



Transferor Transaction Certificate

- The vendor or their representative (if the representative is a TRO Agent) can create vendor-related information in TRO to provide to the purchaser's representative a certificate before settlement. The purchaser's representative may use the certificate to: i) endorse a transaction, or ii) create a Transferee Transaction Certificate.
- The process ensures that the vendor's information is being correctly inputted into TRO prior to settlement.
- The certificate is linked to the TRO Agent's Duty account and can only be viewed, edited and printed from the 'Duty transactions' menu within the account.
- The certificate contains the vendor's personal information, entered either manually (all details are visible) or by a transfer certificate (only the name is visible).
- The certificate includes property information, such as PID, volume/folio and interest transferring.

Where the vendor or their representative is not a TRO Agent

A *Transferor (Vendor) Transfer Certificate* may be provided instead of a Transferor Transaction Certificate if the vendor or their representative is not a TRO Agent.

Transferee Transaction Certificate

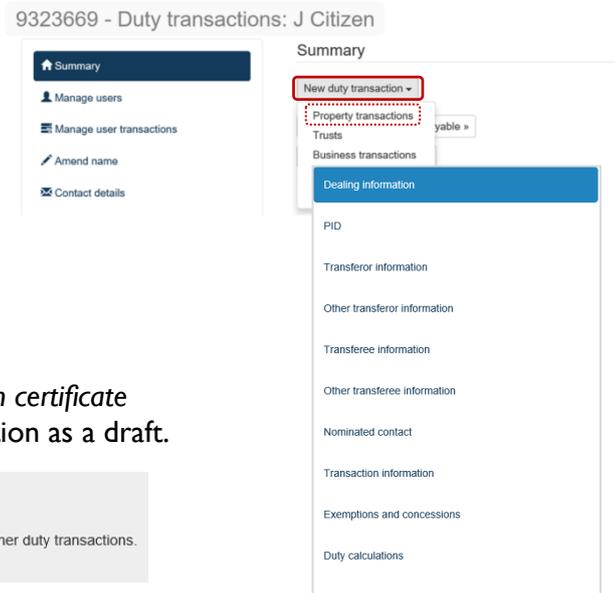
- The purchaser or their representative (if the representative is a TRO Agent) can create the Transferee Transaction Certificate to provide full transaction information (usually at settlement) to a third-party stamping agent such as a bank.
- The certificate contains both the vendor and purchaser's personal information, entered in one of the following ways:
 - a) manually (all details are visible);
 - b) by transfer certificate (only the name is visible);
 - c) by a transferor transaction certificate (containing personal and property information); or
 - d) using a combination of a, b and c above.
- The process ensures the information is ready for settlement. The certificate cannot be created if information is missing from any of the fields in TRO. The stamping agent can amend it if required.
- TRO allows the settlement date to be entered as a proposed (future) date.

What should I do if the purchaser or their representative is not a TRO Agent?

A *Transferee (Purchaser) Transfer Certificate* (see [TRO User Factsheet 17](#)) may be provided instead of a Transferee Transaction Certificate if the purchaser or their representative is not a TRO Agent.

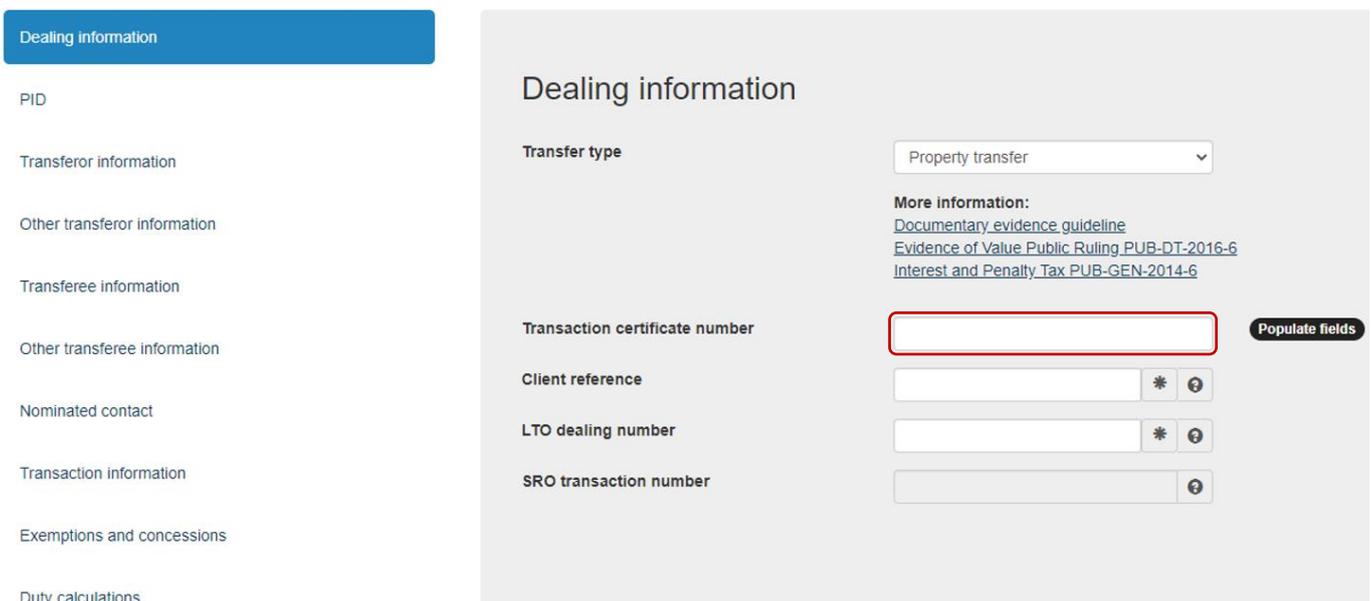
How to create a Transferor or Transferee Transaction Certificate

1. To create a transaction certificate you must register for *Duty transactions/land tax search* (refer to the [factsheet about how to register](#)). Once registered, the *Application type* should be *One off transaction for taxpayer/representative*. (Note: a legal practitioner or conveyancer who provides legal advice to clients about duty transactions can apply to be a TRO Agent.)
2. Once registered for duty transactions, select your account. On the summary page select the *New duty transaction* drop-down menu, and choose *Property transactions*.
3. If creating a Transferor Transaction Certificate, complete all required fields on successive pages up to and including *Other transferor information*.
4. Select *Transferor transaction certificate*.
5. If you wish to create a Transferee Transaction certificate, complete all fields relating to the transaction.
6. On the *Duty calculations* page, select the *Transferee Transaction certificate* button. There is also a separate option to save your information as a draft.



Using a Transaction Certificate

1. If you are provided a Transaction Certificate at settlement, input the Certificate number into TRO to auto-populate the majority of the transaction details.
2. Enter the *Transaction certificate number* on the *Dealing information* screen, and select *Populate fields*. The information from the certificate will auto-populate the screen, leaving a small number of details to be entered manually. You can then submit the transaction to the SRO or self-endorse the transaction.



Frequently Asked Questions

Q. Who can create a certificate?

A. A representative or the individual themselves is able to create either a Transferor or Transferee Certificate.

Q. If I am the transferor (vendor), to whom do I give the certificate?

A. Give the certificate to your representative. If you are acting for yourself, give the certificate to the transferee's representative or to the transferee at settlement.

Q. If I am the transferee (purchaser), to whom do I give the certificate?

A. What to do in the following situations:

- a) **I have a representative:** provide the certificate to your representative.
- b) **I am acting for myself (and will have a mortgage):** provide the certificate to the bank's representative at settlement.
- c) **I am acting for myself (and do not have a mortgage):** lodge the certificate with the State Revenue including other necessary information. If you are not familiar with the documentation required to be lodged, contact the State Revenue Office.

Q. Does the certificate have to be electronic?

A. No, you can complete the paper version of the form. You may need to generate an electronic form because some banks do not accept the paper form.

Q. What are the functions of the Edit, Copy, and PDF on the TRO Reference screen?

Property transfer certificate

Create Copy certificate Validate Show All

Certificate number	Party name	Type name	Your reference	Status	Issued date	
6245280560	John Citizen	Transferee	John Citizen	Issued	12-Feb-2020	Edit Copy PDF

A. **Edit ...** Enables information within the certificate to be edited up until the point of the certificate being used (i.e. when it is given to your representative).

Copy ... Duplicates the certificate (with the capacity to change fields). This could be used if there are two or more parties' names to the transaction who share similar details.

PDF ... Generates a printable certificate to: i) use at settlement, or ii) hand to your representative.

Q. Can I use a transferor certificate and a transferee certificate to create a transaction certificate?

A. Yes, you are able to populate the vendor information and the purchaser information from separate certificates. You will then be required to complete the remaining information for the transaction.

Q. Can I use a certificate more than once?

A. No, certificates are single-use.

If you have two dutiable transactions relating to the same parties, separate certificates are required.

Q. What should I do if I make a mistake in my certificate?

A. The creator of the certificate can amend it through until the certificate is used.

Q. How do I cancel a transaction certificate?

- Click on 'View/Updated' on the right hand side of the certificate to open it.
- Click the 'Cancel/Withdraw transaction' button and enter the reason for cancelling the certificate. (If you do not see a 'Cancel/Withdraw transaction' button, contact your system administrator about access).
- Should an alert notice say that the dealing number has already been registered at the Land Titles Office, amend the dealing number in the certificate to 99999999. Save the changes and then cancel the certificate.