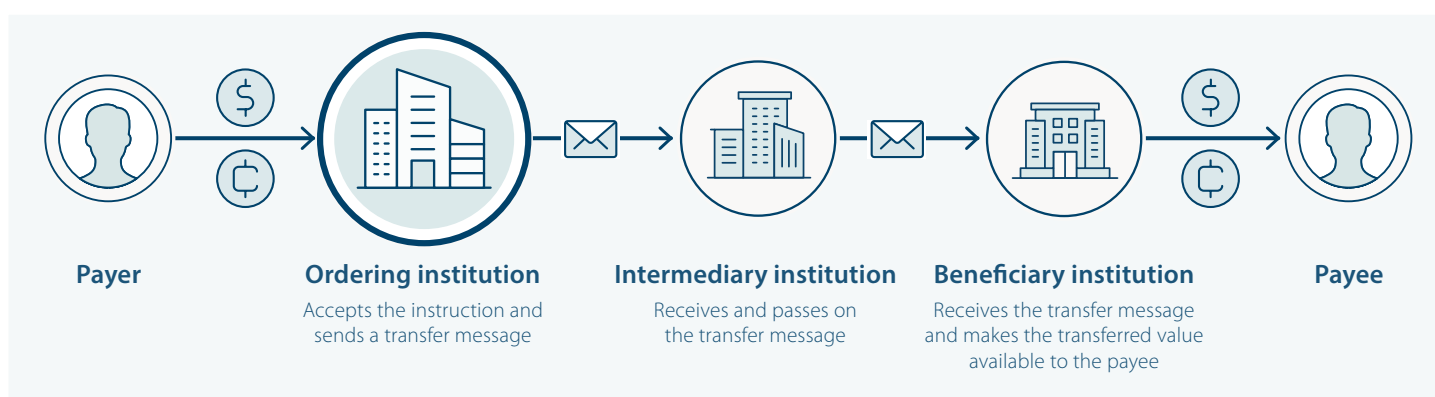


Travel rule quick guide for ordering institutions

Businesses that transfer or receive money, virtual assets or property on behalf of their customers may need to collect, verify and share information to other businesses involved in the transfer. This is known as the **travel rule**.

The responsibilities your business has for a transaction depends on your role in the value transfer chain. You're the ordering institution if your business accepts instructions to transfer value from the payer.



Use this quick guide to help you meet your travel rule obligations for each type of transfer as an ordering institution. The first table is the default position for value transfers. The remaining tables refer to specific types of transfers.

Note: This quick guide is a practical tool to support ordering institutions meet their travel rule obligations and is not exhaustive. It should be read in conjunction with our [guidance](#) and the AML/CTF Act and Rules. They provide more detailed information on travel rule obligations. You may wish to seek independent advice to ensure you understand your obligations.

Default position for value transfers

	Collect	Verify	Pass on	Record
Payer information	✓	✓	✓	✓
Payee's full name	✓		✓	✓
Tracing information			✓	✓

For each of the below transfer types, reporting entities are required to keep sufficient records to allow for reconstruction of individual transactions. Refer to our guidance for [more information on record keeping obligations](#).

Domestic value transfers using the Bulk Electronic Clearing System (BECS), BPAY or Direct Electronic Funds Transfer (DEFT)

	Collect	Verify	Pass on
Payer information	✓	✓	
Payee's full name	✓		
Tracing information			✓

Multiple transfers of value from the payer where the transfers are not domestic transfers and not passed on using BECS, BPAY or DEFT

	Collect	Verify	Pass on
Payer information	✓	✓	✓
Payee's full name	✓		✓ ✓
Tracing information			✓ ✓

With this transfer type, for each transfer of value you must pass on the payee's full name and relevant tracing information to the next business in the chain.

For a merchant payment or refunding a merchant payment

	Collect	Verify	Pass on
Payer information			
Payer's card number			✓
Payee's full name			
Tracing information			

ATM withdrawals of money

	Collect	Verify	Pass on
Payer information			
Payer's full name	✓	✓	
Payer's card number			✓
Payee's full name			
Tracing information			

A value transfer to a self-hosted virtual asset wallet

	Collect	Verify	Pass on
Payer information	✓	✓	
Payee's full name	✓		
Tracing information			



Intermediary and beneficiary institution obligations

Factsheets for intermediary and beneficiary institutions are available on our website:

- [Factsheet for intermediary institutions](#)
- [Factsheet for beneficiary institutions](#)

Visit austrac.gov.au/about-us/amlctf-reform for more information.

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