ATO-03
Version 1.0
05/09/2017

GOVERNMENT OF WESTERN AUSTRALIA

Guide to submitting Government requested data only

This guide is intended as general information only. If you are uncertain of your rights or interests, please seek professional legal advice. Landgate staff are not able to give legal advice or to draft your documents. Please read our Disclaimer.

Contents

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).

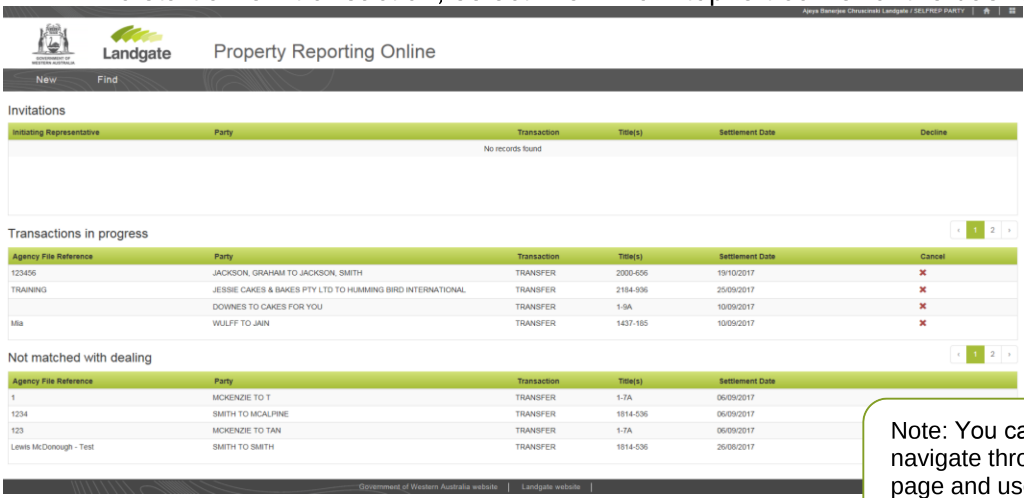
Section A will assist you in providing the Government requested information only for an overseas company as the incoming proprietor without submitting an EAS. Section B will assist you in accepting an invitation and providing Government requested information for an Australian sole proprietor.

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.

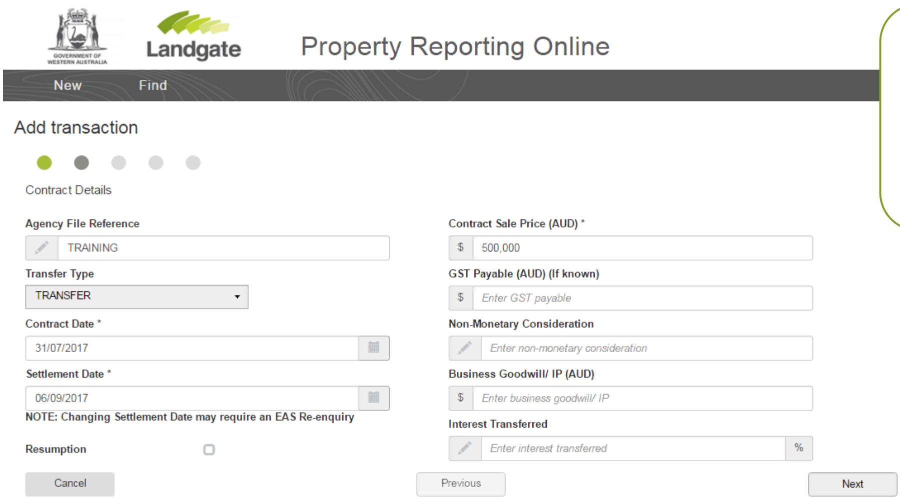
- To start a new transaction, select 'New' from top left corner of the dashboard.



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 <u>contract details</u> 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.

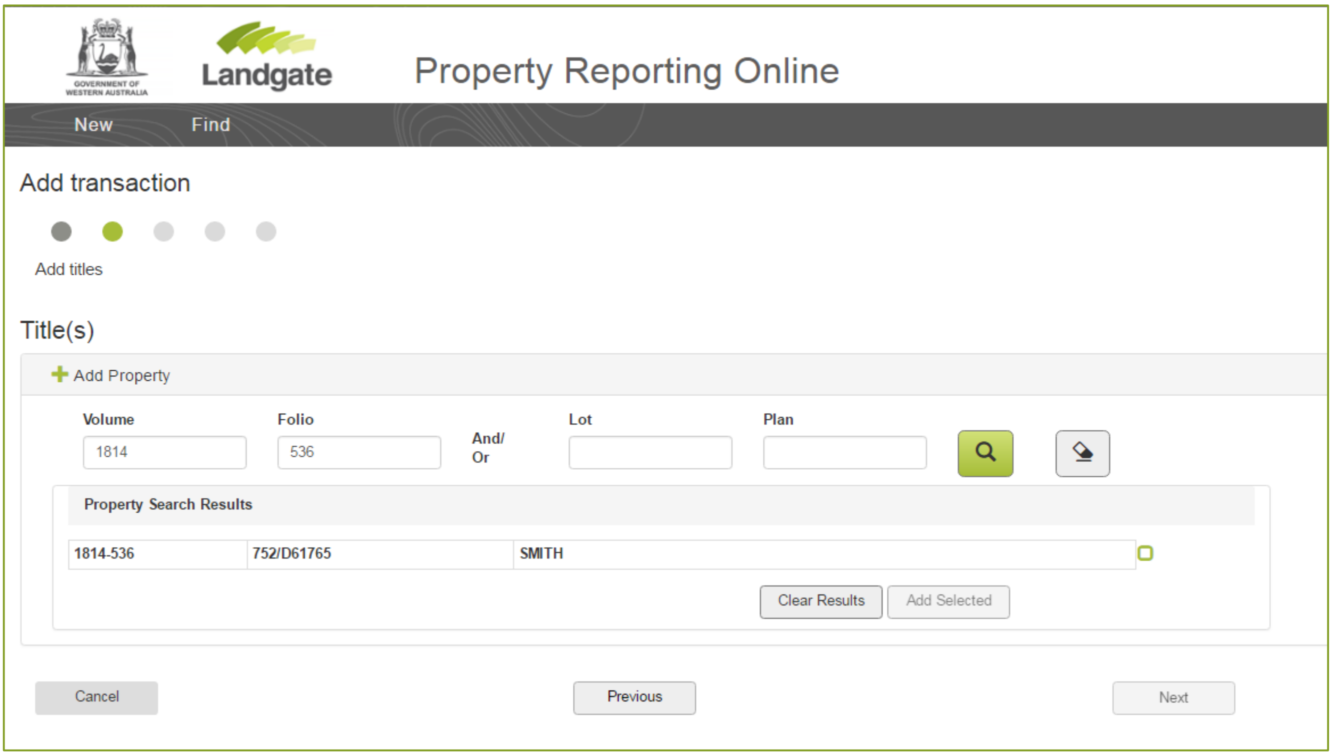
- Enter ‘Interest Transferred’ as a percentage.

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.



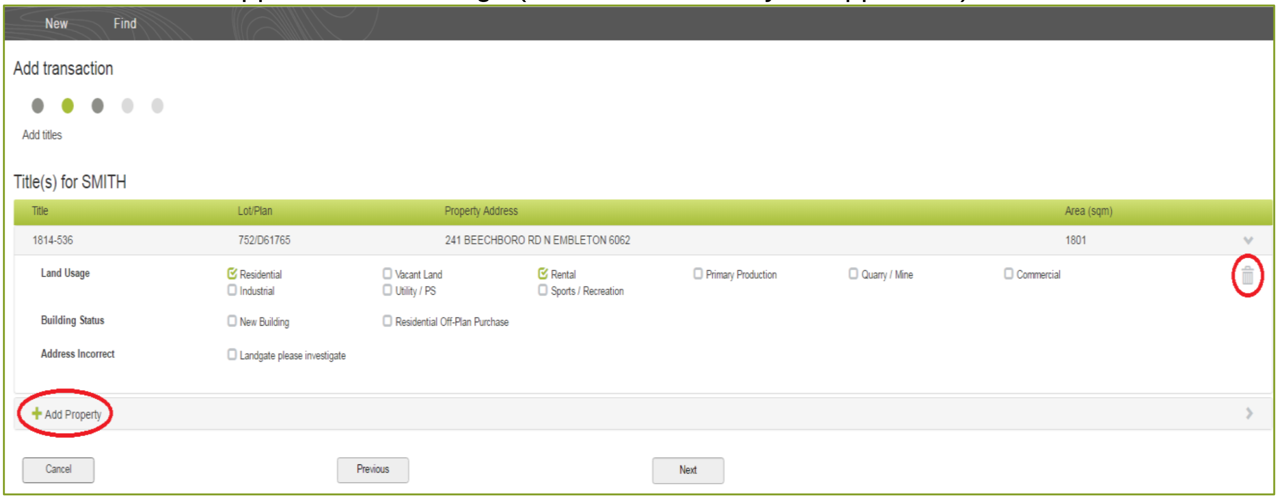
- Enter the ‘Volume and Folio’ and/or the ‘Lot and Plan’ of the property being transacted on. You do not need to add prefixes or suffixes.
- Select the ‘magnifying glass’ on the right hand side (RHS).
- Check the tick box on the RHS for the correct property and select ‘Add Selected’

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.

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



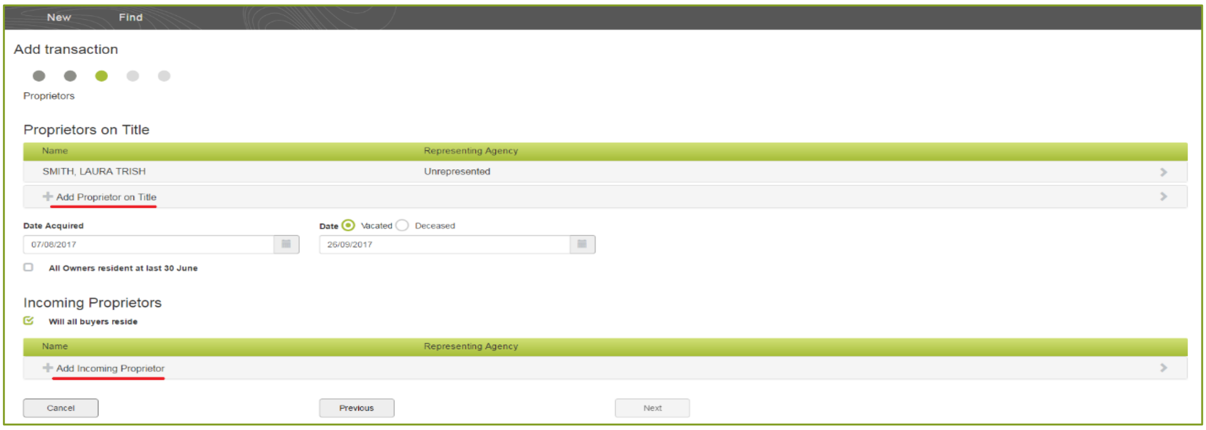
Note: All properties in the same transaction must have identical Proprietors on title and Incoming Proprietors, and the interest transferred for each property must be identical. If not identical, you will need to submit a separate EAS.

- 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).

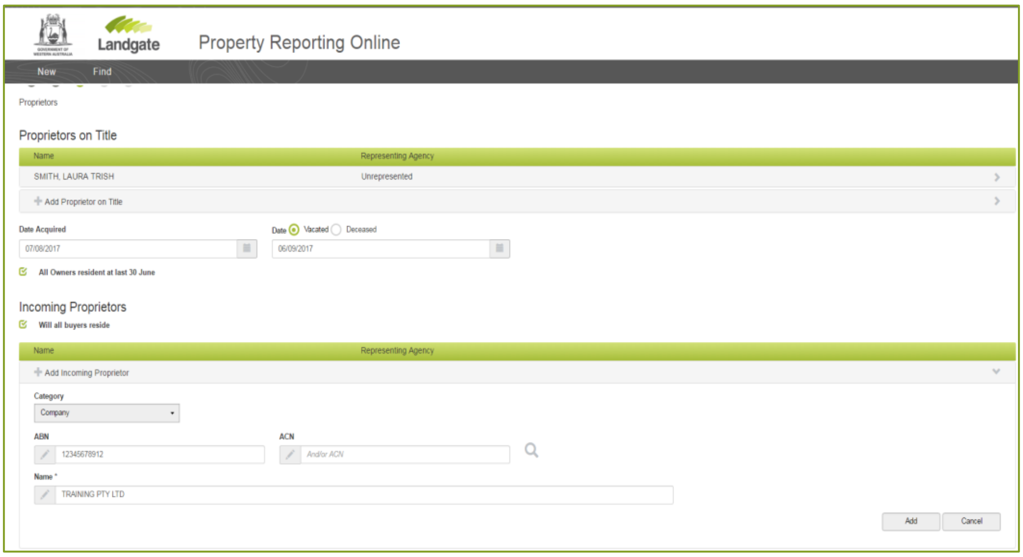
a.



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

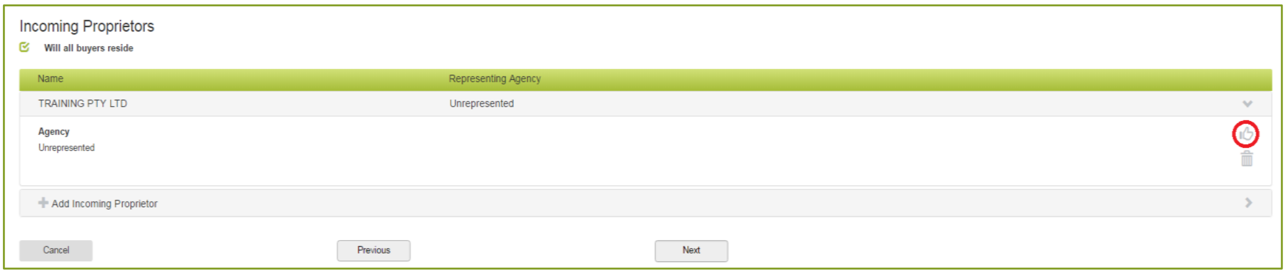
- You can edit the 'Date Acquired' and 'Date Vacated' fields and enter the 'Date Deceased' field where necessary.
- Tick the box next to 'All proprietors on title were resident at last 30 June' if applicable. This will pre-populate the 'Address Now' field in the seller's profile.
- Select the 'Will all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

b.



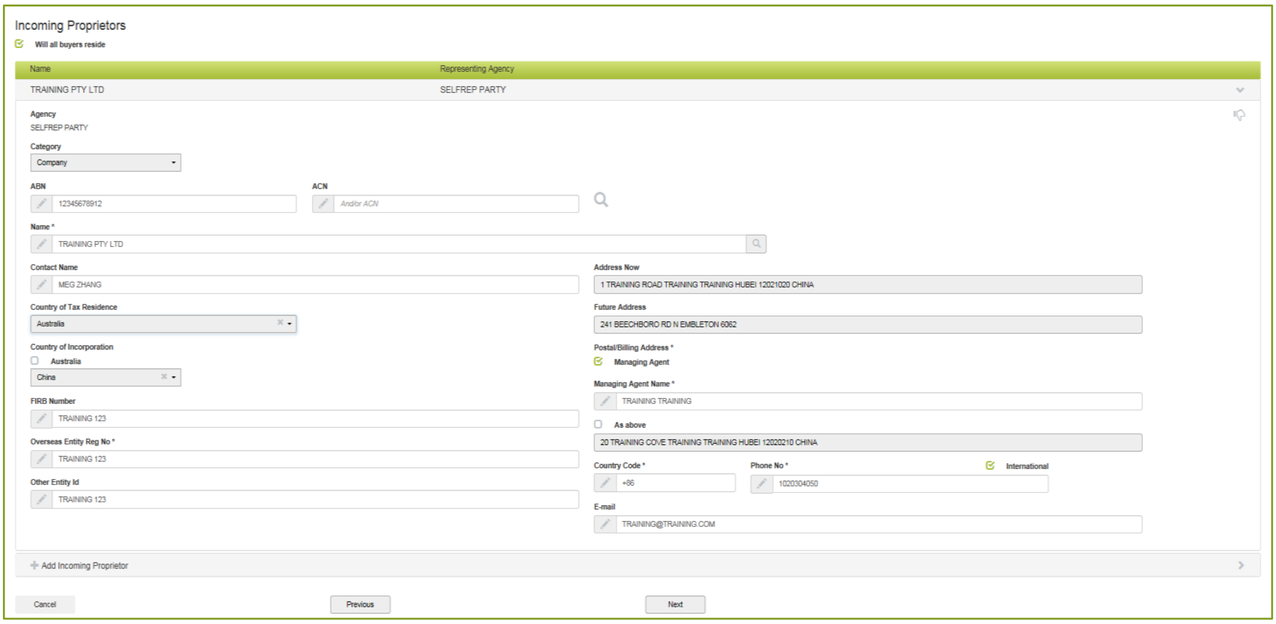
- To add an Incoming Proprietor, select ‘Add Incoming Proprietor’.
- From the dropdown under ‘Category’, choose type of entity, for eg., Individual, Company, Trust, etc. Choose ‘Company’ for this example.
- Enter the ABN and/ or ACN if known, alternatively you may use the ABN lookup on the right using 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.

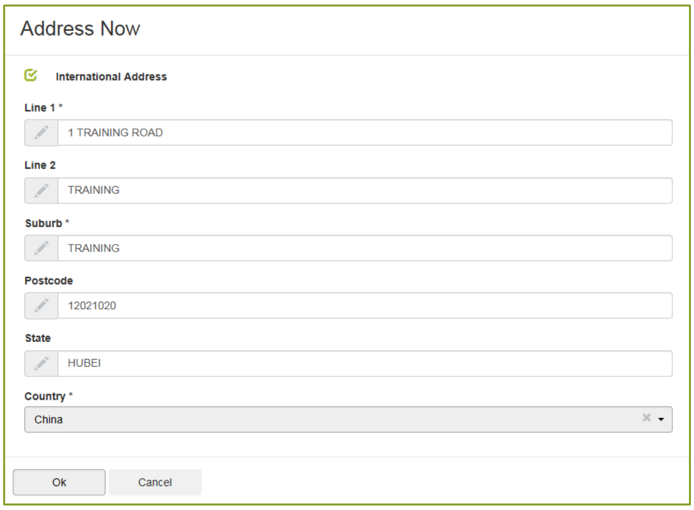


- Represent the incoming proprietor, select anywhere on the row, and then select the thumbs up icon on the RHS.

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



- 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’.
-



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.

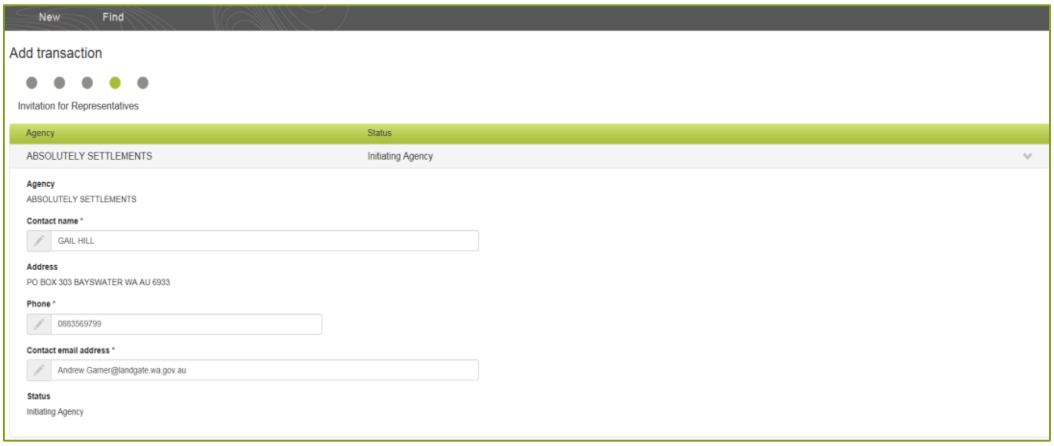
Note: the ‘Address Now’ and the ‘Future Address’ must be a street address.

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.

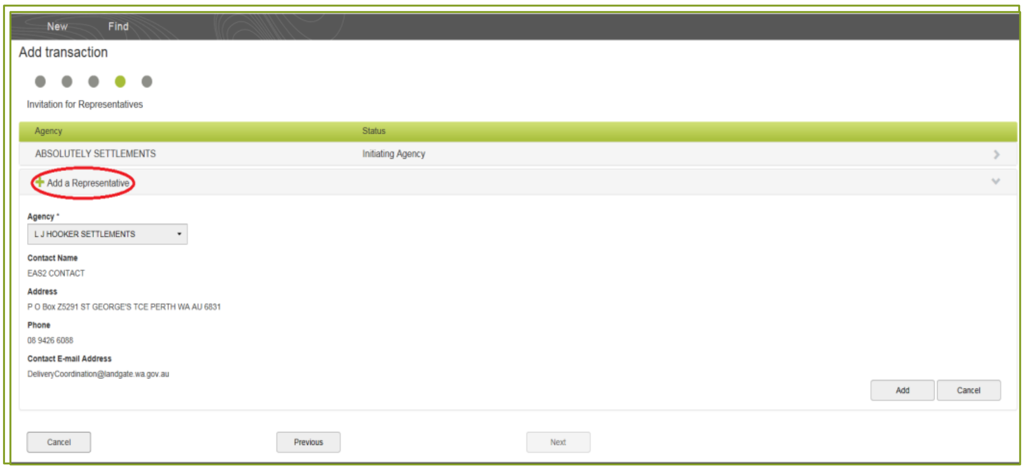
- Under ‘postal and billing address’, if you choose ‘Managing Agent’, you must provide a contact name and their address.
- Tick ‘As above’ if the ‘postal and billing address’ is the same as the ‘Future address, alternatively enter the correct address. Note: this may be a PO box address.
- Select ‘International’ 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.



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



- 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.

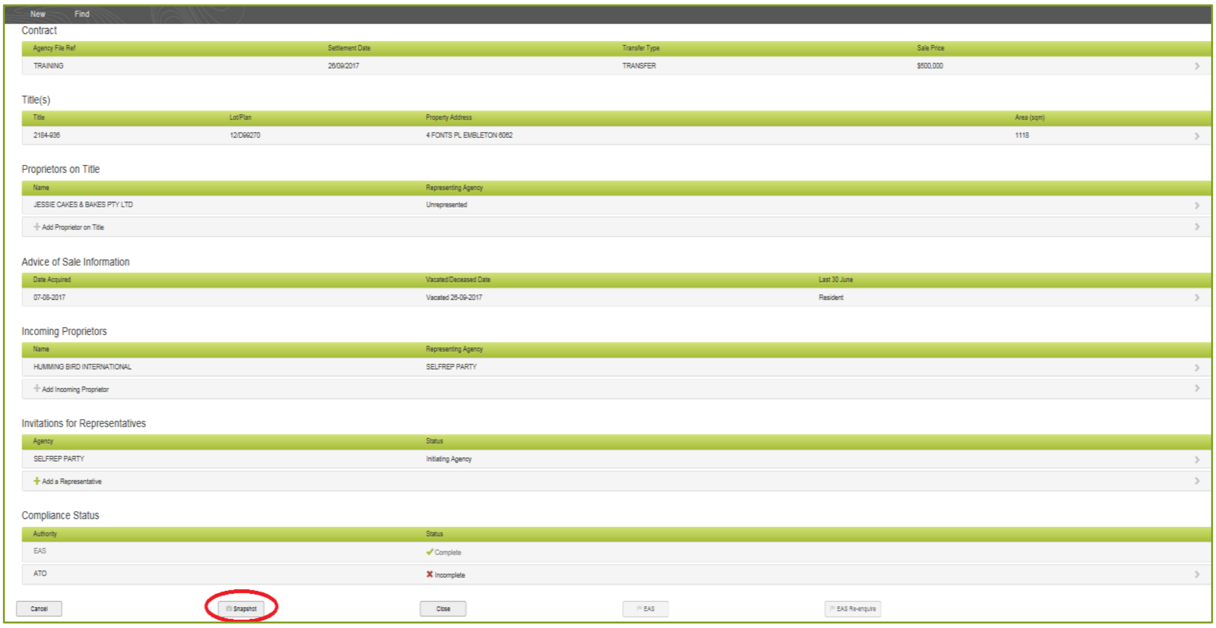
2.5 Review and Save

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.

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.



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.

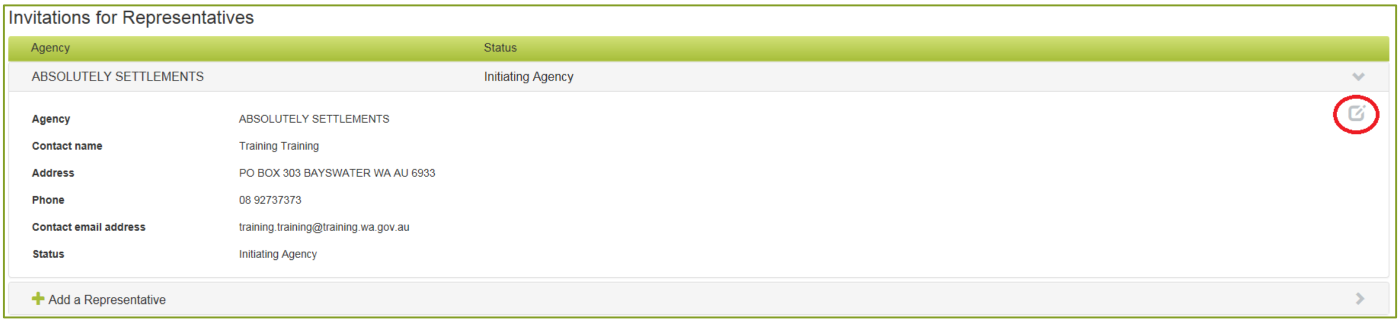
You can select ‘Close’, to go back to the dashboard. You can use the transaction id and/or other identifiers on the find page to retrieve the transaction.

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

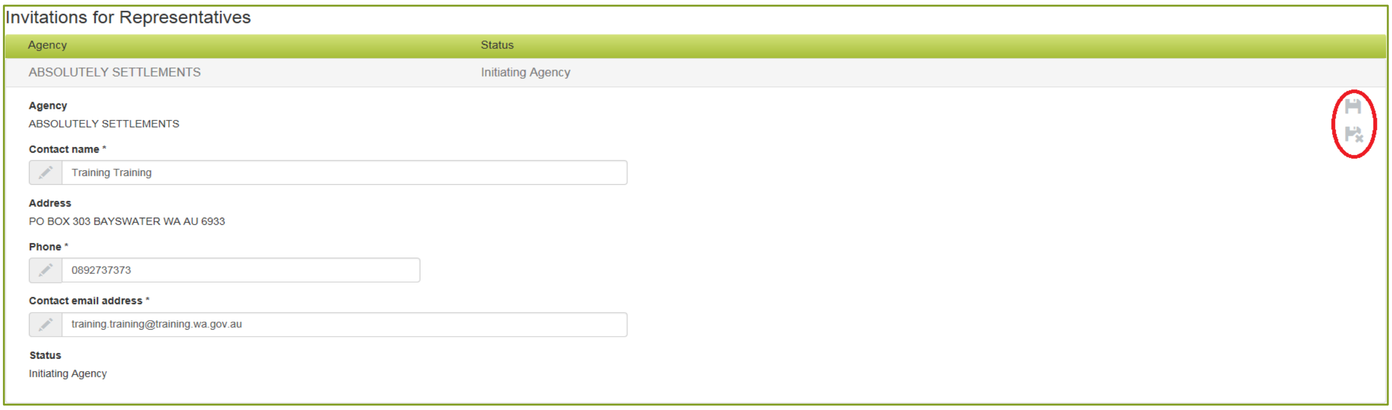
You can submit an EAS Re-enquiry to notify the Water Corporation, Department of planning and the Office of State Revenue of any change to the Settlement date.

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



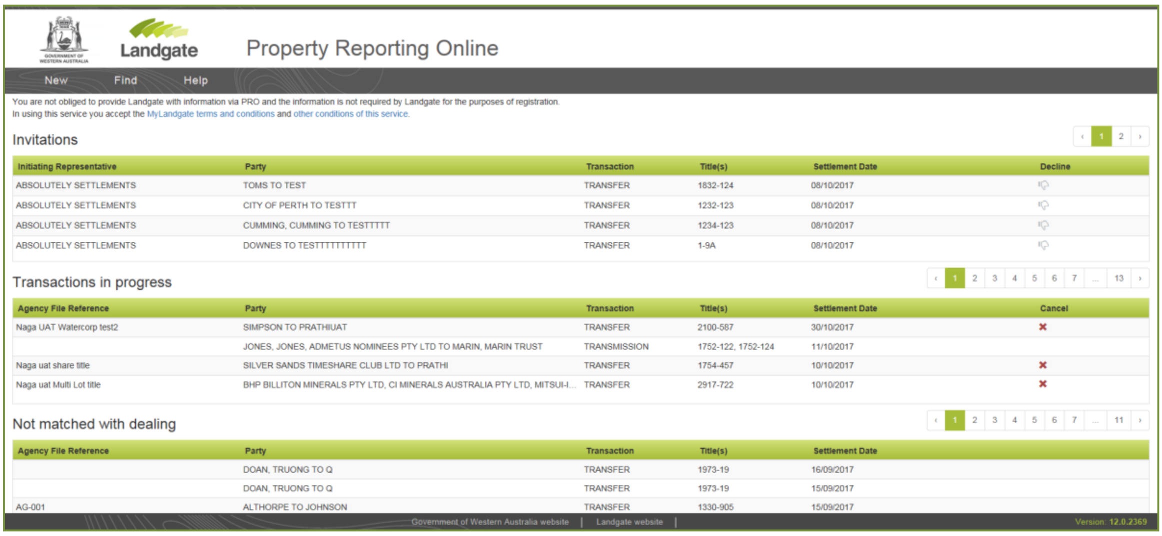
Saving/ Not saving



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

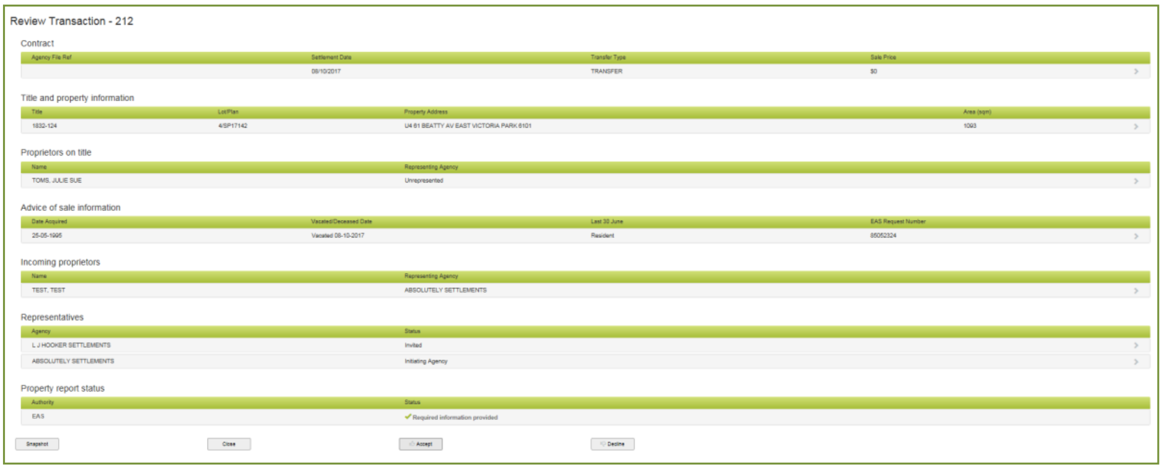
In section B, assuming that you are representing an Australian Proprietor on title (seller), the following steps will assist you in accepting a transaction you have been invited to and in entering the seller’s data in PRO.



- 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.



- 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.