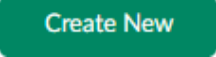


This Help Card will detail the steps for a Transmission Application (also known as Application by Personal Representative).

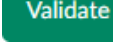
Create a new Workspace

Click  and add the following key details:

- > Select your Jurisdiction = **VIC**
- > Transaction Type = **Transmission**


You can click the tick box to 'Make this my default Transaction Type'. This is optional.

- > Role = **Incoming Proprietor**

> Land Title(s) and 

- > Subscriber Workspace Reference
- > Financial Settlement? = **No**

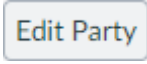

The question defaults to 'No' based on whether the Transaction Type would most likely include Financial Settlement.

- > 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

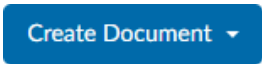

- > Navigate to the **Participants** screen
- > Locate the deceased Proprietor
- > Select  > **Edit Party**
- > Select **The Proprietor is Deceased**
- > Click .

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 – Transmission Application \(APR\)](#)