

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

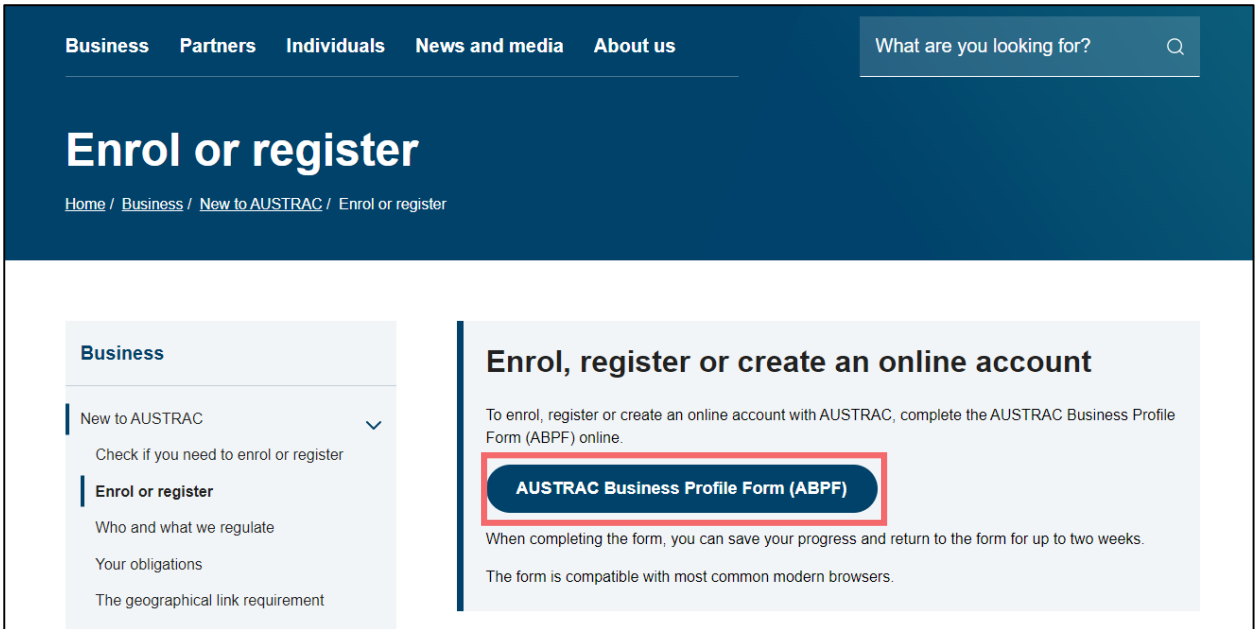
1. There are two ways you can access the enrolment form:

- a) Navigate to AUSTRAC Online (AO) (<https://online.austrac.gov.au>) and click **New business sign up**.



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

2. Select **AUSTRAC Business Profile Form (ABPF)**.



Business Partners Individuals News and media About us

What are you looking for?

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

Enrol, register or create an online account

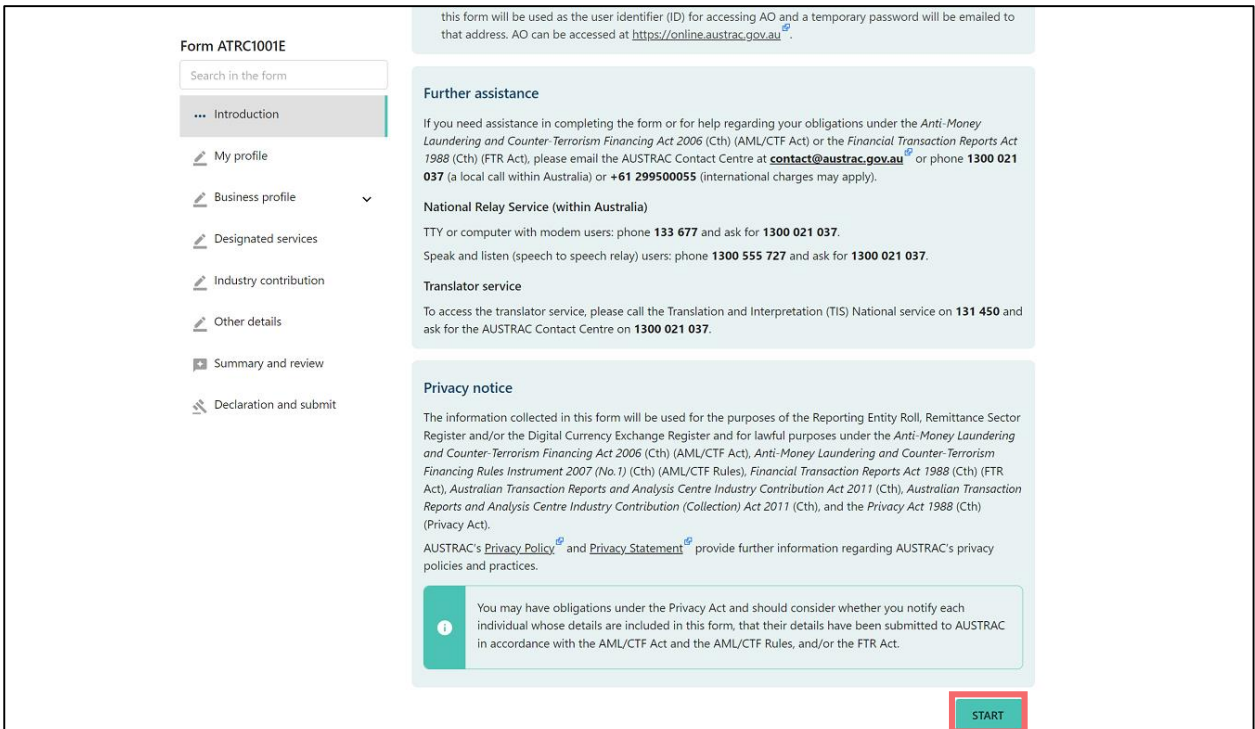
To enrol, register or create an online account with AUSTRAC, complete the AUSTRAC Business Profile Form (ABPF) online.

AUSTRAC Business Profile Form (ABPF)

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

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'.



Form ATRC1001E

Search in the form

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

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>.

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) or the *Financial Transaction Reports Act 1988* (Cth) (FTR 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

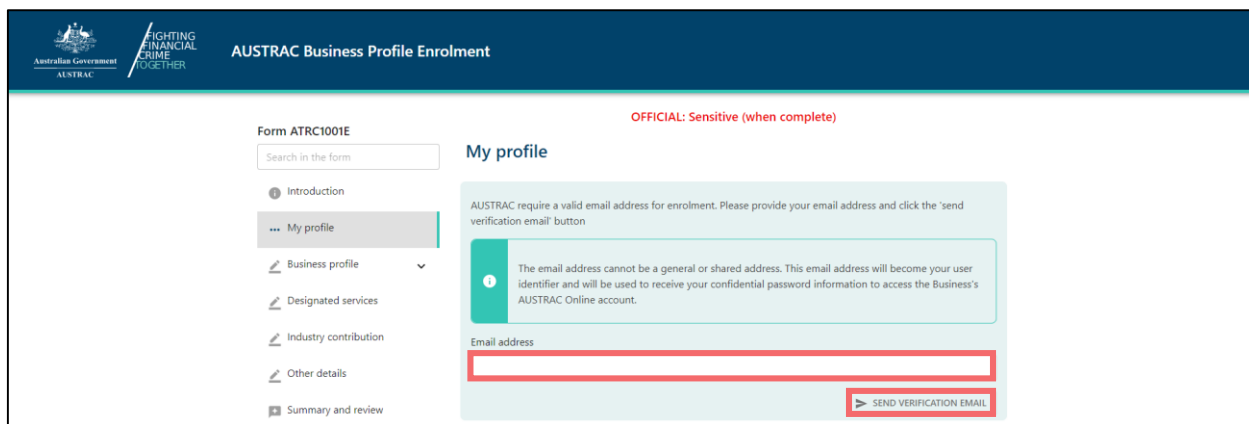
The information collected in this form will be used for the purposes of the Reporting Entity Roll, Remittance Sector Register and/or the Digital Currency Exchange Register and for lawful purposes under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) (AML/CTF Act), *Anti-Money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

START

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



Form ATRC1001E OFFICIAL: Sensitive (when complete)

Search in the form

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

My profile

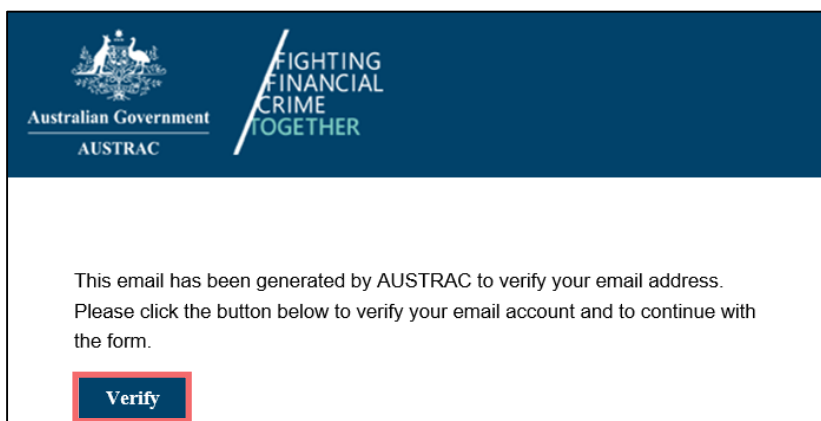
AUSTRAC require a valid email address for enrolment. Please provide your email address and click the 'send verification email' button

The email address cannot be a general or shared 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

- 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.



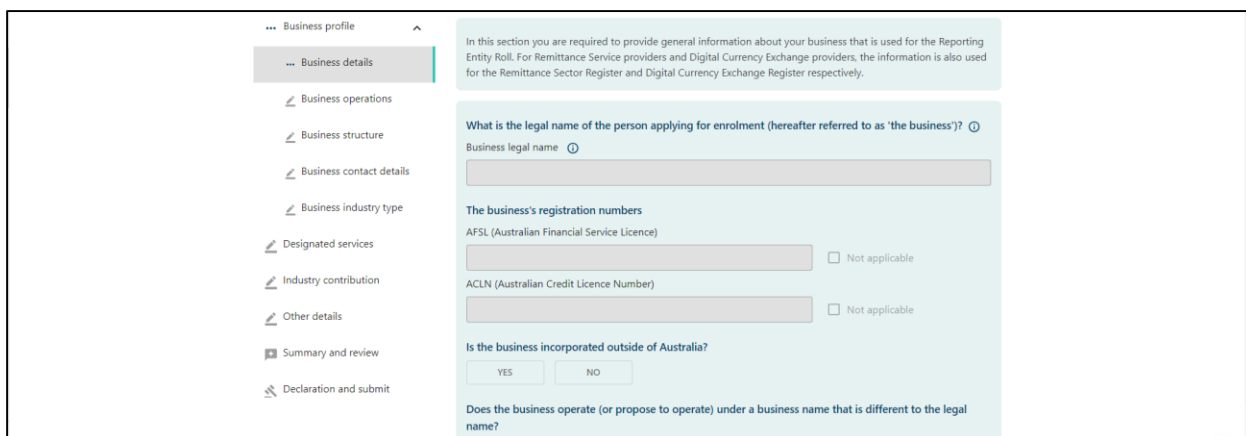
Australian Government
AUSTRAC

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

- Complete the remaining sections on the form.
Note: Any sections that are incomplete are indicated with a red exclamation mark.



Business profile

- Business details**
- Business operations
- Business structure
- Business contact details
- Business industry type
- Designated services
- Industry contribution
- Other details
- Summary and review
- Declaration and submit

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')? ⓘ
Business legal name ⓘ

The business's registration numbers

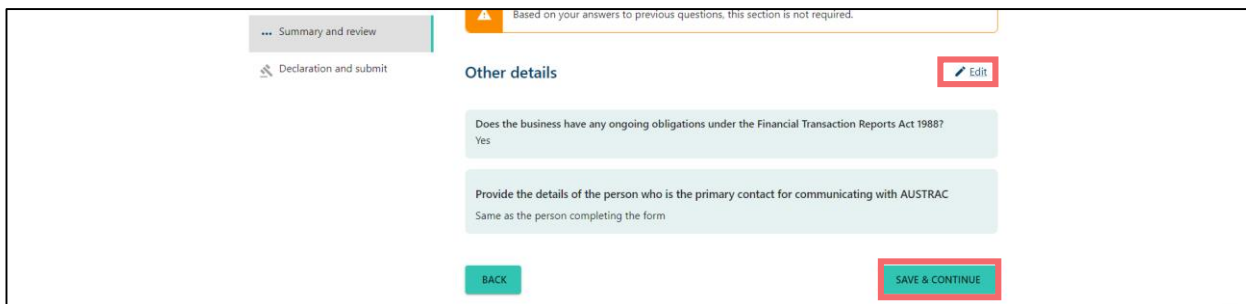
AFSL (Australian Financial Service Licence) Not applicable

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

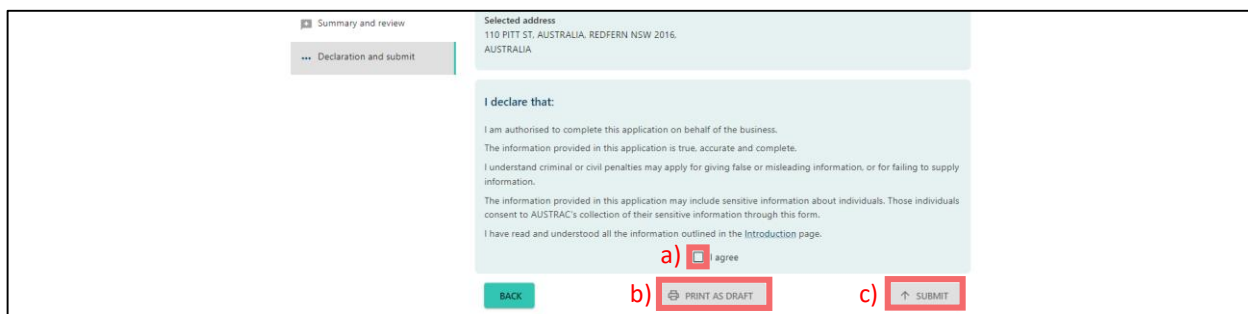
Other details Edit

Does the business have any ongoing obligations under the Financial Transaction Reports Act 1988?
Yes

Provide the details of the person who is the primary contact for communicating with AUSTRAC
Same as the person completing the form

BACK SAVE & CONTINUE

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 draft 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).



Summary and review

Declaration and submit

Selected address
110 PITT ST, AUSTRALIA, REDFERN NSW 2016,
AUSTRALIA

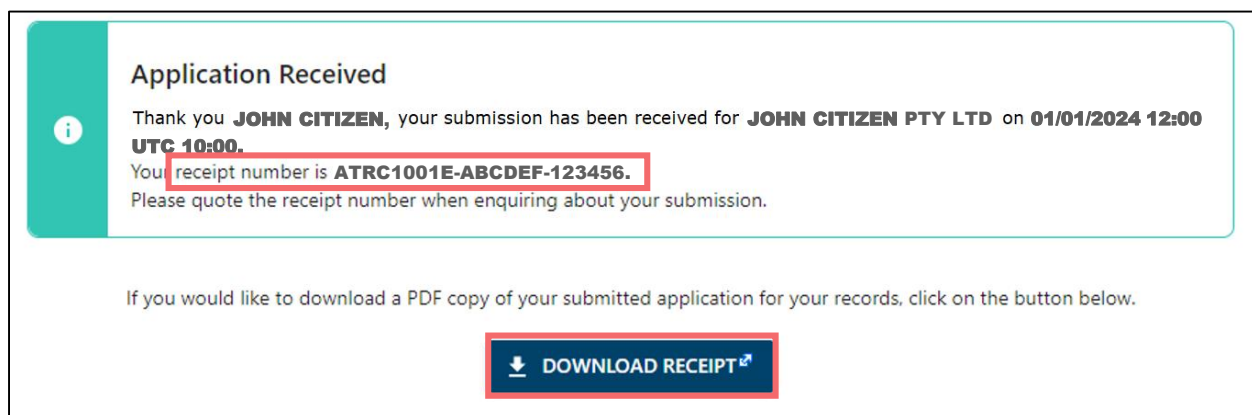
I declare that:

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.
The information provided in this application may include sensitive information about individuals. Those individuals consent to AUSTRAC's collection of their sensitive information through this form.
I have read and understood all the information outlined in the Introduction page.

a) I agree

BACK 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.



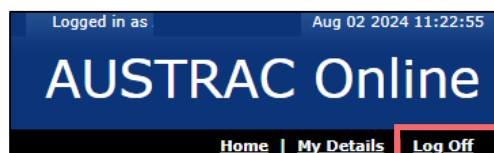
Application Received

Thank you **JOHN CITIZEN**, your submission has been received for **JOHN CITIZEN PTY LTD** on **01/01/2024 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

- 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.
- Your AUSTRAC Online (AO) 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>.
- 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 AUSTRAC 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 AUSTRAC through your existing AUSTRAC Online account.

- Navigate to AUSTRAC Online (<https://online.austrac.gov.au>) and log in with your username and password.



- The 'select business' screen will appear if you are an AO 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 |

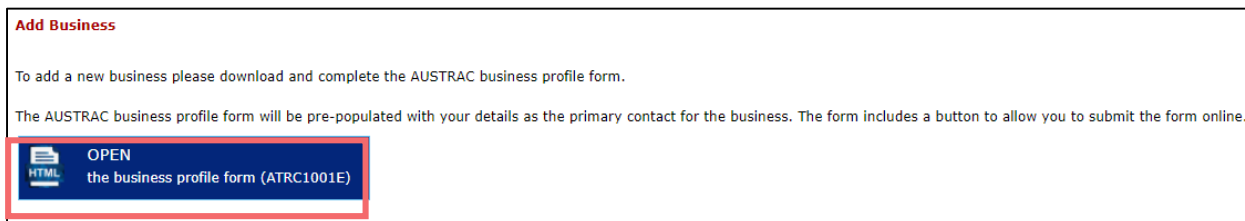
3. Click on + symbol next to My Business.



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 3 to 5.

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

