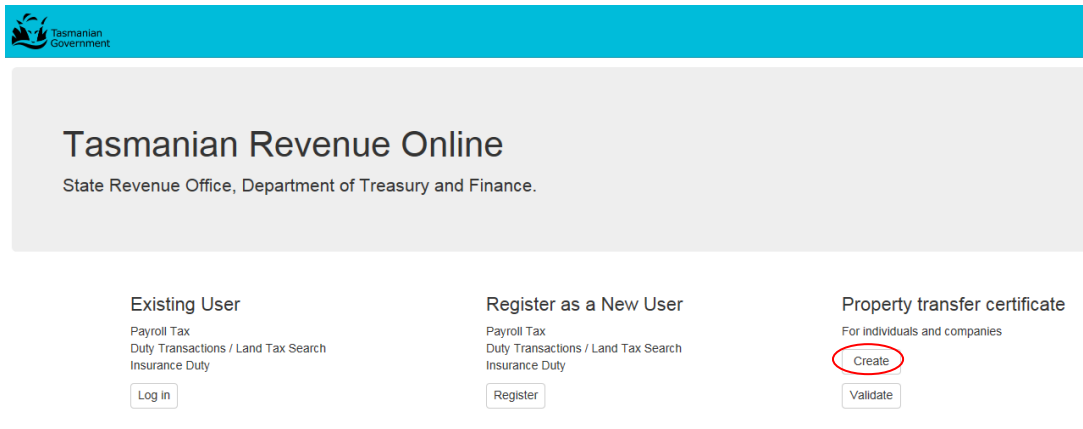


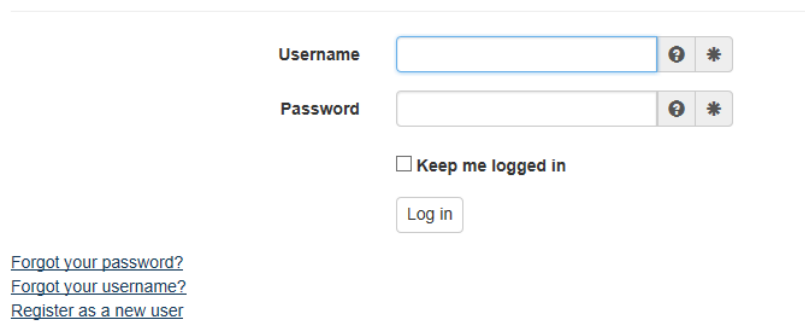
Creating a property transfer certificate

1. Go to **www.tro.tas.gov.au**.
2. Under the **Property transfer certificate** heading, click on the **Create** button as follows:



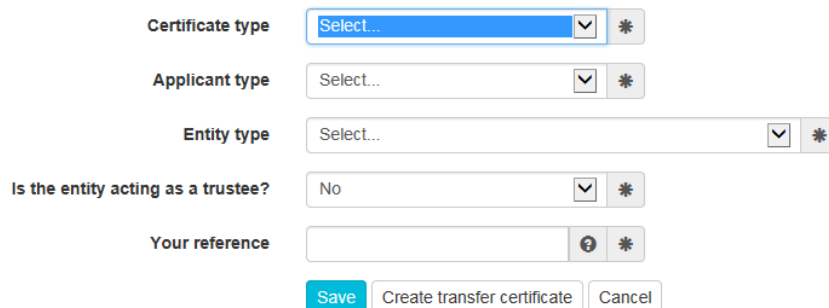
3. The TRO log in screen is displayed:

Log in with your username and password



4. Enter your **Username**.
5. Enter your **Password**.
6. Click on the **Log in** button.
7. The create transfer certificate screen displays as follows:

Create transfer certificate



8. Select the **Certificate type**.
9. Select the **Applicant type**.
10. Select the **Entity type**.
11. Select the response to **Is the entity is acting as a trustee?**

12. Enter **Your reference**.
13. Click on the **Create transfer certificate** button.
14. The certificate details will be displayed as follows:

Property transfer certificate

[Create](#) [Copy certificate](#) [Validate](#)

Certificate number	Party name	Type name	Your reference	Status	Issued date			
8752816300	DTF	Transferee	Test certificate	Issued	09-May-2017	Edit	Copy	PDF