
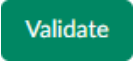



This Help Card will detail the steps for a Transmission Application (also known as Application by Personal Representative).

Create a new Workspace



Click  and add the following key details:

- Select your Jurisdiction
- Role = **Incoming Proprietor**
- Land Title(s) and 
- 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

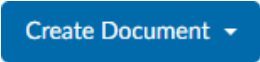

- Navigate to the **Participants** screen
- Locate the deceased Proprietor
- Select  > **Edit Party**
- Select **The Proprietor is Deceased**
- Click .

Create Executor/Administrator

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

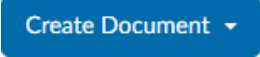
Note: If there is a Mortgagee on Title, invite them in as CT Controller

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 down arrow  > **Transmission** > **View**
- Click  > **Transmission** > **Sign**
- Click  > **Lodgement Instructions** > **Submit for Lodgement**.

For more information visit:

[Community - Standalone Survivorship VIC](#)