

How to register a new organisation on the Coastal Trading Licencing System (CTLS)

IMPORTANT INFORMATION

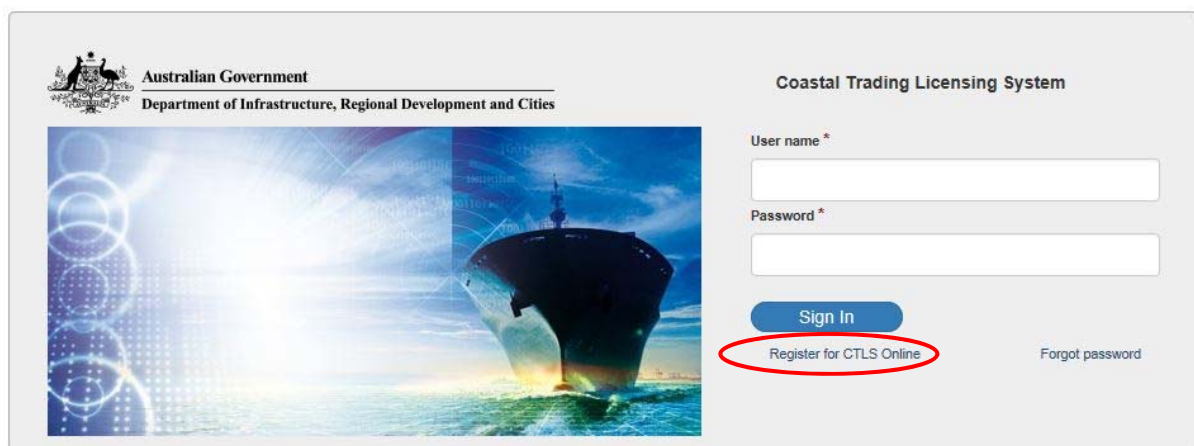
This guide is for an organisation's initial registration in CTLS only.

Do not use this process to add contacts to organisations already registered in CTLS.

To add additional people as contacts for an organisation, refer to the guide on adding a contact and retrieving passwords. Instructions can be found [here](#).

How to apply:

1. The registration process involves several steps, including:
 - Registering your user name and password
 - Registering your business
 - Approval of registration by the Shipping Business Unit (SBU)
2. Navigate to the CTLS login page located here <https://ctls.infrastructure.gov.au/>
3. Click on Register for CTLS Online.



Australian Government
Department of Infrastructure, Regional Development and Cities

Coastal Trading Licensing System

User name *

Password *

Sign In

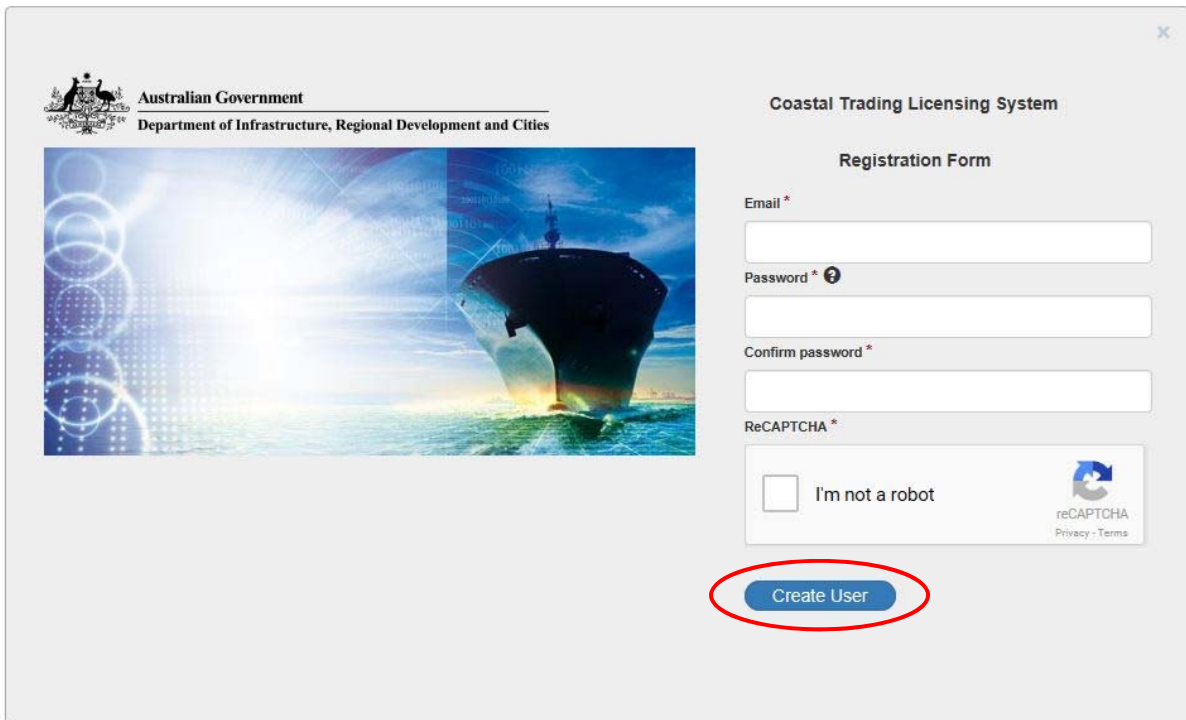
Register for CTLS Online

Forgot password

4. The Registration Form will open. Enter your details as required and click [Create User](#)

Note:

- If an email address has been used before in CTLS you will not be able to use it again.
- The required password characteristics are revealed by clicking on the question mark next to Password



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Coastal Trading Licensing System

Registration Form

Email *

Password * ⓘ

Confirm password *

reCAPTCHA *

I'm not a robot

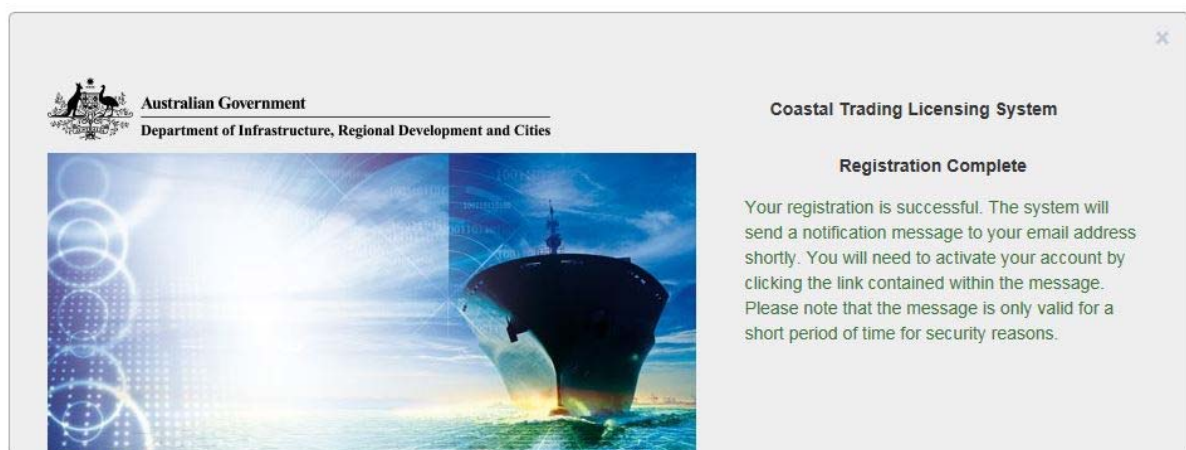
reCAPTCHA
Privacy · Terms

Create User

5. If you have successfully completed the first part of registering your organisation you will see a confirmation message.

Please note the instructions. An email will be sent to the address you just registered, you must click on the link in the email to continue with registration.

If you do not follow the link to continue the process within a short timeframe the registration process may time out and the email address may become locked out of CTLS.



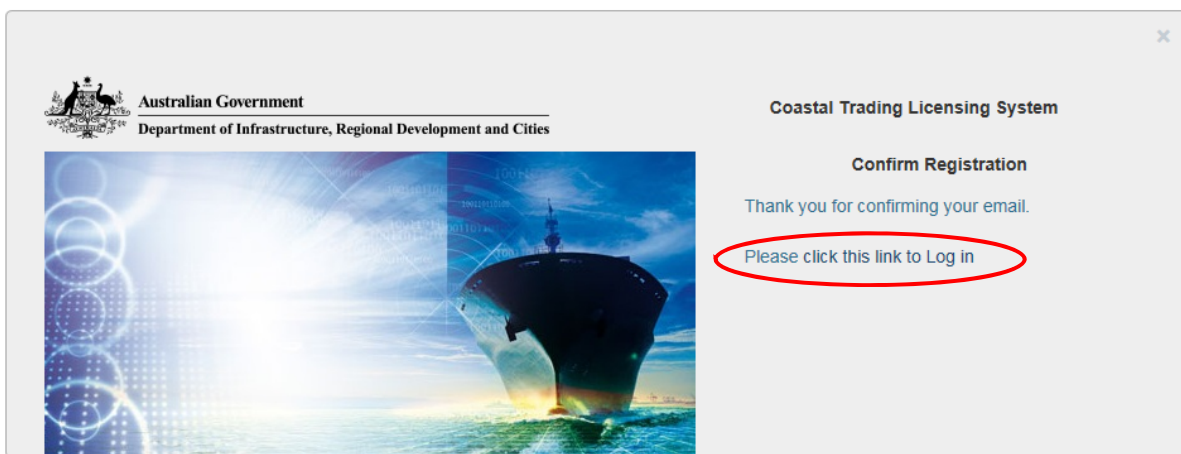
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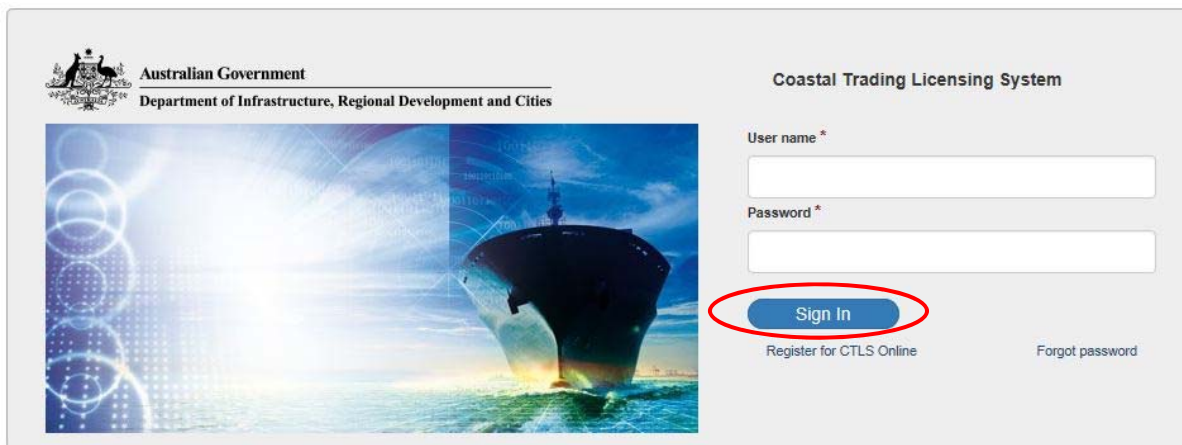
Registration Complete

Your registration is successful. The system will send a notification message to your email address shortly. You will need to activate your account by clicking the link contained within the message. Please note that the message is only valid for a short period of time for security reasons.

- When you click on the link in the email you will see the following confirmation message. To continue with registering your organisation click on [click this link to Log in](#).



- You will be taken back to the CTLS login page. Enter your details and click [sign in](#) to continue with the registration of your organisation.



8. On successful login you will see the “Register Your Organisation” screen. It will be the only screen available to you until your organisation is registered. A number of screens are compulsory and must be completed to submit a registration request. Your login email will automatically be added as the primary contact email, this field cannot be updated. Click [Register](#) to submit form.

NOTE: If you are a foreign organisation and do not have an ABN or ACN, you will not be able to complete the registration process through CTLS.

Please contact the SBU by:

- Email sbu@infrastructure.gov.au, or
- Phone 02 6274 7474

To discuss how to complete your registration.

Home Payments My Profile Application Forms My Applications My Licences My Vessels History

Organisation Details

Operator Type (Please tick all that apply) *

Owner Charterer Master Agent Shipper

Legal Name *

Operating Name *

ABN *

ACN *

Telephone *

Fax

Email *

Organisation Address

Level Number and Building Name

Address Line 1 *

Address Line 2

Address Line 3

Suburb *

State

Postcode

Country *

Primary Contact Details

Email

First Name *

Last Name *

Phone *

Fax

Mobile

Job Title *

Primary Contact Mailing Address Use Registered Address

Level Number and Building Name

Address Line 1 / PO Box *

Address Line 2

Address Line 3

Suburb *

State

Postcode

Country *

9. After successful completion of the registration form you will receive a confirmation message.

[Home](#) [Payments](#) [My Profile](#) [Application Forms](#) [My Applications](#) [My Licences](#) [My Vessels](#) [History](#)

Registration Pending Approval

The registration is successful. You will receive a confirmation email shortly.

The registration you submitted is subject to approval by the Shipping Business Unit of the Department of Infrastructure and Regional Development.

You will be informed of the decision after the process is complete.

If you have an urgent request, please contact the Shipping Business Unit on +61 2 6274 7474 or email to sbu@infrastructure.gov.au.

At this point the SBU will need to assess your registration, which may take 1-2 business days. The SBU may contact you or your organisation seeking further information to support your registration.

If you login to CTLS while your registration is being assessed, you will see a message advising that your registration is pending approval, no other functionality will be available.

If the SBU approves your registration, you will receive an email advising that your access to the CTLS system has been approved. You will then have access to the full range of system functionality the next time you login.