

You must keep your AUSTRAC enrolment and account details up to date. Reporting entities must tell us about any changes to enrolment details within 14 days.

This includes:

- the services you provide
- the structure of your business or organisation – including if your business merges with another reporting entity
- contact details
- the names and contact details of key personnel, such as directors or officeholders
- your annual earnings (see updating your annual earnings for more about this).

This guide will show you how to update your details.

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' text. There are input fields for 'User Name' and 'Password', a 'LOG IN' button, and a 'New businesses sign up' button. Below the login fields are links for 'Forgot your password?' and 'Terms of Use'. At the bottom, there is contact information for the AUSTRAC Contact Centre and copyright information for AUSTRAC 2008.

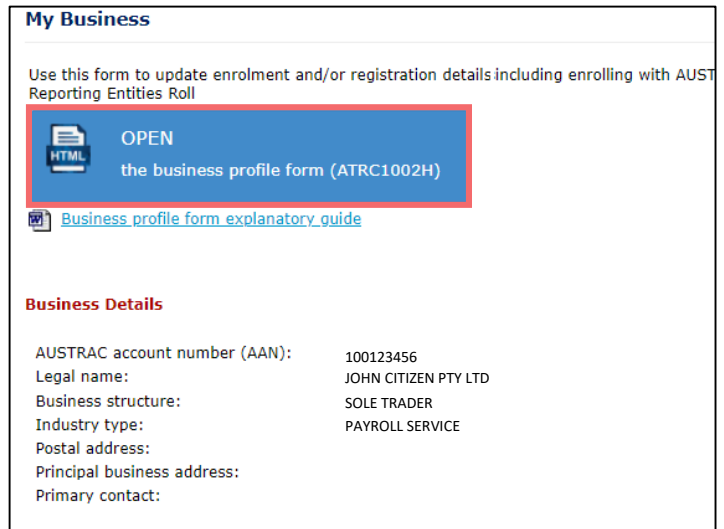
2. This step only applies if you are an AO user for more than one reporting entity. You will be prompted to select the Business you want to renew registration for.

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

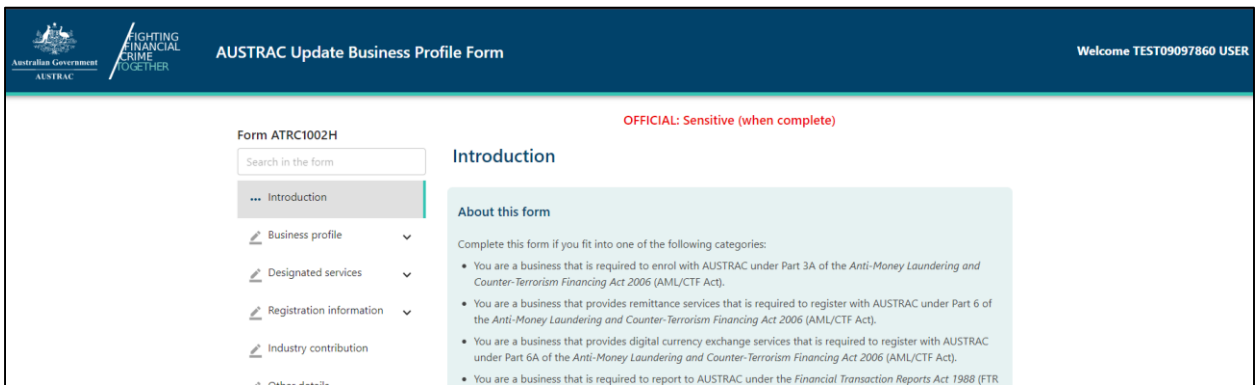
3. Click **My business**.



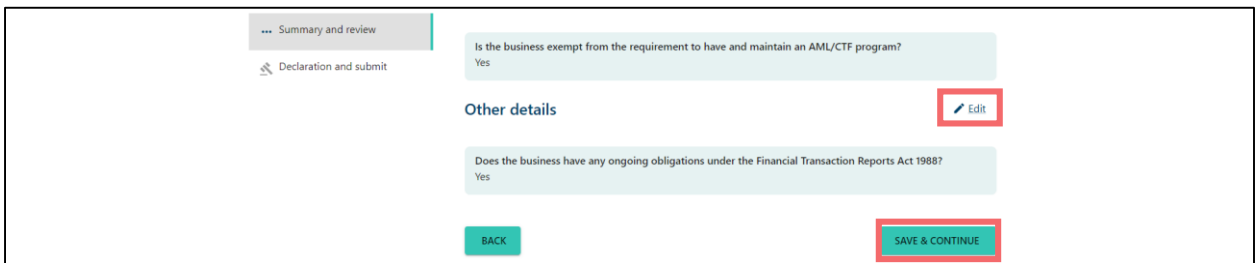
4. Click **OPEN** the Business profile form (ATRC1002H).



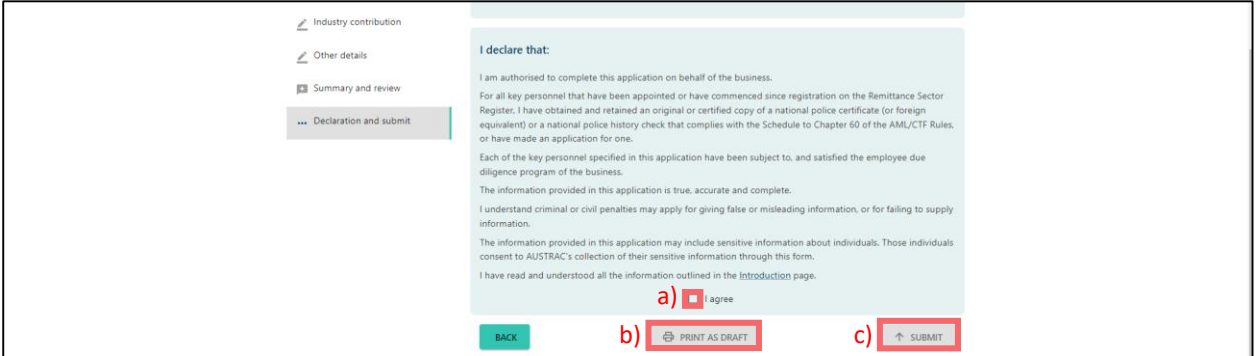
5. Proceed with completing the sections on the form that you want to update.



6. 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 proceed, click **SAVE & CONTINUE**.



- 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).



Industry contribution

Other details

Summary and review

Declaration and submit

I declare that:

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

For all key personnel that have been appointed or have commenced since registration on the Remittance Sector Register, I have obtained and retained an original or certified copy of a national police certificate (or foreign equivalent) or a national police history check that complies with the Schedule to Chapter 60 of the AML/CTF Rules, or have made an application for one.

Each of the key personnel specified in this application have been subject to, and satisfied the employee due diligence program 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.

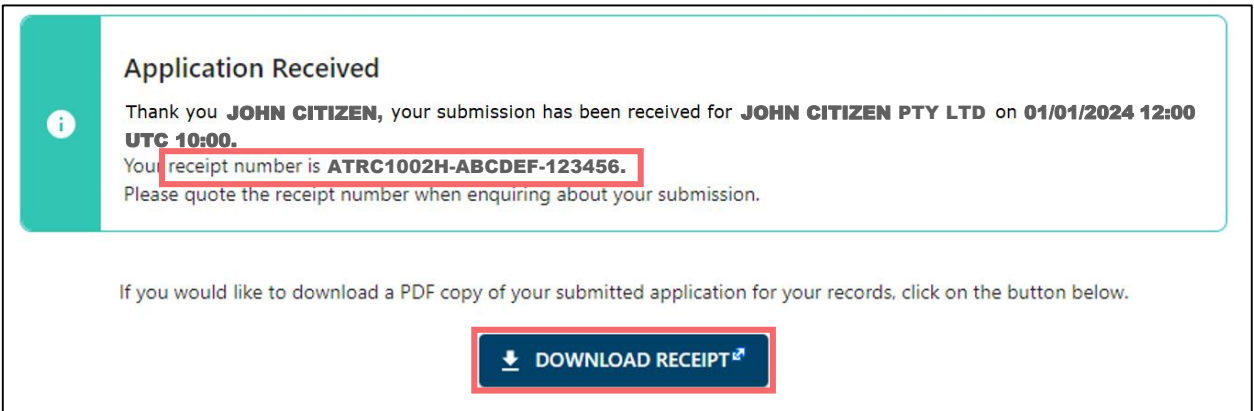
I have read and understood all the information outlined in the Introduction page.

a) I agree

b) PRINT AS DRAFT

c) SUBMIT

- 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**.

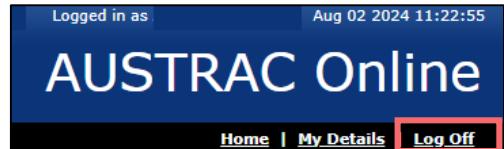
Your receipt number is **ATRC1002H-ABCDEF-123456**.

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

- 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

- 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.