Currency Exchange providers, the information is also used for the Remittance Sector Register and Digital Currency Exchange Register respectively.

What is the legal name of the person applying for enrolment (hereafter referred to as 'the business')? ⓘ

Manually enter business details

The business's registration numbers
You must provide all the business's registration numbers if you have them

AFSL (Australian Financial Service Licence)

 ☐ Not applicable

ACLN (Australian Credit Licence Number)

 ☐ Not applicable

Is the business incorporated outside of Australia?

Does the business operate (or propose to operate) under a business name that is different to the legal name?

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 progress to the declaration page, click **SAVE & CONTINUE**.

- Summary and review**
- Declaration and submit


What do you do?

We have listed the most common industries that provide designated services. Select the one that best describes your business. Choose 'Other' if you don't see what you do here.

Not provided

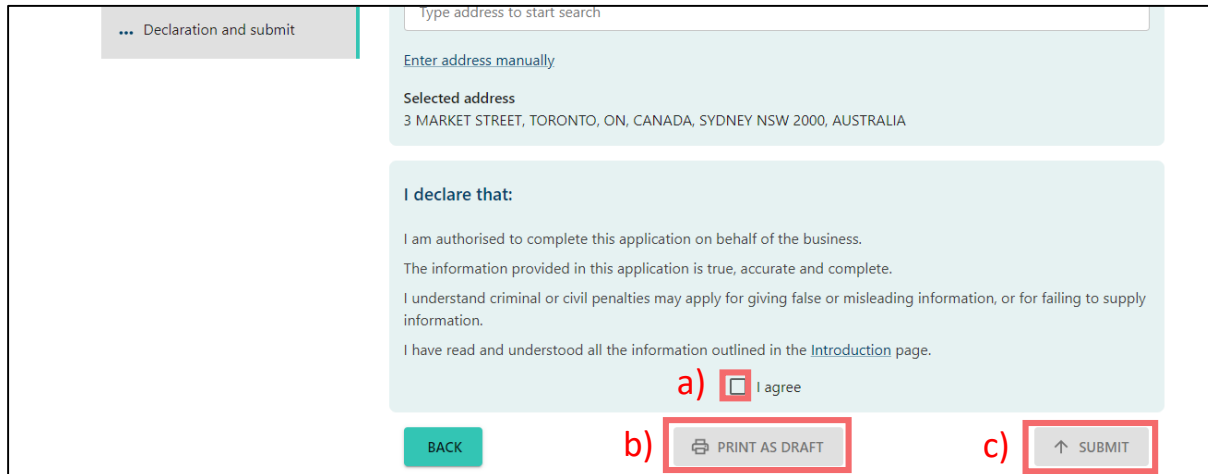
Designated services

Industry contribution

 Based on your answers to previous questions, this section is not required.

Other details

8. 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

Type address to start search

Enter address manually

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

I declare that:

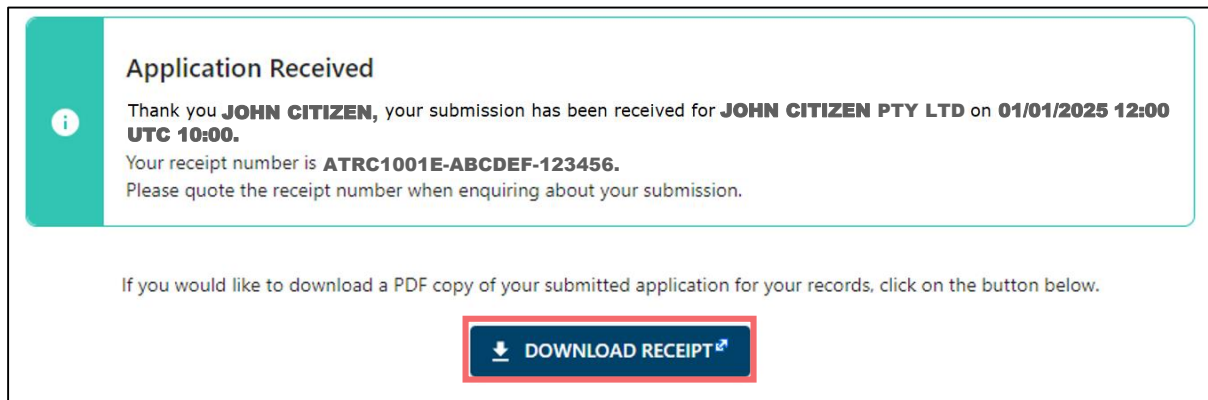
I am authorised to complete this application on behalf of the business.
The information provided in this application is true, accurate and complete.
I understand criminal or civil penalties may apply for giving false or misleading information, or for failing to supply information.
I have read and understood all the information outlined in the [Introduction](#) page.

a) ☒ I agree

b) **PRINT AS DRAFT**

c) **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.



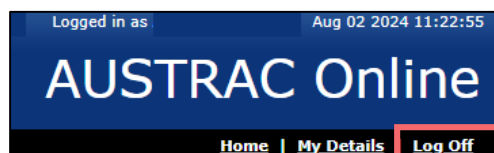
Application Received

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 **ATRC1001E-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

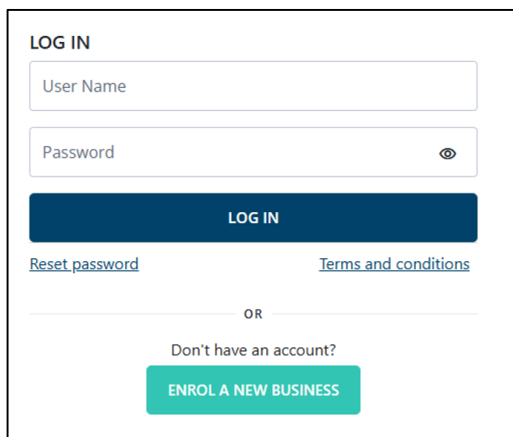
10. You will receive a submission confirmation email from contact@austrac.gov.au that contains your receipt number, submission date and time, and a link to download your submitted form.
11. Your AUSTAC Online account login details will be sent to you via email. You can now log in to AO using this link: <https://online.austrac.gov.au> to undertake any other tasks referring to the other quick reference guides if required.
12. Switch back to the browser tab containing AO and continue to undertake any tasks or click **Log Off** to log out.



Enrolling a business for existing AUSTAC Online (AO) users

If you start or buy a new business with a different ABN to your existing business(es), and provide designated services, you must enrol it separately with AUSTAC through your existing AUSTAC Online account.

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 business. Select any business to proceed.

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

Quick Reference Guide: How to Enrol a Business (ATRC1001E)

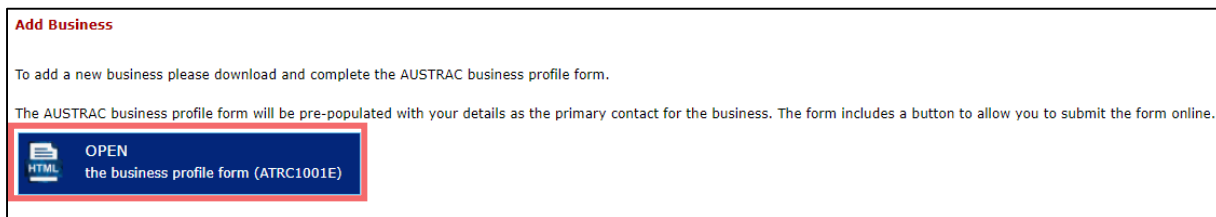
3. Click on + symbol next to My Business.



4. Click **Add a new Business**.



5. Click **OPEN the Business profile form (ATRC1001E)**.



6. Proceed with completing the form by following steps 6-12 on pages 4 to 6.

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

