



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

You must apply to remove your business or organisation from 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 <u>https://online.austrac.gov.au</u> and log in with your username and password.



2. This step only applies if you are a 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.







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

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

Use this form to update enrolment and/or registration details	<b>You are on AUSTRAC's Reporting Entities Roll</b>
OPEN	To be removed from the Reporting Entities Roll because you have ceased to provide
the business profile form (ATRC1002H)	designated services, download the Reporting Entities Roll removal form (ATRC1004H

5. Proceed with completing all sections on the form.

Request for Removal from the Reporting Entities Roll		
Form ATRC1004H (Jan 2025) Search in the form	OFFICIAL: Sensitive (when complete)	
Introduction     Business profile     Removal request	About this form Complete this form if you are a reporting entity 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).	
<u> </u> Declaration and submit	<ul> <li>Completing the form</li> <li>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.</li> <li>You can print a draft of the form, including the data you have entered, from the last page.</li> <li>All pages of the form must be completed to enable form submission.</li> </ul>	

6. Complete the removal request section. Tick the **box** to confirm the removal request and click **CONTINUE** to navigate to the declaration page.

Form ATRC1004H (Jan 2025) Search in the form	Removal request
Introduction	AUSTRAC account number (AAN): 100123456
Z Business profile 🗸	Registration number(s)
Removal request	Registration number
▲ Declaration and submit	IND100123456-001  RNP100123456-001  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 is a foreign member of a designated business group  YES NO
	BACK

Email: contact@austrac.gov.au

L International: +61 299500055 (international charges may apply)





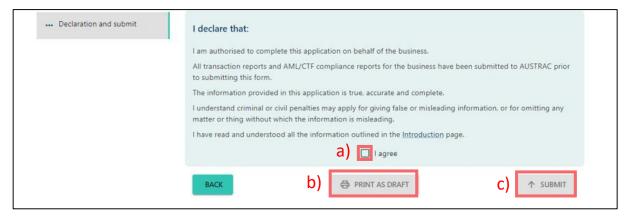
Quick Reference Guide: How to Request Removal from the Reporting Entities Roll (ATRC1004H)

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 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).



 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.



 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 <u>contact@austrac.gov.au</u> that contains your receipt number, submission date and time link to download your submitted form.