

Guide to submitting Government requested data only

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1 Overview

Welcome to Property Reporting Online (PRO) system. This system will enable the users to submit an Electronic Advice of Sale (EAS), a re-enquiry, advice of sale only, as well as collect the government requested information quickly and easily.

In the section A of this example, the initiating agency (you) are representing the Incoming proprietor (purchaser). In section B, we assume that you are representing the Proprietor on title (seller).

Section A will assist you in providing the Government requested information only for an overseas company as the incoming proprietor without submitting an EAS. Section B will assist you in accepting an invitation and providing Government requested information for an Australian sole proprietor.

2 Section A: Data Entry

In order to provide the government requested information only via Property Reporting Online (PRO), log into MyLandgate and select the Property Reporting Online on the 'Conveyancer channel', This takes you to the dashboard of your agency.

Note: Both purchasers' and sellers' representative can initiate a transaction and invite the other. In this example, we assume that the initiating agent is the purchasers' representative.

- To start a new transaction, select 'New' from top left corner of the dashboard.

Note: You can use 'tab' to navigate through the fields on a page and use enter to go to the next page.

2.1 Contract Details

- Enter the contract details on the first page.

Note: You can copy information from another source and paste it into the fields in PRO or you can select data from another source and drag and drop into the PRO fields with ease.

- Enter your 'Agency File Reference' if applicable.
- Choose the type of transaction from the dropdown; 'Transfer' for this example.
- *Add 'Contract Date' (cannot be a future date).
- *Add 'Settlement Date' (Must be after contract date).

Note: Settlement date must be within 3 months before or after the date of EAS submission.

- Check Resumption (only if applicable)
- Enter 'Contract Sale Price' as a whole dollar value, without commas or decimal point. Include GST if any.
- Enter 'GST payable', if applicable.
- Enter 'Non-Monetary Consideration', if 'Contract Sale Price' is zero.

Note: Examples of Non-monetary considerations may be gift, love and affection, pursuant to will, etc.

- Enter 'Business Goodwill/ Intellectual Property' (AUD), if applicable.

Note: Business Goodwill/IP is the residual value after all other asset values have been allocated.

- Enter 'Interest Transferred' as a percentage.

Note: Interest transferred is the percentage of a property being transferred, as distinct from the percentage of the property being transferred to (each) party.

- Select 'Next' to go to the next page

2.2 Title and Property Details

On the Add titles page, you are required to provide relevant property details.

The screenshot shows the 'Add transaction' page in the Landgate Property Reporting Online system. The page has a header with the Landgate logo and the text 'Property Reporting Online'. Below the header, there are navigation tabs for 'New' and 'Find'. The main content area is titled 'Add transaction' and includes a progress indicator with five dots, the first of which is highlighted in green. Below this, there is a section for 'Add titles'. The 'Title(s)' section contains a search form with the following fields: 'Volume' (1814), 'Folio' (536), 'And/Or', 'Lot', and 'Plan'. A search button (magnifying glass) is located to the right of the search fields. Below the search form, there is a 'Property Search Results' section with a table containing one row: 1814-536, 752/D61765, SMITH. There are 'Clear Results' and 'Add Selected' buttons below the table. At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons.

- Enter the 'Volume and Folio' and/or the 'Lot and Plan' of the property being transacted on. You do not need to add prefixes or suffixes.
- Select the 'magnifying glass' on the right hand side (RHS).
- Check the tick box on the RHS for the correct property and select 'Add Selected'

Note: In case of multi lot properties, the record will bring up all the lots contained within the Certificate of Title.

- Confirm the property details on the next page.
 - a. Select anywhere on the property row to expand the property details.

The screenshot shows the 'Add transaction' page with the property details expanded. The 'Title(s) for SMITH' section displays a table with the following data:

Title	Lot/Plan	Property Address	Area (sqm)
1814-536	752/D61765	241 BEECHBORO RD N EMBLETON 6062	1801

Below the table, there is an 'Add Property' button. At the bottom of the page, there are 'Cancel', 'Previous', and 'Next' buttons.

b. Select all applicable land usage (more than one may be applicable).

The screenshot shows the 'Add transaction' form with the following details:

- Title(s) for SMITH:**

Title	Lot/Plan	Property Address	Area (sqm)
1814-536	752/D6/1765	241 BEECHBORO RD N EMBLETON 6062	1801
- Land Usage:**
 - Residential
 - Industrial
 - Vacant Land
 - Utility / PS
 - Rental
 - Sports / Recreation
 - Primary Production
 - Quarry / Mine
 - Commercial
- Building Status:**
 - New Building
 - Residential Off-Plan Purchase
- Address Incorrect:**
 - Landgate please investigate

Buttons: 'Add Property' (circled in red), 'Cancel', 'Previous', 'Next'. A trash icon is also circled in red.

Note: All properties in the same transaction must have identical Proprietors on title and Incoming Proprietors, and the interest transferred for each property must be identical. If not identical, you will need to submit a separate EAS.

- Select all applicable land usage (more than one may be applicable).
- Select the applicable building status.
- Check 'Landgate please investigate' only if there is a discrepancy in the property address.
- Select 'Next'.

2.3 Proprietor Details

On the next page, you will be able to confirm the details of proprietor/s on title (seller) and also add the incoming proprietor/s (buyers).

a.

The screenshot shows the 'Add transaction' form with the following details:

- Proprietors on Title:**

Name	Representing Agency
SMITH, LAURA TRISH	Unrepresented

Buttons: '+ Add Proprietor on Title' (circled in red), '>'.
- Date Acquired:** 07/06/2017
- Date Vacated:** 26/09/2017
- Date Deceased:** (empty)
- All Owners resident at last 30 June
- Incoming Proprietors:**
 - Will all buyers reside

Name	Representing Agency
+ Add Incoming Proprietor (circled in red)	

Buttons: 'Cancel', 'Previous', 'Next'.

Note: You can choose to add or delete a proprietor on title if/when necessary using the 'bin' icon.

- You can edit the 'Date Acquired' and 'Date Vacated' fields and enter the 'Date Deceased' field where necessary.
- Tick the box next to 'All proprietors on title were resident at last 30 June' if applicable. This will pre-populate the 'Address Now' field in the seller's profile.
- Select the 'Will all buyers reside' if appropriate. This will pre-populate the 'Future address' field in the buyer's profile.

b.

Landgate Property Reporting Online

Proprietors

Proprietors on Title

Name	Representing Agency
SMITH LAURA TRISH	Unrepresented

+ Add Proprietor on Title

Date Acquired: 07/08/2017 | Date: 06/09/2017 (Vacated/Deceased)

All Owners resident at last 30 June

Incoming Proprietors

Will all buyers reside

+ Add Incoming Proprietor

Category: Company

ABN: 12345678912 | ACN: And/or ACN

Name: TRAINING PTY LTD

Add Cancel

- To add an Incoming Proprietor, select 'Add Incoming Proprietor'.
- From the dropdown under 'Category', choose type of entity, for eg., Individual, Company, Trust, etc. Choose 'Company' for this example.
- Enter the ABN and/ or ACN if known, alternatively you may use the ABN lookup on the right using the magnifying glass to search for the business number.
- Enter the name of incoming proprietor, that is the company name in this instance.
- Select 'Add' to include the new incoming proprietor to the transaction.

c.

Incoming Proprietors

Will all buyers reside

Name	Representing Agency
TRAINING PTY LTD	Unrepresented

Agency: Unrepresented

+ Add Incoming Proprietor

Cancel Previous Next

- Represent the incoming proprietor, select anywhere on the row, and then select the thumbs up icon on the RHS.

It takes you to a page with the Incoming Proprietor's details.

Incoming Proprietors

Will all buyers reside

Name	Representing Agency
TRAINING PTY LTD	SELFREP PARTY

Agency: SELFREP PARTY

Category: Company

ABN: 12345678912 ACN: / And/or ACN

Name: TRAINING PTY LTD

Contact Name: MEG ZHANG

Country of Tax Residence: Australia

Country of Incorporation: Australia China

FIRB Number: TRAINING 123

Overseas Entity Reg No: TRAINING 123

Other Entity Id: TRAINING 123

Address Now: 1 TRAINING ROAD TRAINING TRAINING HUBEI 12021020 CHINA

Future Address: 241 BEECHBORO RD N EMBLETON 6002

Postal/Billing Address: Managing Agent

Managing Agent Name: TRAINING TRAINING

As above

Country Code: +86 Phone No: 1202104552 International

E-mail: TRAINING@TRAINING.COM

+ Add Incoming Proprietor

Cancel Previous Next

- Enter a contact name - this should be the name of an accountable person within the company.
- From the dropdown menu, choose 'Country of Tax Residence'.
- Leave the checkbox under the Country of Incorporation unchecked, as the incoming proprietor is a foreign entity and choose the country of Incorporation from the dropdown menu.
- Enter the 'FIRB' number.
- Enter the 'Overseas Entity Registration Number'.
- Enter the 'Other Entity Id number' if known.
- Select 'Address Now' to enter the individual's current street address.
- Select 'International' to input international address where applicable and enter the address, and select 'Ok'.
-

Address Now

International Address

Line 1 *: 1 TRAINING ROAD

Line 2: TRAINING

Suburb *: TRAINING

Postcode: 12021020

State: HUBEI

Country *: China

Ok Cancel

If the 'future address' is different from the pre-filled address, you can select the 'Future address' row and enter the correct address following the same steps as above.

Note: the 'Address Now' and the 'Future Address' must be a street address.

Note: in case of multiple entities in the buying or selling parties, you can use the 'copy contact details' button to copy contact details including the addresses and phone number from another Incoming proprietor where applicable. Please note that the contact details can only be copied from and to within

the same parties, eg. You can't copy address from a proprietor on title to an incoming proprietor or vice versa.

Postal/Billing Address *

Managing Agent

Managing Agent Name *

TRAINING TRAINING

As above

20 TRAINING COVE TRAINING TRAINING HUBEI 12020210 CHINA

- Under 'postal and billing address', if you choose 'Managing Agent', you must provide a contact name and their address.
- Tick 'As above' if the 'postal and billing address' is the same as the 'Future address, alternatively enter the correct address. Note: this may be a PO box address.
- Select 'International' to input international phone numbers and include the country code followed by the area code and the phone number.
- Enter the email address.

2.4 Invitations for Representatives

- Select 'Next' to go to the Invitations for Representatives page. This is where you can add and invite all the representing agencies to the transaction.

New Find

Add transaction

Invitation for Representatives

Agency	Status
ABSOLUTELY SETTLEMENTS	Initiating Agency

Agency
ABSOLUTELY SETTLEMENTS

Contact name *
GAIL HILL

Address
PO BOX 303 BAYSWATER WA AU 6933

Phone *
0893569799

Contact email address *
Andrew.Garner@landgate.wa.gov.au

Status
Initiating Agency

- Confirm the 'Contact name', 'Phone', and the 'Contact email address' and edit them if necessary. Note: these fields are required.

Add transaction

Invitation for Representatives

Agency	Status
ABSOLUTELY SETTLEMENTS	Initiating Agency
Add a Representative	

Agency: L J HOOKER SETTLEMENTS

Contact Name: EAS2 CONTACT

Address: P O Box 25291 ST GEORGE'S TCE PERTH WA AU 6831

Phone: 08 9435 6088

Contact E-mail Address: DeliveryCoordination@landgate.wa.gov.au

Buttons: Add, Cancel, Previous, Next

- To add another representing agency, select the row with 'Add a representative' and select the agency from the dropdown menu and then 'Add'. You can remove it if required by selecting the 'bin' icon.
- Follow the steps to add multiple representatives where applicable.

Note: you will not be able to submit an EAS until all agency contact information is provided.

2.5 Review and Save

Select 'Next' to go to the 'Review and Save' page where you can review and edit them if required before saving the transaction. This page gives you an overview of all the fields that you have completed.

Review & Save

Contract

Agency File Ref	Settlement Date	Transfer Type	Sale Price
123	05/06/2017	TRANSFER	\$500,000

Title(s) for SMITH

Title	Lot/Plan	Property Address	Area (sqm)
1814-638	752/061785	241 BEECHBORO RD N EMBLETON 6052	1801

Proprietors on Title

Name	Representing Agency
SMITH, LAURA TRISH	Unrepresented

Advice of Sale Information

Date Received	Vendor/Charged Date	Last 28 Days	EAS Request Number
24/06/2017	Voided 05/06/2017	Non-appeal	EAS Not Submitted

Incoming Proprietors

Name	Representing Agency
TAN, TIAN	Landgate TEST - Charging

Invitations for Representatives

Agency	Status
Landgate TEST - Charging	Initiating Agency
A1 PROPERTY SETTLEMENTS	Invited
Add a Representative	

Compliance Status

Subject	Status
EAS	✓ Complete

I declare the information I have provided in this form is true and correct to the best of my knowledge.

Buttons: Cancel, Previous, Save

If all the information required for EAS submission has been provided, there will be a green tick in the 'Property report Status' at the bottom of the page. Expanding the status row will reveal details of any missing information.

- Check the declaration at the bottom of the page and select 'Save' to save the transaction. This will not submit your EAS, it saves your transaction and generates a transaction ID.
- Keep a note of the transaction ID as you can use it to search for transactions on the dashboard page.

Once the transaction is saved, you will see a page with different options.

The screenshot shows a web application interface with several sections:

- Contract:** A table with columns: Agency File Ref, Settlement Date, Transfer Type, Sale Price. Row: TRAINING, 29/09/2017, TRANSFER, \$100,000.
- Title(s):** A table with columns: Title, Lot/Pan, Property Address, Area (sqm). Row: 2104-030, 12106270, 4 PONTS PL, EMBLETON VIC, 1110.
- Proprietors on Title:** A table with columns: Name, Representing Agency. Row: JESSIE CAVES & BAYES PTY LTD, Unrepresented.
- Advice of Sale Information:** A table with columns: Date Received, Received/Disputed Date, Last 32 June. Row: 07-09-2017, Received: 25-09-2017, Resident.
- Incoming Proprietors:** A table with columns: Name, Representing Agency. Row: HUMMING BIRD INTERNATIONAL, SELFREP PARTY.
- Invitations for Representatives:** A table with columns: Agency, Status. Row: SELFREP PARTY, Initiating Agency.
- Compliance Status:** A table with columns: Authority, Status. Rows: EAS (Complete), ATO (Incomplete).

At the bottom, there are buttons: Cancel, Snapshot (circled in red), Close, EAS, and EAS Re-enquire.

On this page, you can use the snapshot button to save a copy of the information as evidence of completion.

Selecting 'Cancel' will erase the entire transaction from your dashboard.

You can select 'Close', to go back to the dashboard. You can use the transaction id and/or other identifiers on the find page to retrieve the transaction.

By selecting 'EAS response', you can enquire about the status of any EAS submitted.

You can submit an EAS Re-enquiry to notify the Water Corporation, Department of planning and the Office of State Revenue of any change to the Settlement date.

Also, you can re-confirm the details before submitting an EAS by expanding each row. Select the edit button on the right to edit any information. Then save the information by selecting the 'save' icon. If you choose not to save, choose the 'Don't Save' icon on the right. See examples below. Once changes have been made, you will not be able to proceed without saving/not saving the data.

Editing

The screenshot shows the 'Invitations for Representatives' section with the following details:

- Agency:** ABSOLUTELY SETTLEMENTS
- Contact name:** Training Training
- Address:** PO BOX 303 BAYSWATER WA AU 6933
- Phone:** 08 92737373
- Contact email address:** training.training@training.wa.gov.au
- Status:** Initiating Agency

At the bottom, there is a button: '+ Add a Representative'. On the right side, there is an edit icon (a square with a pencil) circled in red.

Saving/ Not saving

Invitations for Representatives

Agency	Status
ABSOLUTELY SETTLEMENTS	Initiating Agency

Agency
ABSOLUTELY SETTLEMENTS

Contact name *
Training Training

Address
PO BOX 303 BAYSWATER WA AU 6933

Phone *
0892737373

Contact email address *
training.training@training.wa.gov.au

Status
Initiating Agency

You can now close the transaction by selecting 'Close' which will take to back to the dashboard.

3 Section B: Accepting an invitation and providing Government requested data

In section B, assuming that you are representing an Australian Proprietor on title (seller), the following steps will assist you in accepting a transaction you have been invited to and in entering the seller's data in PRO.

The screenshot shows the Landgate Property Reporting Online interface. It features a navigation bar with 'New', 'Find', and 'Help' options. Below the navigation bar, there is a disclaimer: 'You are not obliged to provide Landgate with information via PRO and the information is not required by Landgate for the purposes of registration. In using this service you accept the MyLandgate terms and conditions and other conditions of this service.'

The main content area is divided into three sections:

- Invitations:** A table with columns: Initiating Representative, Party, Transaction, Title(s), Settlement Date, and Decline. It lists four invitations from 'ABSOLUTELY SETTLEMENTS' to various parties like 'TOMS TO TEST', 'CITY OF PERTH TO TESTIT', 'CUMMING, CUMMING TO TESTTTTT', and 'DOWNES TO TESTTTTTTTTTT'. Each row has a 'Decline' button with a thumbs-down icon.
- Transactions in progress:** A table with columns: Agency File Reference, Party, Transaction, Title(s), Settlement Date, and Cancel. It lists four transactions, including 'Naga UAT Watercorp test2', 'Naga uat share title', and 'Naga uat Multi Lot title'. Each row has a 'Cancel' button with a red 'X' icon.
- Not matched with dealing:** A table with columns: Agency File Reference, Party, Transaction, Title(s), and Settlement Date. It lists three transactions, including 'DOAN, TRUONG TO Q' and 'ALTHORPE TO JOHNSON'.

At the bottom of the page, there is a footer with 'Government of Western Australia website', 'Landgate website', and 'Version: 12.6.2368'.

- Select the applicable transaction within the 'Invitations' section on your agency dashboard. Note: Using the 'thumbs down' icon on the right hand side, you can decline an invitation on your dashboard followed by a reason for declining. A notification will be sent to the initiating agency.
- You land on the Review transaction page with the options of 'Snapshot', 'Close', 'Accept' or 'Decline' at the bottom of the page.
- Select 'Accept' to accept the invitation to the transaction. The initiating agency will be notified once you have accepted the invitation.

Review Transaction - 212

Contract			
Agency File Ref	Settlement Date	Transfer Type	Sale Price
	09/10/2017	TRANSFER	00

Title and property information			
Title	Lot/Plan	Property Address	Area (sqm)
1822-04	43P11142	LN #1 BEATTY AV EAST VICTORIA PARK #101	1003

Proprietors on title	
Name	Representing Agency
TOMEL, JAMES BUE	Unrepresented

Advice of sale information			
Date Received	Validated/Overseas Date	Last 30 Days	EAS Request Number
25-08-1998	Validated 05-10-2017	Resident	8502324

Incoming proprietors	
Name	Representing Agency
TEST, TEST	ABSOLUTELY SETTLEMENTS

Representatives	
Agency	Status
L J HOOPER SETTLEMENTS	Initiated
ABSOLUTELY SETTLEMENTS	Initiating Agency

Property report status	
Agency	Status
EAS	✓ Required information provided

- Select the proprietor on title you wish to represent and select the 'thumbs up' icon.
- Repeat the same steps to represent multiple proprietors on title.
- Enter the details of the entity as provided to you.
- Enter the 'Date of birth'.
- Enter the 'Country of Tax Residence'.
- Select tick box next to 'Australian' under 'Nationality'.
- Enter a new address in 'Address Now' if it is different from the prefilled address.
- Enter the 'Future Address'; select anywhere on the line and enter your address.
- Under 'postal and billing address', if you choose 'Managing Agent', you must provide a contact name and their address.
- Tick 'As above' if the 'postal and billing address' is the same as the 'Future address, alternatively enter the correct address. *Note: this may be a PO box address.*
- Enter a phone number including an area. Select 'International' to input an international phone number and include the country code.
- Enter the email address.
- Select the save icon on the right.

You have now provided the Government requested information relevant to your party.

- Select close, which takes you back to the dashboard.