

You must apply to remove your business or organisation from the Reporting Entities Roll if:

- you have stopped providing designated services
- you are unlikely to provide designated services again in the future
- you don't have any outstanding reporting obligations.

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 the text 'AUSTRAC Online'. Below the header are two input fields: 'User Name' and 'Password'. A green 'LOG IN' button is positioned below the password field. To the right of the input fields, there are two lines of red text: 'If you are unable to log in, reset your password using the "Forgot your password?" link. Wait 5 minutes then try logging on again.' and 'If you experience further difficulties, call or email the AUSTRAC Contact Centre for assistance.' Below the login fields are links for 'Forgot your password?' and 'Terms of Use'. A red button labeled 'New businesses sign up' is located to the right of the 'LOG IN' button. At the bottom of the page, there is a footer with contact information for the AUSTRAC Contact Centre 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      |

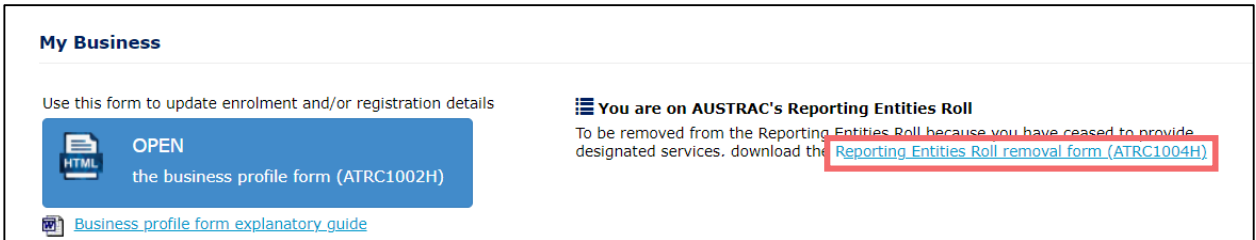
3. Click on **My Business**.



The screenshot shows the AUSTRAC Online user menu. It features the Australian Government logo and the text 'Australian Government Australian Transaction Reports and Analysis Centre'. Below the header, there are four menu items: 'My Business', 'Transaction Reporting', 'Remittance Sector Register', and 'AUSTRAC Online user guide'. The 'My Business' item is highlighted with a red box.

# Quick Reference Guide: How to Request Removal from the Reporting Entities Roll (ATRC1004H)

## 4. Click **Reporting Entities Roll removal form (ATRC1004H)**.



**My Business**

Use this form to update enrolment and/or registration details

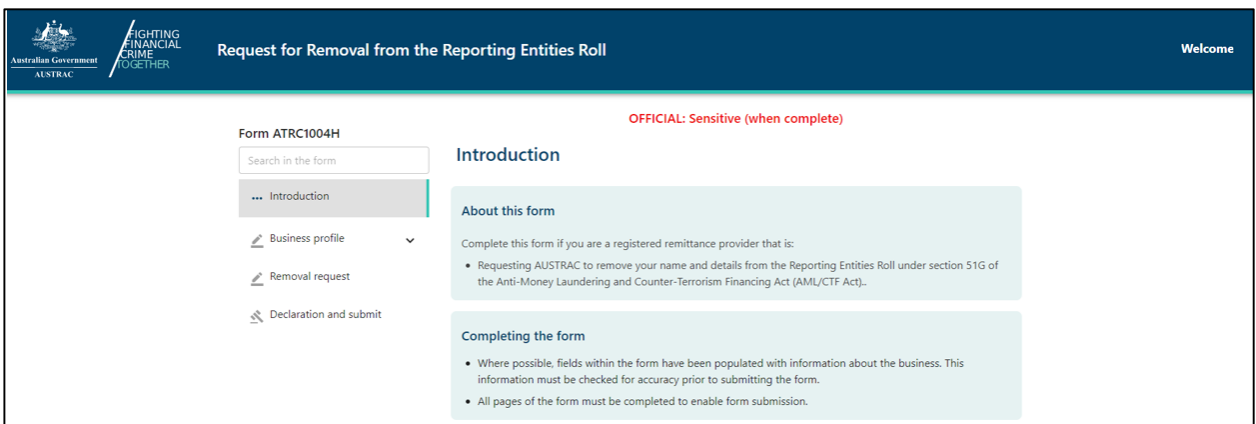
**OPEN**  
the business profile form (ATRC1002H)

**You are on AUSTRAC's Reporting Entities Roll**

To be removed from the Reporting Entities Roll because you have ceased to provide designated services, download the **Reporting Entities Roll removal form (ATRC1004H)**

[Business profile form explanatory guide](#)

## 5. Proceed with completing all sections on the form.



**Request for Removal from the Reporting Entities Roll** Welcome

Form ATRC1004H OFFICIAL: Sensitive (when complete)

Search in the form

Introduction

Business profile

Removal request

Declaration and submit

### Introduction

#### About this form

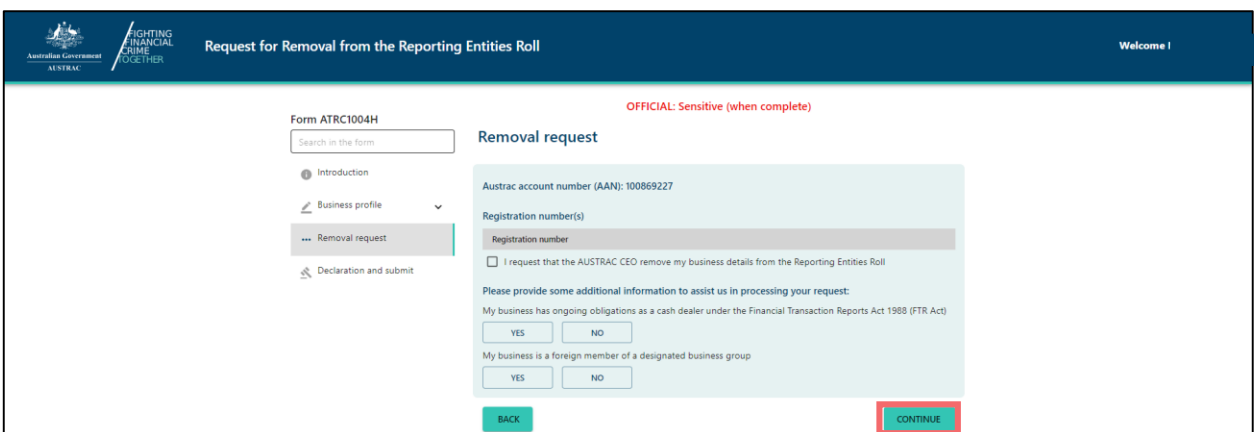
Complete this form if you are a registered remittance provider that is:

- Requesting AUSTRAC to remove your name and details from the Reporting Entities Roll under section 51G of the Anti-Money Laundering and Counter-Terrorism Financing Act (AML/CTF Act).

#### 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.
- All pages of the form must be completed to enable form submission.

## 6. Complete the removal request section. Click **CONTINUE** to navigate to the declaration page.



**Request for Removal from the Reporting Entities Roll** Welcome

Form ATRC1004H OFFICIAL: Sensitive (when complete)

Search in the form

Introduction

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### Removal request

Austrac account number (AAN): 100869227

Registration number(s)

Registration number

I request that the AUSTRAC CEO remove my business details from the Reporting Entities Roll

Please provide some additional information to assist us in processing your request:

My business has ongoing obligations as a cash dealer under the Financial Transaction Reports Act 1988 (FTR Act)

YES NO

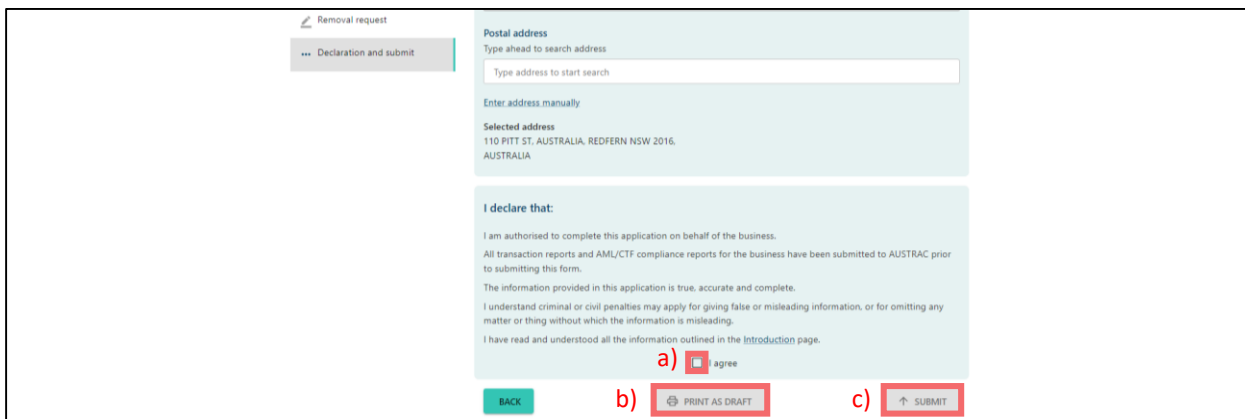
My business is a foreign member of a designated business group

YES NO

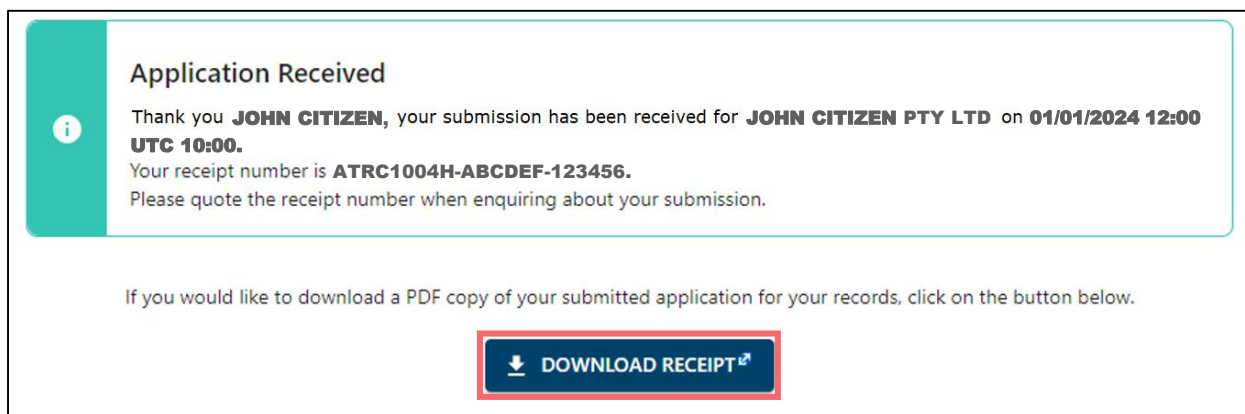
**BACK** **CONTINUE**

# Quick Reference Guide: How to Request Removal from the Reporting Entities Roll (ATRC1004H)

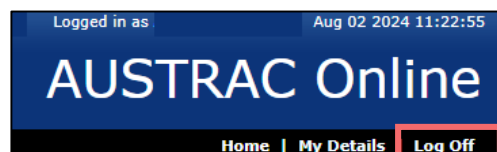
7. On the declaration page:
  - a) If you agree with the declaration check the **I agree** box.
  - b) If you want to print or save a copy of your draft form, select **PRINT AS DRAFT** (only available after checking the **I agree** box).
  - c) When you are ready to submit your form, click **SUBMIT** (only available after checking the **I agree** box).



8. 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.



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



10. You will receive a submission confirmation email from [contact@austrac.gov.au](mailto:contact@austrac.gov.au) that contains your receipt number, submission date and time link to download your submitted form.