



Tranche 2 Rollout Plan

Task	Who	Deadline
<p>01 . Confirm regulated services</p> <p>Does Tranche 2 actually apply to you? Check through AUSTRACS guidance here: Designated services</p>	Principal/Director	e.g. This week
<p>02 . Nominate your Compliance Officer</p> <p>Yes, even if it's you. Make it official. Write it down. Complete this using the personnel forms here: Personnel forms</p>	Senior Manager	e.g. This week
<p>03 . Draft risk assessment</p> <p>You can't outsource knowing your own risk. Download AUSTRAC's template for risk assessments here: For real estate For legal</p>	Compliance Officer	e.g. 2 weeks
<p>04 . Finalise AML/CTF Program</p> <p>Document your AML/CTF Program properly. It must cover how you identify customers, manage risk, report suspicious matters, keep records and train staff. If it only exists in your head, it does not exist.</p>	Compliance Officer	e.g. 3 - 4 weeks
<p>05 . Get senior manager approval</p> <p>Someone senior to the nominated compliance officer must review your program. You'll need their signature. And their time. And probably their coffee.</p>	Senior Manager	e.g. Before go-live
<p>06 . Train staff</p> <p>Run formal AML/CTF training for all relevant staff. Cover red flags, reporting obligations and internal procedures. Keep records of attendance.</p>	Compliance Officer	e.g. Ongoing