



# TRANSFEROR (Vendor) Information Form

State Revenue Office  
Department of Treasury and Finance

## About this form

Use this form to collect information about the transferor (vendor) of land. Separate forms are required for each additional transferor.

## Which parts of this form does the transferor complete?

- ▶ I am a Natural Person:  
Complete only Parts **A** and **C**.
- ▶ We are a Company, Organisation, Foreign Corporation, or Government Organisation:  
Complete only Parts **B** and **C**.

Alternatively the information can be supplied electronically by either:

- completing a 'Property Transfer certificate' on Tasmanian Revenue Online (TRO) at [www.tro.tas.gov.au](http://www.tro.tas.gov.au); or
- completing the transferor's details when creating a new duties transaction in TRO if you are registered for a duties transaction account.

Important: Land transfer instruments **cannot** be stamped or endorsed for duty if the required transferor (vendor) information is not provided.

## Who should complete this form?

This form should be completed by the transferor or by their representative who has authority to supply their information.

## Filling in this form

You can print this form while blank and fill it out by hand, or you can fill it in using Adobe Acrobat (version 8 or later). Depending on the version of Acrobat you are using, you may not be able to save the edited document, but you will still be able to print it.

## For assistance

Should you have questions about completing this form, please contact the State Revenue Office.

## Where to lodge the completed form

- **Do you have a representative acting for you?**  
Return the completed form to your representative.  
or
- **Are you representing yourself?**  
Lodge the completed form and the original duty transaction with the State Revenue Office by mail, email or in person (as shown below).

### Mail

Commissioner of State Revenue  
GPO Box 1374, HOBART TAS 7001

### Email

[dutyhelp@treasury.tas.gov.au](mailto:dutyhelp@treasury.tas.gov.au)

### In person

Ground floor  
Salamanca Building Parliament Square  
4 Salamanca Place HOBART TAS 7000  
Weekdays 9:00 am to 5:00 pm

## Contacting the State Revenue Office

### Phone

(03) 6166 4400 (option 4 option 3) or 1800 001 388  
Weekdays, 9:00 am to 5:00 pm

### Email

dutyhelp@treasury.tas.gov.au

### Personal Information Protection Statement

Personal information is collected by the Commissioner of State Revenue and used for the purpose of administering the Taxation Administration Act 1997. You are required to provide this information under the relevant provisions of that Act.

Your personal information may only be disclosed in accordance with the provision of the Taxation Act, and will be managed in accordance with the Personal Information Protection Act 2004. You may access your personal information on request to the Commissioner of State Revenue. A fee may be charged for this service.

# PART A

## to be completed by a Natural Person

### I. About the Transferor

Surname (last name)	
First (given) name	
Other given (middle) name	
Date of birth	

### 2. Prior name details

Have you been known by another name (including maiden names)?

- Yes** – please list the previous names below, then go to question 3.
- No** – please go to question 3.

Surname (last name)			
Given (first) name			
Other given names			

### 3. Transferor's citizenship

Is the Transferor an Australian Citizen?

- Yes, I am an Australian Citizen** - please go to **PART C**.
- No** - please complete the details below, then go to **PART C**.

Nationality		If a person is not an Australian Citizen under the Australian <i>Citizenship Act 2007</i> , then they are a foreign citizen. Nationality must be provided.
Passport number		This field is non-mandatory.
Visa number		This field is non-mandatory.
Visa subclass		Only required where Visa number is supplied.
Visa expiry date		Only required where Visa number is supplied.
Country code of residence		This is a three-letter code that represents the person's country for tax purposes. For example Australia = AUS. This field is not mandatory.
Overseas entity identifier		This is a unique identifier allocated to a person in their country of tax residence for identification purpose, e.g. tax identification number (TIN). This field is non-mandatory.
FIRB application number		This is the Foreign Investment Review Board application number. This field is non-mandatory.
Other entity identifier		This is any other unique identifier for a person not provided under Overseas entity identifier. This field is non-mandatory.

## PART B

to be completed by  
a Company, Organisation, Foreign Corporation,  
or Government Organisation

### About the Transferor

Company/Government body name	<input type="text"/>	This field must be completed.
Australian Company Number (ACN)	<input type="text"/>	Insert your details in at least one of the four fields on the left.
Australian Business Number (ABN)	<input type="text"/>	
Australian Registered Body Number (ARBN)	<input type="text"/>	
Overseas entity registration number (OERN)	<input type="text"/>	

## PART C

to be completed by any of the following:  
Natural Person, Company, Organisation, Foreign Corporation,  
or Government Organisation

### 1. Contact Details

Contact name	<input type="text"/>		
Position held (if non-natural person)	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business
		<input type="checkbox"/> Home	
Email Address	<input type="text"/>		

### 2. Transferor's address at the time of transfer

*This is the residential street address of the transferor and cannot be a P.O. Box.*

Address line 1	<input type="text"/>		
Address line 2	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

## PART C - continued

### 3. Transferor's address for future notices

Is the address the same as in Question 2?

- Yes** - please go to question 4.  
 **No** - please provide the address for future notices.

Address line 1			
Address line 2			
Suburb			
State		Postcode	
Country			

### 4. Transferor's capacity

Is the Transferor acting in the capacity of trustee? (including as a personal representative of an estate)

- Yes** - please complete the details below.  
 **No** - please go to question 5.

Name of trust

Type of trust

e.g. fixed, unit, discretionary, superannuation, testamentary

### 5. Transferor's interest in the property

If more than four properties are transferring, please attach details of additional properties.

	Volume/Folio number	Percentage interest in property prior to transfer.	Tenancy type (sole/joint/common)	Is the land tax* classification correct? (Yes or No)
Property 1				
Property 2				
Property 3				
Property 4				

\*The land tax classification is shown on the Land Tax Search.

For more information, see the '[Land Tax Search](http://www.sro.tas.gov.au)' factsheet at [www.sro.tas.gov.au](http://www.sro.tas.gov.au).

If you have identified that a land tax classification is incorrect for any of the properties listed, please contact the State Revenue Office to have the classification amended.

*To lodge this form, please follow the details shown on page 1.*