

If you're a remittance service provider or digital currency (cryptocurrency) exchange (DCE) provider, you must apply to renew your registration every three years. This is so we can reassess your suitability to continue to be registered.

If you don't apply to renew your registration before it expires you will no longer be registered as a remittance service provider or a digital currency exchange provider.

The first section of this guide explains how to renew registration for a remittance network provider or independent remittance dealer. The second section explains how to renew registration for digital currency exchange provider.

Request for Renewal of Registration - Remittance Sector Register (ATRC1020HR)

1. Navigate to AUSTRAC Online (AO) (<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 two input fields: 'User Name' and 'Password'. Below the 'User Name' field, there is a red warning: 'If you are unable to log in, reset your password using the "Forgot your password?" link. Wait 5 minutes then try logging on again.' Below the 'Password' field, there is another red warning: 'If you experience further difficulties, call or email the AUSTRAC Contact Centre for assistance.' There are two buttons: a green 'LOG IN' button and a red 'New businesses sign up' button. At the bottom left, there are links for 'Forgot your password?' and 'Terms of Use'. At the bottom, there is a footer with contact information and a copyright notice: '© Commonwealth of Australia AUSTRAC 2008 AUSTRAC | Copyright | Privacy Policy | Disclaimer'.

2. This step only applies if you are an AO 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

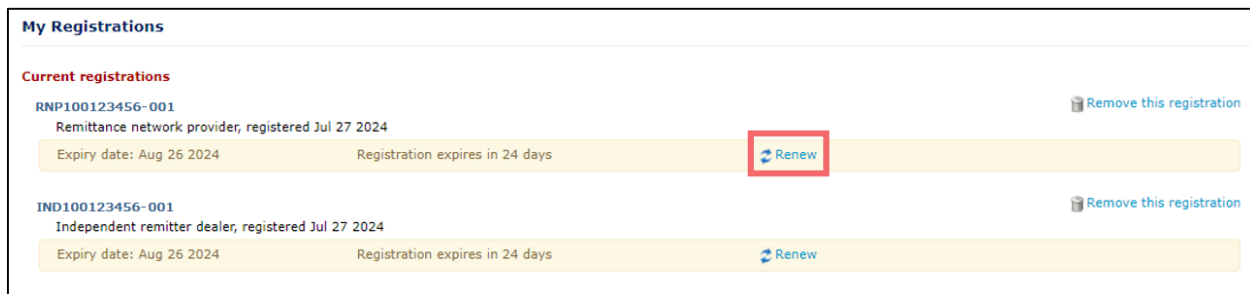
3. Click on the + sign next to Remittance Sector Register.



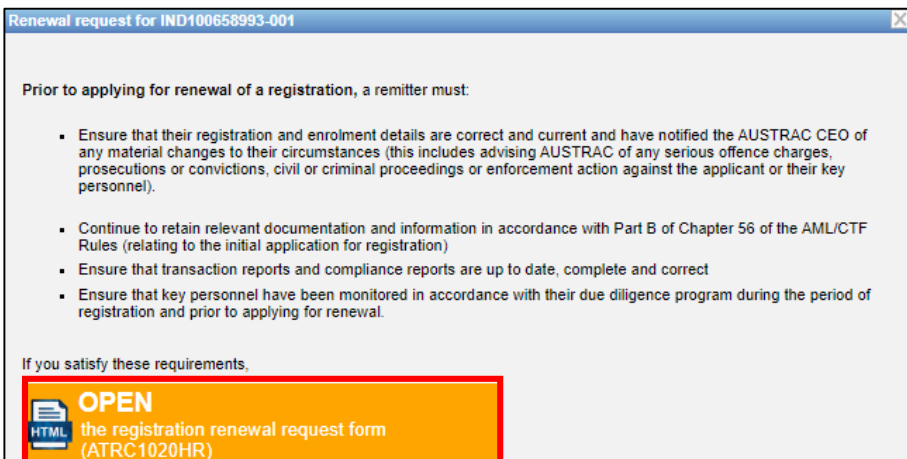
4. Click **My Registrations**.



5. Select **Renew** next to the registration you want to renew.



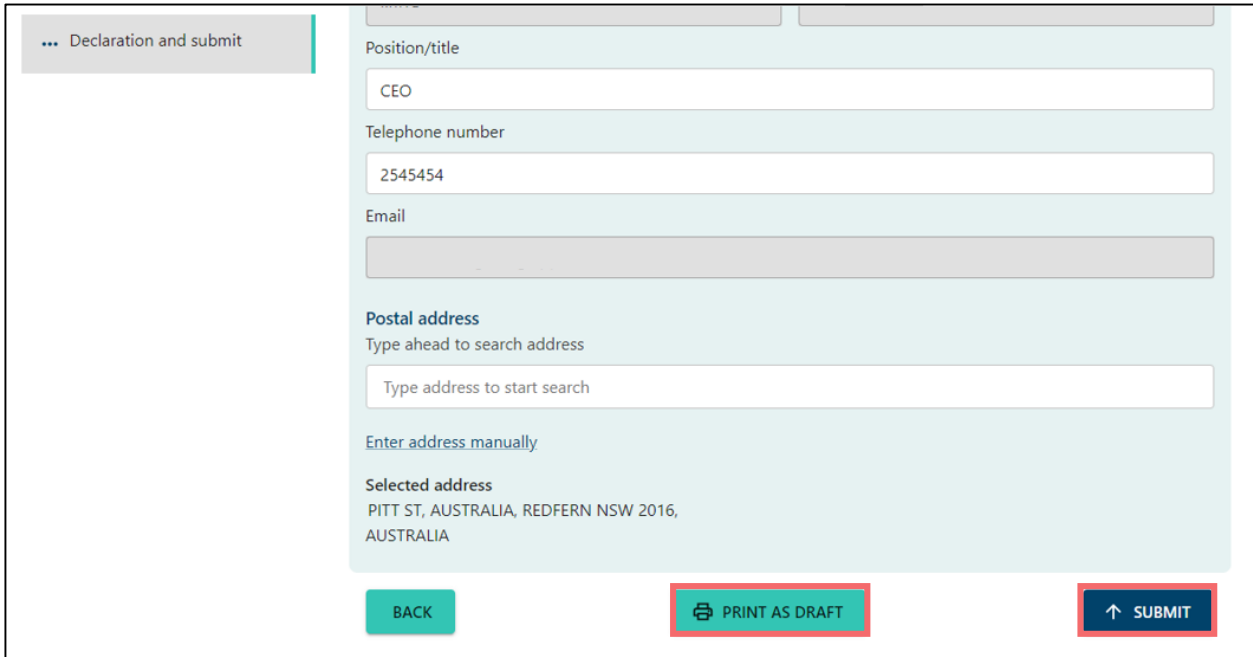
6. Select **Open**.



7. Proceed with completing all sections on the form.

8. Complete the renewal request section. Click **CONTINUE** to navigate to the declaration page.

9. If you want to print or save a copy of your draft form, select **PRINT AS DRAFT**. When you are ready to submit your form, click **SUBMIT**.



... Declaration and submit

Position/title
CEO

Telephone number
2545454

Email

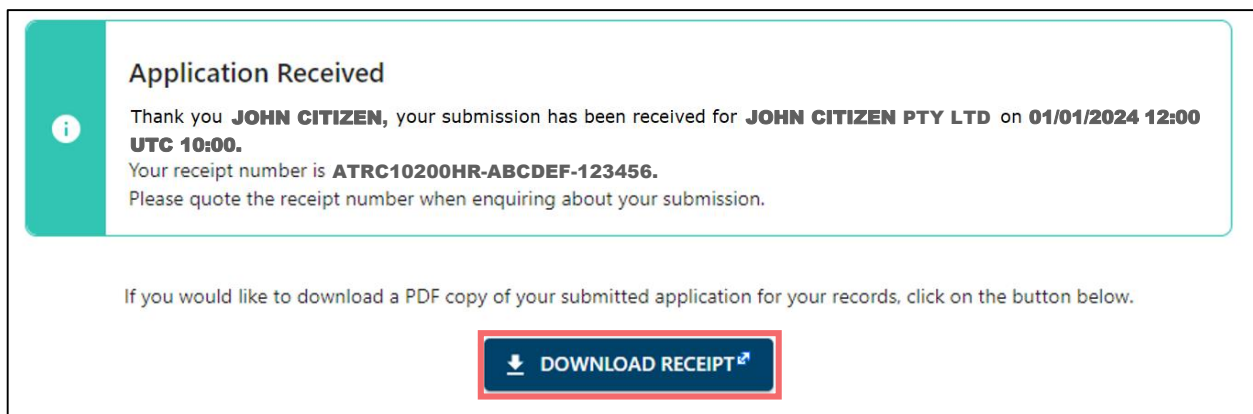
Postal address
Type ahead to search address
Type address to start search

[Enter address manually](#)

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

BACK PRINT AS DRAFT SUBMIT

10. 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.



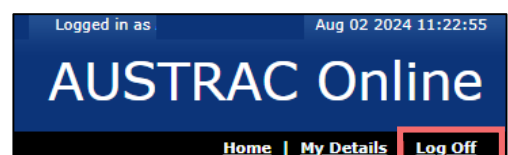
Application Received

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 **ATRC10200HR-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

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



Logged in as Aug 02 2024 11:22:55

AUSTRAC Online

Home | My Details Log Off

Request for Renewal of Registration - Digital Currency Exchange Register (ATRC1020HD)

1. Navigate to AUSTRAC Online (AO) <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'. 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'. A red box highlights the 'New businesses sign up' button. At the bottom, there is a footer with copyright information and a disclaimer.

2. This step only applies if you are an AO 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

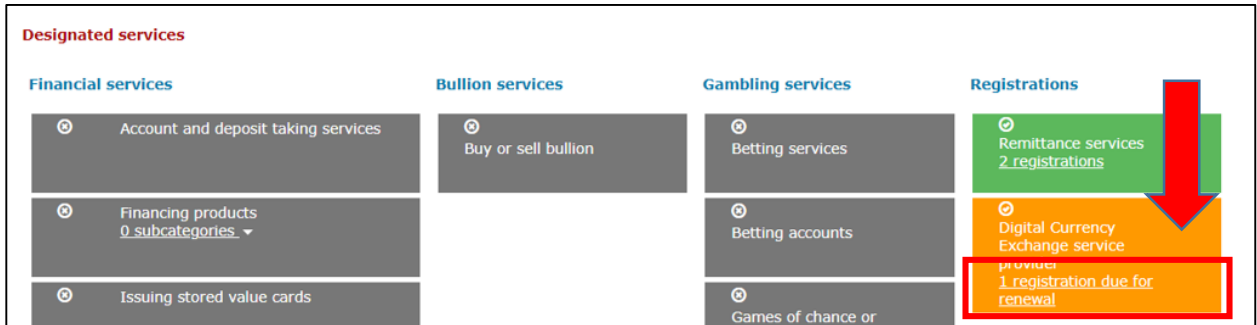
Business Name ▲	Enrolment Status
JOHN CITIZEN PTY LTD	On the roll
JOHN CITIZEN SECOND BUSINESS	On the roll
JOHN CITIZEN THIRD BUSINESS	On the roll
JOHN CITIZEN FOURTH BUSINESS	On the roll

3. Click **My Business**.



The screenshot shows the AUSTRAC Online user guide menu. It includes the Australian Government logo and 'AUSTRAC Online user guide'. Below the header are four menu items: 'My Business', 'Transaction Reporting', 'Remittance Sector Register', and 'AUSTRAC Online user guide'. A red box highlights the 'My Business' menu item.

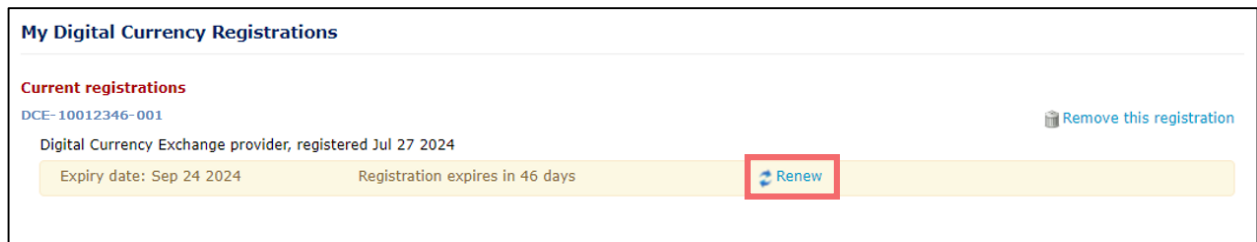
4. In the Designated Services section and Registrations sub-section, click **registration due for renewal** in the 'Digital Currency Exchange service provider' orange box.



Designated services

Financial services	Bullion services	Gambling services	Registrations
<ul style="list-style-type: none"> Account and deposit taking services 	<ul style="list-style-type: none"> Buy or sell bullion 	<ul style="list-style-type: none"> Betting services 	<ul style="list-style-type: none"> Remittance services 2 registrations
<ul style="list-style-type: none"> Financing products 0 subcategories 		<ul style="list-style-type: none"> Betting accounts 	<ul style="list-style-type: none"> Digital Currency Exchange service provider 1 registration due for renewal
<ul style="list-style-type: none"> Issuing stored value cards 		<ul style="list-style-type: none"> Games of chance or 	

5. Select **Renew** next to the registration you want to renew.



My Digital Currency Registrations

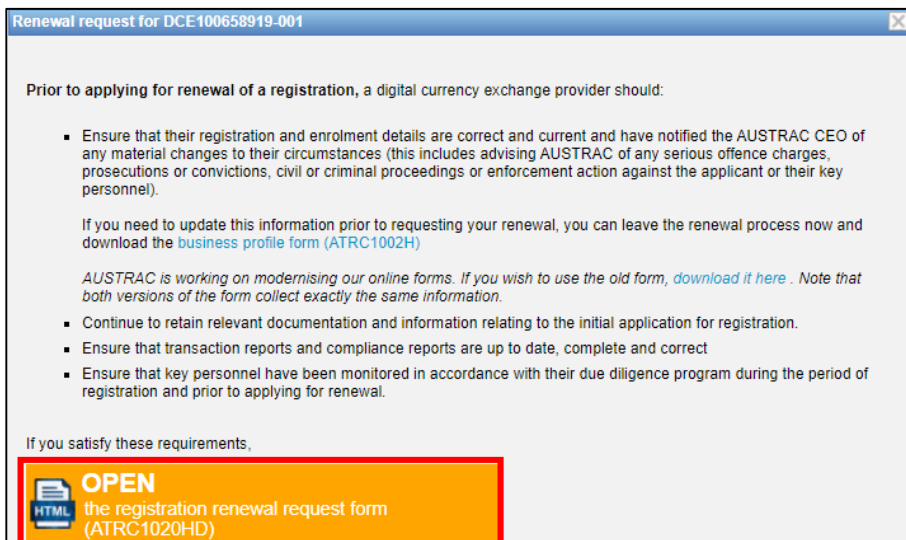
Current registrations

DCE-10012346-001 Remove this registration

Digital Currency Exchange provider, registered Jul 27 2024

Expiry date: Sep 24 2024 Registration expires in 46 days **Renew**

6. Click **OPEN**.



Renewal request for DCE100658919-001

Prior to applying for renewal of a registration, a digital currency exchange provider should:

- Ensure that their registration and enrolment details are correct and current and have notified the AUSTRAC CEO of any material changes to their circumstances (this includes advising AUSTRAC of any serious offence charges, prosecutions or convictions, civil or criminal proceedings or enforcement action against the applicant or their key personnel).

If you need to update this information prior to requesting your renewal, you can leave the renewal process now and download the [business profile form \(ATRC1002H\)](#)

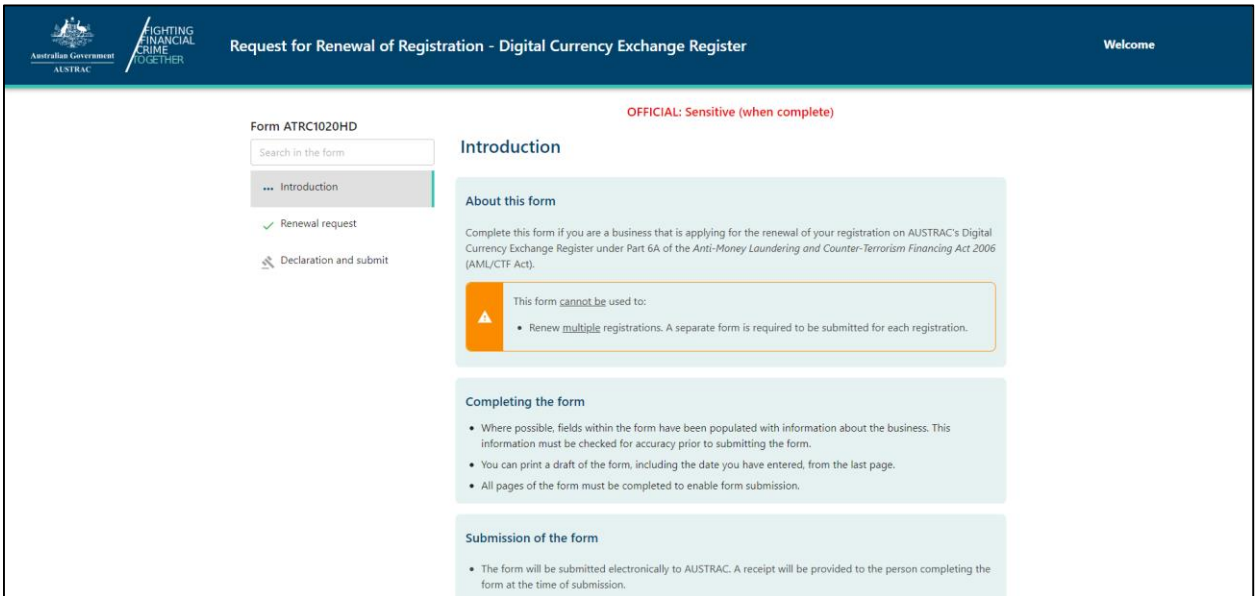
AUSTRAC is working on modernising our online forms. If you wish to use the old form, [download it here](#). Note that both versions of the form collect exactly the same information.

- Continue to retain relevant documentation and information relating to the initial application for registration.
- Ensure that transaction reports and compliance reports are up to date, complete and correct
- Ensure that key personnel have been monitored in accordance with their due diligence program during the period of registration and prior to applying for renewal.

If you satisfy these requirements,

OPEN
the registration renewal request form (ATRC1020HD)

7. Proceed with completing all sections on the form.



Request for Renewal of Registration - Digital Currency Exchange Register Welcome

Form ATRC1020HD OFFICIAL: Sensitive (when complete)

Search in the form

- Introduction
- Renewal request
- Declaration and submit

Introduction

About this form

Complete this form if you are a business that is applying for the renewal of your registration on AUSTRAC's Digital Currency Exchange Register under Part 6A of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act).

This form cannot be used to:

- Renew **multiple** registrations. A separate form is required to be submitted for each registration.

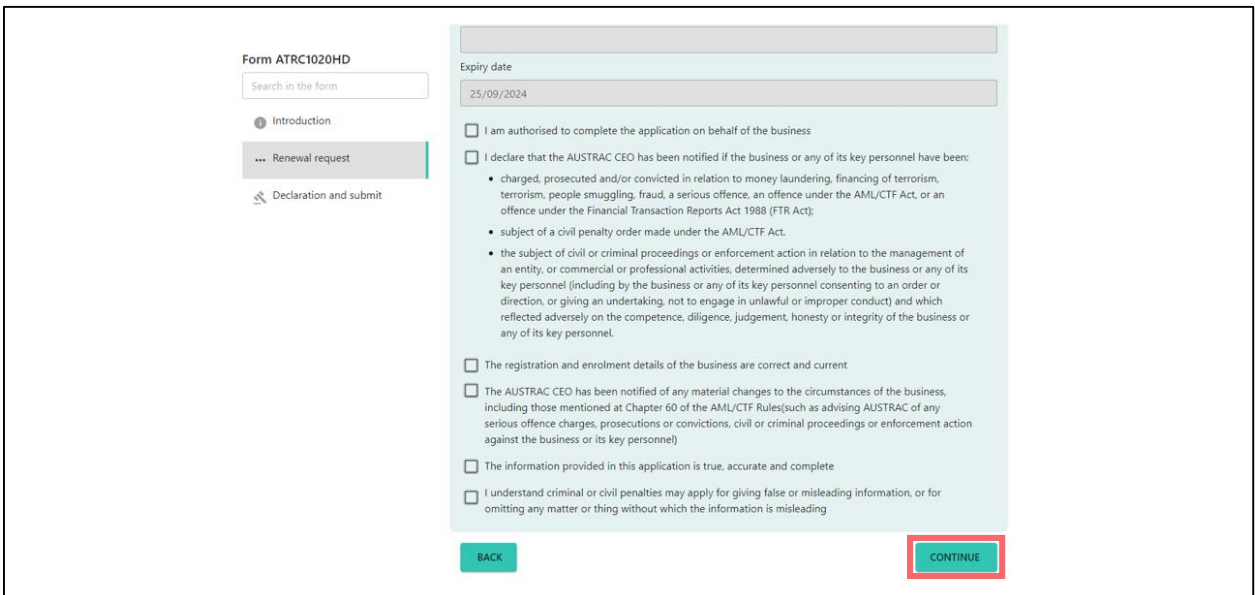
Completing the form

- 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 date you have entered, from the last page.
- All pages of the form must be completed to enable form submission.

Submission of the form

- The form will be submitted electronically to AUSTRAC. A receipt will be provided to the person completing the form at the time of submission.

8. Complete the renewal request section. Click **CONTINUE** to navigate to the declaration page.



Form ATRC1020HD

Search in the form

- Introduction
- Renewal request
- Declaration and submit

Expiry date
25/09/2024

I am authorised to complete the application on behalf of the business

I declare that the AUSTRAC CEO has been notified if the business or any of its key personnel have been:

- charged, prosecuted and/or convicted in relation to money laundering, financing of terrorism, terrorism, people smuggling, fraud, a serious offence, an offence under the AML/CTF Act, or an offence under the Financial Transaction Reports Act 1988 (FTR Act);
- subject of a civil penalty order made under the AML/CTF Act.
- the subject of civil or criminal proceedings or enforcement action in relation to the management of an entity, or commercial or professional activities, determined adversely to the business or any of its key personnel (including by the business or any of its key personnel consenting to an order or direction, or giving an undertaking, not to engage in unlawful or improper conduct) and which reflected adversely on the competence, diligence, judgement, honesty or integrity of the business or any of its key personnel.

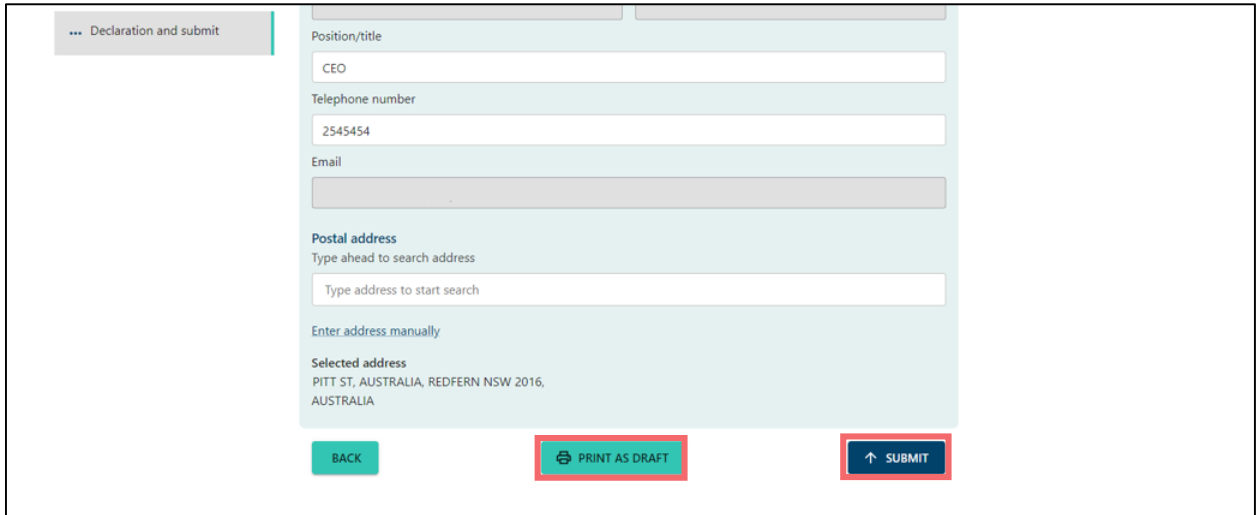
The registration and enrolment details of the business are correct and current

The AUSTRAC CEO has been notified of any material changes to the circumstances of the business, including those mentioned at Chapter 60 of the AML/CTF Rules (such as advising AUSTRAC of any serious offence charges, prosecutions or convictions, civil or criminal proceedings or enforcement action against the business or its key personnel)

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

9. If you want to print or save a copy of your draft form, select **PRINT AS DRAFT**. When you are ready to submit your form, click **SUBMIT**.



... Declaration and submit

Position/title
CEO

Telephone number
2545454

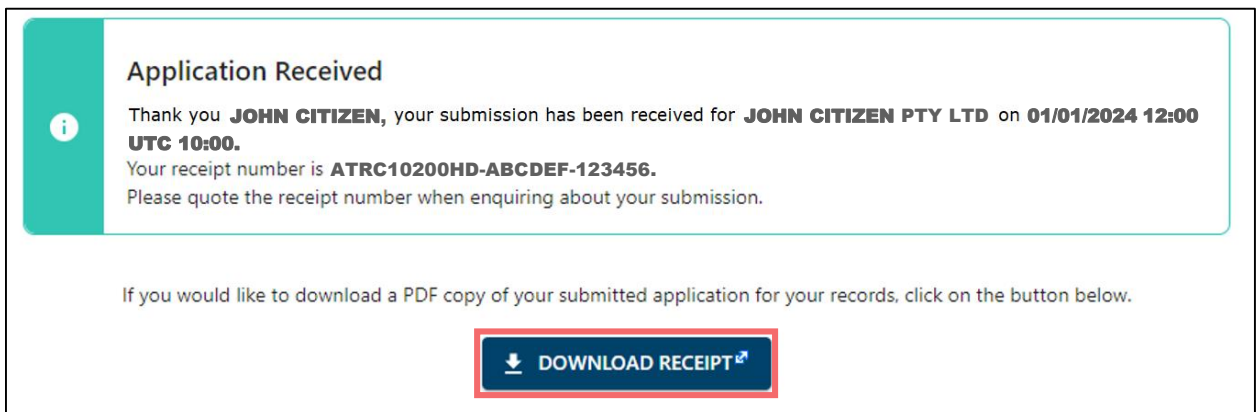
Email

Postal address
Type ahead to search address
Type address to start search

Enter address manually
Selected address
PITT ST, AUSTRALIA, REDFERN NSW 2016,
AUSTRALIA

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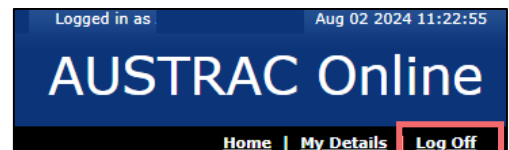
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AUSTRAC Online

Home | My Details Log Off

12. 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.