

1. Create a new Workspace

Click **Create New Workspace** and add the following details:


- Jurisdiction = **VIC**
- Role = **Mortgagee on Title/To Deal with an Interest**
- Land Title(s) and **Validate**
- Subscriber Workspace Reference
- Financial Settlement? = **Yes/No**
- Request Land Title Data = **Now**
- Workgroup
- Click **Save**.

Note: Only choose To Deal with an Interest when transferring an Annuity.

2. Review Land Titles

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

3. Represent your client

- Navigate to the **Participants Screen**
- Locate the interest holder you represent
- Use the action cog  select **Edit Party** to display the Party screen
- Select **I Represent this Party**
- Complete the outstanding details
- Click **Save**.

4. Invite Participants

- On the **Participants** screen select **Invite Participant**
- Invite the Participant receiving the Interest in the role of **To Deal with an Interest**
- Complete the outstanding details
- Click **Send Invitations**.

Note: If a third party is in control of the certificate of title, you will need to invite them in as **CT Controller**.

5. Create Transfer of Interest

- Navigate to the **Documents** screen
- Click **Create Document** > **Transfer of Interest**
- Select the **Interest Affected**
- Select Consideration Type: **Monetary/Non-Monetary**
- Click **Save**.

6. Create Nomination








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

- Click **Create Document** and create the **Nomination**
 - Where are you authorising this title to be used? = **this PEXA Workspace**
 - Is the title currently paper? **Yes/No**

- Do you wish to retain eCT control of the title after the transaction?
 - Select **Yes** if you are entitled to retain electronic control of the title post registration
 - Select **No** if another party is entitled to the retain the certificate of title post registration (e.g. the party receiving the Interest)
- **View and Sign** the Nomination.



Note: The Nomination will automatically be lodged once signed.

7. Edit Lodgement Instructions, Sign all documents



- Click   **Lodgement Instructions > Edit**
- Review and complete any outstanding details and click 
- Click   **Transfer of Interest > View**
- Click   **Transfer of Interest > Sign documents**

8. If there is NO Financial settlement

If you are the **Responsible Subscriber/** party receiving the Interest and there is no Financial Settlement

- Click   **Lodgement Instructions > Submit for Lodgement**

9. If there is a Financial Settlement

- Navigate to **Settlement** screen
- **Add Destination** and **Source** line items as applicable
- Click   **Sign > Financial Settlement Schedule.**

Check that:

- All documents are sign and lodgement verification is successful
- Financial settlement is correct, balanced and signed
- The Workspace must be in **READY** status for settlement to be successful.

For more information visit:

[Transfer of Interest Mortgage or Annuity Charge VIC](#)