



What is a transfer certificate?

A transfer certificate enables the personal information of both parties to a transaction (the vendor and the purchaser) to be collected. (Some people choose to collect the same details using the paper forms, [property transfer duties forms for transferor/transferee information](http://www.sro.tas.gov.au/forms), at www.sro.tas.gov.au/forms).

What are the advantages of using a transfer certificate?

- Transfer certificates maintain the confidentiality of a party's personal details. Those details are not available to the other parties and their representatives when the transaction is completed.
- Transfer certificates are linked to an individual username in Tasmanian Revenue Online (TRO). That user can only create, view, edit or copy a certificate by logging into TRO.
- Transfer certificates are useable for one dutiable transaction only. However, if a party requires a duplicate certificate (e.g. because they are involved in more than one property transaction), certificates can be copied to generate a new number with the same information.
- The transferor's (vendor) or the transferee's (purchaser) representative may request a transfer certificate prior to settlement.

How do I create a transfer certificate?

Refer to the steps shown on the next page of this factsheet.

Why do many TRO Agents prefer transfer certificates?

A transfer certificate reduces the amount of data entry required of the TRO Agent. Clients can create a certificate and pass it to their representative for use in TRO. The TRO Agent can use the certificate number to auto-populate a range of transaction data.

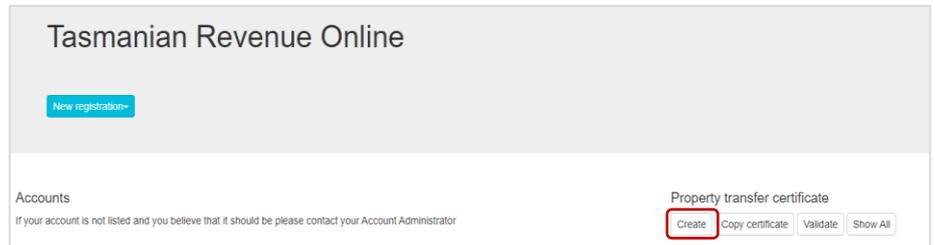
For assistance creating transfer certificates

Email: dutyhelp@treasury.tas.gov.au

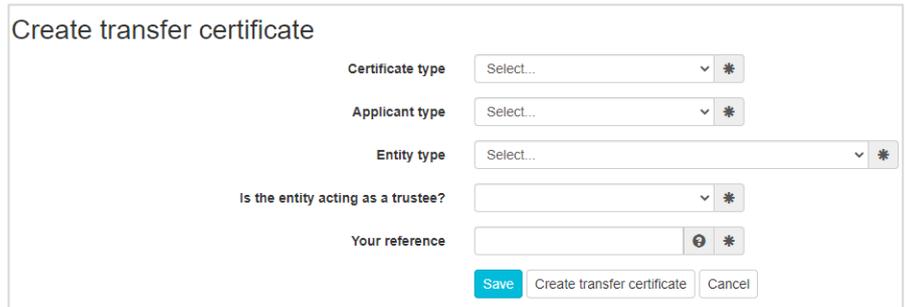
Phone: (03) 6166 4400 (option 4 option 3)
1800 001 388
(weekdays, 9:00am to 5:00pm)

How to create a Transfer Certificate

1. Go to www.tro.tas.gov.au.
A TRO username and password are needed to complete a Transfer Certificate. (Follow [this guide](#) if you do not have a username/surname).
2. On this screen, select 'Create'.



3. Make selections that are relevant to your situation from the drop-down options for the following fields (shown on the screenshot to the right):



Certificate type

Transferee (Purchaser); or
Transferor (Vendor); or
Both (I am remaining on title).

Applicant type

I am the applicant; or
I am a representative.

Entity type If applying as a government-owned company, select the 'Company/Organisation Foreign corporate' option.
Additional questions may include:

Date of birth (individuals only);
Nationality/Citizenship;
Australian Company Number or similar;
Address at time of transfer;
Address for future notices from the State Revenue Office.

Is the entity acting as a trustee? - if yes, you must provide the trust name and trust type.

Your reference - enter a reference of your choice to help you identify the certificate in the future.

Save - enables you to save the data you have already inputted and return to it later.

Create transfer certificate - opens to the TRO reference screen.

About the Edit, Copy and PDF functions on the TRO reference screen

The TRO reference screen displays the certificate details.

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

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 the client's 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.

Frequently asked questions

Q. What is the difference between a *Transfer Certificate* and a *Transaction Certificate*?

A. Transfer certificate: contains the transferor or transferee's personal information (name and citizenship/nationality), but no details about the transaction or the property for transfer. The information is only viewable by the party who created the certificate and the State Revenue Office.

Transaction certificate (transferor or transferee): contains the personal information about either the vendor or purchaser as well as details about the transaction. The viewable information includes the consideration paid, the date of the agreement, the date of settlement and any exemptions or concessions being claimed.

The TRO Agent and the State Revenue Office can view all details in a transaction certificate.

Q. A transfer certificate can be used only once. How do I know if it has already been used?

A. 'Validate' a transfer certificate to check its status:

- a) log in to TRO;
- b) select 'Validate';
- c) enter the certificate number you have been provided; and
- d) select the validate button for the status of the certificate.

Property transfer certificate

Create Copy certificate **Validate** Show All

Validate transfer certificate X

Certificate number 6053656731

Validate Return

Validate transfer certificate X

Certificate number	6053656731
Certificate time / date	13:58 23/11/2019
Certificate type	Transferee (Purchaser)
Name	John Citizen
Address or Client reference	Citizen
Status	Unused

Return

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

A. The creator can amend information in a certificate through until the certificate is used. The certificate cannot be amended if it has been used. To rectify an incorrect, used certificate, you can create a new certificate.