

## Pre-populate TRO fields with TOLD dealing information



**LTO:** Land Titles Office    **TOLD:** Tasmanian Online Land Dealings    **TRO:** Tasmanian Revenue Online

### New functionality in TRO

The new '*Populate fields from TOLD*' function pre-populates TRO data fields with information from the TOLD system. It is designed to reduce data entry and transcription errors.

The pre-populate functionality applies **only** for property transfers, and not Trusts.

### What details will I need?

The *Dealing Number* and *Dealing Security Code* (printed on the LTO Dealing Instrument) will need to be entered in TRO for data to pre-populate.

### Do I have to use this new TRO function?

No. You can choose to manually enter the details in TRO.

### If you need assistance ...

#### a) Using TOLD

Please contact the Land Titles Office.

#### b) Auto-populating TOLD information in TRO

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

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

**See next two pages for instructions and FAQs.**

## Prepare the dealing in TOLD

1. Enter all required information in TOLD.
2. At step 10 (*Publish to State Revenue Office?*), if you select:
  - **Yes:** you will be able to pre-populate the information in TRO.
  - **No:** you will not be able to pre-populate the information in TRO.

STEP 10 PUBLISH TO STATE REVENUE OFFICE?

PUBLISH TO SRO  Yes  No

3. At step 14 you will need to 'Save' the dealing.

## Enter the transaction in TRO

1. Enter the Dealing Number (top right on your Dealing Instrument) into the *LTO Dealing Number* field in TRO. *Check that you enter a Dealing Number matching exactly the number on your Dealing Instrument.*

TASMANIAN LAND TITLES OFFICE  
Transfer  
Section 58 Land Titles Act 1980.

THE TRANSFEROR for the consideration specified below (receipt of which from the transferee, hereby acknowledged) HEREBY TRANSFERS to the TRANSFEEE the estate and interest specified in the land described hereunder subject to the mortgages and encumbrances registered thereon including any created by dealings lodged for registration before the lodging of this transfer.

Folio of the Register		DESCRIPTION OF LAND	
Volume	Folio	If subject to existing mortgages - list here.	If part of land - describe part.
123456	1		If easement created - describe easement.

Estate and Interest: **in fee simple**

Transferor: \_\_\_\_\_  
Transferee: \_\_\_\_\_  
Consideration: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Witness (Signature): \_\_\_\_\_  
(Print Full Name): \_\_\_\_\_  
(Full Postal Address): \_\_\_\_\_

Land Titles Office Use Only

Dealing Security Code: 0000000

Dealing Security Code: 000000

Dealing information

Transfer type: Property transfer

More information:  
[Documentary evidence guideline](#)  
[Evidence of Value Public Ruling PUB-DT-2016-6](#)  
[PUB-GEN-2021-1 Interest and Penalty Tax](#)

Transaction certificate number: \_\_\_\_\_ **Populate fields**

Client reference: \_\_\_\_\_ \* ?

LTO Dealing Number: \_\_\_\_\_ \* ? **Populate fields from TOLD**

LTO Dealing Security Code: \_\_\_\_\_ ?

Please indicate the extent of any Trusts involved in the Transaction: None **Proceed with population**

2. Select the *Populate fields from TOLD* button. The *LTO Dealing Security Code* field will appear.
3. Enter the Dealing Security Code from your Dealing Instrument into TRO's *LTO Dealing Security Code* field. *Check that you enter a Dealing Security Code matching exactly the code on your Dealing Instrument.*
4. a) Select an option from the next field drop-down menu to indicate whether the transaction involves any Trusts. *If the transferor or the transferee is a Trust, information will not pre-populate in TRO.*  
b) Select the *Proceed with population* button.
5. TRO will display the following pop-up screen:

Message from webpage

Selecting OK will remove any data already entered for this transaction.  
Do you want to pre-populate TRO with data entered in TOLD?

OK Cancel

6. Select OK. The system will pre-populate TRO with the information entered in TOLD. *You can manually edit any of the pre-populated fields.*
7. Complete the remaining fields for the transaction and proceed as usual.

## Frequently Asked Questions

**Q Why can't we pre-populate information about Trusts?**

A Information required by the LTO is different to that needed by the SRO for Duties purposes.

**Q Why can't all information be pre-populated?**

A TOLD and TRO do not require the same details. Therefore it is not possible for each organisation's information needs to be transposed - for example, where only part of a property is being transferred.

**Q Why didn't the transferor's address pre-populate?**

A If you have not entered the information into TOLD the field will remain blank in TRO.

**Q What happens if I overlooked selecting 'Yes' to the *Publish to State Revenue Office* field in TOLD?**

A If you prefer for the TOLD information to pre-populate in TRO, you can return to TOLD and amend the dealing. For the next step, select the Yes button in *Publish to State Revenue Office* and save the changes. Once that has been done, return to TRO and again select *Populate fields from TOLD*.

**Q Can I populate a transaction using a Transaction Certificate and the *Populate fields from TOLD* function?**

A If you have populated a transaction using the *Populate fields from TOLD* function in TRO you can override that information using a Transaction Certificate. However, if you do select that option the *Populate fields from TOLD* function in TRO cannot be used.

**Q Can anyone else populate a transaction with my Dealing Number?**

A A TRO transaction can only be pre-populated (using *Populate fields from TOLD*) where the *Dealing number* and the *Dealing Security Code* exactly match the details in TOLD. In instances where numbers do not match, the following message will display:

In order to populate the duties transaction fields with TOLD data, please enter the same Dealing Security Code that appears on the LTO Dealing Instrument.

**Q I will be entering transaction data in TOLD, but another person will be entering information in TRO. What do you recommend?**

A When entering information into TOLD it is recommended that you always select 'Yes' to the *Publish to State Revenue Office* option. This will enable a different user the option of selecting the *Populate fields from TOLD* function in TRO.

**Q Why did I receive the following error message?:  
*Entered dealing number must refer to a valid Prepared Dealing in TOLD.***

A The error occurs when:

- the entered Dealing Number does not match the Dealing instrument; **or**
- the Dealing when entered into TOLD was not saved.

To fix the error:

Re-enter and save the Dealing in TOLD to generate a new Dealing Number to enter into TRO.  
(If you did not prepare the initial Dealing in TOLD, please contact the SRO for assistance).