



Completing Your First Transfer Representing the Purchaser in VIC

Use the following steps as a guide to completing your first transfer with financial settlement in PEXA

Incoming Proprietor

(Purchaser)

1. Either: Create a New Workspace

Create New Workspace

with the following key details:

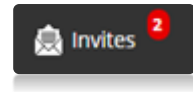
- ✓ VIC Jurisdiction
- ✓ Role = **Incoming Proprietor**
- ✓ Land Title(s)
- ✓ Subscriber Workspace reference (matter number)
- ✓ Workgroup
- ✓ Financial Settlement date and time



Start as soon as possible

or, Accept an Invitation

- Review the Invitation sent from the **Proprietor on Title**
- Select **Accept**
- Enter your Subscriber Workspace reference (your unique identifier for the workspace, e.g. matter number)



Accept within 5 business days

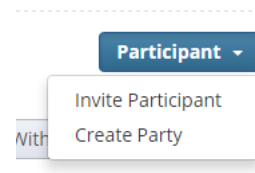
2. Review Land Titles

- Navigate to the Land Titles screen
- Review the land title details returned from the Land Registry (including proprietors on title, any existing caveat or mortgage details)

3. Create Party

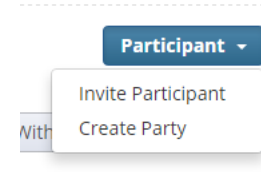
- Navigate to the **Participants** screen
- Select Participant > **Create Party**
- Select **I Represent this Party**
- Role = **Incoming Proprietor**
- Enter customer details, including date of birth and address details

Save



4. Invite Participant

- Select Participant > **Invite Participant**
- Invite Vendor as **Proprietor on Title**
- If a Mortgage is to be lodged, invite the financial institution who is the **Incoming Mortgagee**



5. Create Transfer

- Navigate to the **Documents** screen
- Click **Create Document** > **Transfer**
- Complete the Transfer details

Save

6. Edit Notice of Acquisition

- Click  > **Edit Notice of Acquisition**
- Complete the Notice of Acquisition details

Save

Once complete, please View Notice of Acquisition and print the rendered document to send to relevant authorities

7. Verify Stamp Duty

- Navigate to the **Stamp Duty** screen
- Take note of the SRO Transaction ID and Transfer ID numbers
- Navigate to Duties Online
- Using the Transaction ID and Transfer ID numbers, locate the Duties Online transaction and complete your application for duty assessment
- Return to PEXA

Verify Stamp Duty

You must complete Stamp Duty online outside PEXA using Duties Online www.sro.vic.gov.au/dutiesonline

8. Monitor the Proprietor on Title's Completion of Tasks

- Via the **Documents** screen, review that the Proprietor on Title completes the Transfer and Notice of Acquisition documents

Proprietor on Title reviews and then signs documents


9. Monitor the Incoming Mortgagee Creates and Signs Mortgage Document

The financial institution that is the Incoming Mortgagee was invited to the workspace in step 4


10. Monitor Documents

- Review the **Documents** screen and monitor completion of tasks by other participants



- Click  > **View** to view a rendered version of the document

11. Edit Lodgement Instructions

- Click  **Edit > Lodgement Instructions**
- Review Order of lodgment
- Confirm Responsible Subscriber

Save

*Editing lodgement instructions unsigns documents in the lodgement case. Select **View** if no changes are required.*

*Lodgement verification is initiated on **Save***


12. Sign Lodgement Instructions

- Click  **Sign > Lodgement Instructions**

13. Providing funds: Complete and Verify Source line items

- Navigate to the **Financial Settlement** screen
- Select **Source** tab
- **Add Source** funds where necessary (e.g., Purchasers equity)

- Click  > **Verify Funds** to verify the line item

- Click  > **Authorise** to authorise any Trust source accounts
- Select **Destination** tab
- **Add Destination** funds where necessary (e.g. Water authority, local council, conveyancing fees)



2 business days prior to settlement

14. Sign Financial Settlement Schedule

- Click  **Sign** > Sign Settlement Schedule



At least 1 hour prior to settlement

15. Monitor Workspace

- Review your workspace and monitor any changes to the workspace right up to settlement via the **Workspace Summary** screen
- You also receive email notifications informing you of changes to the workspace



*Any changes to the title 1 hour prior to settlement triggers a **Positive TAC** notification. This must be acknowledged by **Incoming parties** for settlement to proceed*

16. Successful Settlement

- Check that :
 - All documents are signed and lodgement verification is successful
 - Financial settlement is correct and **balanced**



*The workspace must be in status of **Ready** for settlement to be successful*