



This Help Card will detail the steps for a Transmission Application (also known as Application by Personal Representative).

## Create a new Workspace



Click  and add the following key details:

- Select your Jurisdiction
- Role = Incoming Proprietor
- Land Title(s) and **Validate**
- Subscriber Workspace Reference
- Financial Settlement? = **No**
- Transfer? = **No**
- Request Land Title Data = **Now**
- Workgroup
- Click .


## Review Land Titles

- Navigate to the **Land Titles** screen
- Review the land title details returned from the Land Registry.

## Mark Proprietor as Deceased

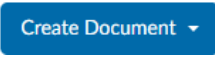

- Navigate to the **Participants** screen
- Locate the deceased Proprietor
- Select  > **Edit Party**
- Select **The Proprietor is Deceased**
- Click .

## Create Executor/Administrator

- On the **Participants** screen click **Create Party**
- Select **I Represent this Party**
- Complete details including **Party Capacity**
- Click .

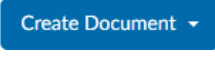
**Note:** If there is a Mortgagee on Title, invite them in as CT Controller

## Create Transmission

- Navigate to the **Documents** screen
- Click  > **Transmission**
- Complete outstanding details
- Click .

## Create Nomination

If you hold a paper certificate of title, you will need to complete a Nomination.

- Click  and create the **Nomination**
  - Where are you authorising this title to be used? = **this PEXA Workspace**
  - Is the title currently paper? **Yes**
  - Do you wish to retain eCT control of the title after the transaction?
    - Select **Yes** if are entitled to retain electronic control of the title post registration

- Select **No** if wish to request a paper title or if another party is entitled to the retain the title post registration
- **View and Sign and lodge** the Nomination

**Note:**

- you do not need to complete the Nomination if you are the CT Controller of an eCT
- if there is a Mortgagee on Title, they will complete this step.

## Edit Lodgement Instructions, Sign and Lodge all documents

- Click  > Lodgement Instructions >

Edit review details and click



- Click  > Transmission > View
- Click  > Transmission > Sign
- Click  > Lodgement Instructions >

Submit for Lodgement.

For more information visit:

[Community - Standalone Survivorship VIC](#)