



How to edit a submitted statement or statement profile

May 2023

This guide provides instructions on how to edit a statement or edit statement details after you have submitted a statement on the Online Register for Modern Slavery Statements (Register). Please note that these steps do not apply where the statement has already been published on the Register. If you need to revise a statement (statement that has already been published), please review Chapter 6 of the 'Commonwealth Guidance for Reporting Entities' or contact slavery.consultations@ag.gov.au.

Edit submitted statement

1. If you need to make changes to a statement after you have submitted it, or change the details entered at the time you submitted your statement, log into your account on the Register by clicking the 'Login' button located at the top right hand side of the Register [homepage](#).

Australian Government
Attorney-General's Department

Home The Register About Resources Help and Feedback Sign Up **Login**

Online Register for Modern Slavery Statements

Welcome to the Australian Government's Online Register for Modern Slavery Statements. This website houses Modern Slavery Statements provided by entities reporting under the *Modern Slavery Act 2018*.

Submit a statement OR Search the register Search

| | | | | | |
|--|--|---|--|--|---|
| 7866 Entities indicative number of reporting entities covered by statements | 3 Commonwealth statements | 6199 Mandatory statements lodged | 807 Voluntary statements lodged | 52 Countries where reporting entities headquartered | 2159053 Searches performed |
|--|--|---|--|--|---|

- Next, in the Manage Statement tab, select the 'View Details' button.

Australian Government
Attorney-General's Department

Welcome
account@test.com

Manage Statements Voluntary Statements The Register Resources Help Profile Log out

My Modern Slavery Statements

Use this page to update draft Modern Slavery Statements and view previously uploaded Modern Slavery Statements. Select the 'details' button to update a draft Modern Slavery Statement or view details of previously uploaded statements. Select the 'Submit Modern Slavery Statement' button to submit a new statement.

Showing 1 of 1 results

Submit Modern Slavery Statement

| Created | Status | Type | Period | Entities | |
|------------------|-----------|--------|-------------------------|----------------------------------|------------------------------|
| 27/04/2023 12:04 | Submitted | Normal | 01/07/2021 – 30/06/2022 | Test Account AU (00 000 000 000) | View Details |

- After clicking the details button, click the 'Recall statement' button located on the bottom right side of your screen.

Provided Files

| Type | Name | Format | Status | |
|----------------|--------------|--------|--------|-------------------------------|
| Statement File | TEST doc.pdf | PDF | Review | Download File |

Recall statement ⓘ

- Click the 'Update' button on the bottom right side of your screen (*Note: Use the arrows on the right side of your screen to expand and view information about your entity*).

Done, you can update your statement now and it won't be reviewed until you submit it again.

My Statement #2023-429

This page provides details about your statement.

Select the 'Update' button to update or change the draft Modern Slavery Statement.

When you are ready to submit the Modern Slavery Statement, select the 'Submit' button to send the statement to the Attorney-General's Department for review and publication.

Basic information

Included Entities

Test Account AU
ABN 00000000000

Provided Files

| Type | Name | Format | Status | |
|----------------|--------------|--------|--------|-------------------------------|
| Statement File | TEST doc.pdf | PDF | Review | Download File |

Delete draft statement Update Submit

To make a change to your statement, update your reporting entity's details, or update your reporting entities statement details, please refer to the relevant sections below.

- Editing a statement: pages 3 to 5.
- Updating reporting entity's details and statement details: pages 5 to 7.

Editing a statement

1. After clicking the update button if you want to change a modern slavery statement you have already uploaded, click the delete button located on the right side of your screen in the 'Submit Modern Slavery Statement: Upload and Declaration' section

Australian Government
Attorney-General's Department

Welcome
account@test.com

Manage Statements Voluntary Statements The Register Resources Help Profile [Log out](#)

Submit Modern Slavery Statement: Upload and Declaration

Use this page to upload the Modern Slavery Statement and provide key details about the reporting entity covered by the Modern Slavery Statement.

Once you have provided this information, please complete the declaration and select the 'Submit' button to provide the Modern Slavery Statement to the Attorney-General's Department. The information icons on this page provide more information about each step.

Use the 'Save draft' button at the bottom of the page to save your progress.


i Please note that when you submit your statement it will not be automatically published. The statement will first be reviewed by Attorney-General's Department prior to publication. Statements are currently being published on a monthly basis.

Statement Files ?

| Type | Name | Format | Size | |
|----------------|--------------|--------|--------|------------------------|
| Statement File | TEST doc.pdf | PDF | 1.3MIB | Delete |

[Upload Statement](#) [Upload Supporting Documents](#)

- Next, upload your updated modern slavery statement file and any supporting documents. To do this, click 'Upload Statement', select the file from your computer and press 'open'. If this action is successful a green box will appear at the top of your screen stating 'The statement has been updated with a file attached'


 The statement has been updated with a file attached

Submit Modern Slavery Statement: Upload and Declaration

Use this page to upload the Modern Slavery Statement and provide key details about the reporting entity covered by the Modern Slavery Statement.

Once you have provided this information, please complete the declaration and select the 'Submit' button to provide the Modern Slavery Statement to the Attorney-General's Department. The information icons on this page provide more information about each step.

Use the 'Save draft' button at the bottom of the page to save your progress.

 Please note that when you submit your statement it will not be automatically published. The statement will first be reviewed by Attorney-General's Department prior to publication. Statements are currently being published on a monthly basis.

Statement Files




| Type | Name | Format | Size | |
|----------------|--------------|--------|--------|------------------------|
| Statement File | TEST doc.pdf | PDF | 1.3MIB | Delete |

Upload Statement Upload Supporting Documents

- After uploading a new statement, complete the declaration, add any additional information and click the 'Continue to review' button which is located at the bottom right hand of your web page (*Note: you can save draft to work on later*)

Declaration

I declare that:

- I am authorised to upload this Modern Slavery Statement and understand that uploading a fraudulent or false Modern Slavery Statement may be an offence. 
- The Modern Slavery Statement meets the requirements for approval and signature set out in sections 13 or 14 of the Modern Slavery Act 2018. 
- The Modern Slavery Statement addresses each of the mandatory criteria for content set out in section 16 of the Modern Slavery Act 2018. 

Optional Additional Information

Enter additional information below:

Go Back Save Draft Continue to Review

- After clicking 'Continue to Review' please read the information presented to you on the next page and click 'Submit' if you are ready for your statement to be sent to the Attorney-General's Department for review

Submit a Modern Slavery Statement: Review



The Modern Slavery Statement is now ready to be submitted.

The modern slavery statement (statement) you have uploaded is ready to be submitted.

Pursuant to section 19(2) of the *Modern Slavery Act 2018* (the Act), the AGD will register all statements properly submitted to it, including statements that may be non-compliant with the Act, in order to maximise transparency and ensure entities are publicly accountable for their actions to address modern slavery risks. Once a statement is registered by the AGD it will be published on the Online Register and will be accessible to the public. Statements that fail to meet the requirements for approval and signature set out in sections 13(2) or 14(2) of the Act will not be registered and will need to be amended and resubmitted with relevant approval and signature requirements.

Please note that the AGD will not advise you whether the statement you have submitted complies with the mandatory criteria for statements set out in section 16(1) of the Act prior to registering the statement.

Use the 'Submit' button below to submit the statement to the Attorney-General's Department (AGD). Use the 'Review' button to review and update the information you have provided.

Your progress will automatically save if you log out of the register. Once you submit the statement you cannot make further edits to the statement.

Go Back and Update

Submit

Updating your reporting entity's details or statement details

1. After clicking the update button if you want to change the details of your reporting entity go to the 'Reporting Entity' section, located after the 'Statement Files' section


Reporting Entity

| No. | ABN | Reporting Entity Name | Revenue | Non-Profit? | Operating in Australia? | |
|-----|------------|-----------------------|---------|-------------|-------------------------|------------------------|
| 1 | 0000000000 | Test Account AU | 1BN+ | no | yes | Delete |

2. Now you can enter any updated details of your reporting entity, including your entities' ABN, name or annual consolidated revenue. Once you have entered the updated details in the boxes provided, review the two statements located to the left of the 'Save Reporting Entity' button and check the boxes as appropriate. Click 'Save Reporting Entity'

Add Reporting Entity

ABN

1000000000 

Reporting Entity Name

TEST ACCOUNT 

Annual Consolidated Revenue (millions)

1BN+ 

Previously Known As

ACCOUNT TEST 

Please check this box if the reporting entity is a not-for-profit entity

Please check this box if the reporting entity is currently operating in Australia 

Cancel

Save Reporting Entity

Statement Details (i)

Key brands and business names

Please enter key brand names and business names associated with the reporting entity and any entities it owns or controls. If a key brand name is the same as the company name you do not need to enter this brand name here.

test

Country where headquartered

Please select the country or countries where the reporting entity is headquartered from the dropdown list. You can select multiple countries.

× Australia

Industry sectors

Please select the key industry sectors for the reporting entity and any entities it owns or control from the dropdown list. You can select multiple sectors.

× Fashion, textiles, apparel and luxury goods

Reporting obligations under similar legislation overseas

Please select any similar overseas laws that apply to the reporting entity or any entities it owns or controls from the dropdown list. You can select more than one law. Leave this field blank if none of the laws in the list apply.

Reporting Period (i)

2021-2022 Australian Financial Year

Second email address

account@test.com

3. Once the page refreshes additional fields will appear. If you are submitting a joint statement, please enter these details for all entities covered by your joint modern slavery statement. If you are not, you do not need to enter any further details as you have provided the details of the single entity covered by your statement.

- After making any desired changes to the 'Reporting Entity' click the 'Continue to Review' button which is located at the bottom right hand of your web page.

Declaration ⓘ

I declare that:

- I am authorised to upload this Modern Slavery Statement and understand that uploading a fraudulent or false Modern Slavery Statement may be an offence. ⓘ
- The Modern Slavery Statement meets the requirements for approval and signature set out in sections 13 or 14 of the Modern Slavery Act 2018. ⓘ
- The Modern Slavery Statement addresses each of the mandatory criteria for content set out in section 16 of the Modern Slavery Act 2018. ⓘ

Optional Additional Information ⓘ

Enter additional information below:

Go Back Save Draft Continue to Review

- After clicking 'Submit' please read the information presented to you on the next page and click 'Submit' if you are ready for your statement to be sent to the Attorney-General's Department for review.

Submit a Modern Slavery Statement: Review

The Modern Slavery Statement is now ready to be submitted.

The modern slavery statement (statement) you have uploaded is ready to be submitted.

Pursuant to section 19(2) of the *Modern Slavery Act 2018* (the Act), the AGD will register all statements properly submitted to it, including statements that may be non-compliant with the Act, in order to maximise transparency and ensure entities are publicly accountable for their actions to address modern slavery risks. Once a statement is registered by the AGD it will be published on the Online Register and will be accessible to the public. Statements that fail to meet the requirements for approval and signature set out in sections 13(2) or 14(2) of the Act will not be registered and will need to be amended and resubmitted with relevant approval and signature requirements.

Please note that the AGD will not advise you whether the statement you have submitted complies with the mandatory criteria for statements set out in section 16(1) of the Act prior to registering the statement.

Use the 'Submit' button below to submit the statement to the Attorney-General's Department (AGD). Use the 'Review' button to review and update the information you have provided.

Your progress will automatically save if you log out of the register. Once you submit the statement you cannot make further edits to the statement.

Go Back and Update Submit