

## LODGING A TRANSFER OF OWNERSHIP VIA *HARNESSEWEB*

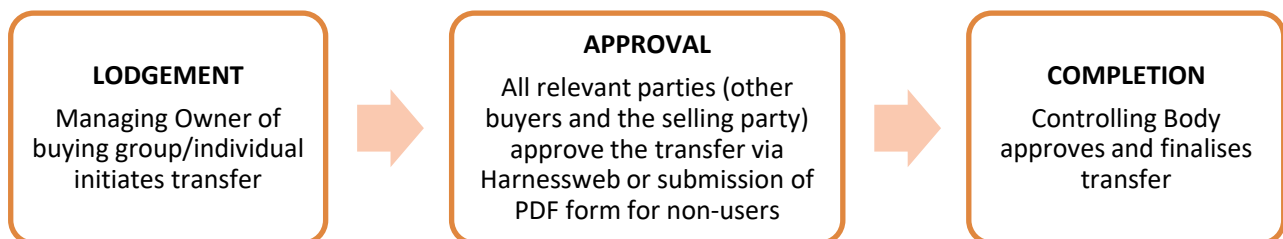
Harness racing industry participants may now lodge a Transfer of Ownership directly through [Harnessweb](#).

Benefits include:

- less paperwork (and risk of loss or delay)
- a faster processing when completed correctly, and
- a **20% discount** on the transfer fee!

There are three main stages to the process:

1. **Lodgement** - Managing owner/transferee (buying) initiates the transfer online via Harnessweb portal.
2. **Approval** - The remainder of the new ownership group (if applicable) and the transferor/s (seller) must approve the transfer.
3. **Completion** - Once all components are completed and approved by relevant parties, the Controlling Authority in the State in which the transferee (buyer) is domiciled, approves, and finalises the transaction.



### Important Information

**Before you start, please ensure that the following information is available:**

- All relevant details for completing the new ownership of the horse, including for all owners:
  - Full name
  - Contact details – address and phone number
  - Share Percentage
- Purchase price and sale date.
- Financial Details inc GST/Hobby Status.

*Note – if the transferee (buyer) is a syndicate, it must be registered prior to initiating the Transfer of Ownership. Please contact Racing Services or refer to the website for more information.*



**Hybrid (online/paper mix) transfers are not accepted – except for the PDF form that is generated through Harnessweb for non-users. Please consider this prior to initiating the transfer online.**

Don't have a Harnessweb account? Sign up [here](#).

Don't want a Harnessweb account? No problem, however, you will still need a unique email address to use Harnessweb to complete an online transfer via a PDF document.

## How to Initiate a Transfer of Ownership

### Commencing the Transfer – only the Buying Managing Owner may initiate the transfer

1. Log into Harnessweb
2. Select **Transfer of Ownership**
3. Select **Start New Transfer**

### Selecting the Correct Horse

4. Enter the horse's name. For unnamed horses, please enter the Dam's name and foal year.
5. Select the State that the managing incoming owner is domiciled in. This is where the transfer will be lodged with the appropriate Controlling Authority to approve.
6. Review the horse information to ensure it is consistent with the horse purchased.
7. Enter the purchase price and date of agreed sale.
8. Click **Continue** to progress.

### Selecting the new Ownership Details

#### 9. a. Existing partnership or organisation you manage

1. Select **An Existing Partnership**
2. Select the appropriate partnership from the drop-down menu
3. Each owner will then be listed, their details should be checked and percentage of ownership to be entered.
4. Click **Continue** to move to Review stage

#### b. New partnership or sole owner

1. Select **A New Partnership**
2. Select the manager of the new ownership
3. To add more owners (if applicable) click the **Add Another Owner** and complete required details *(please ensure not to duplicate owners, complete a thorough search of current owners prior to entering a new person)*
4. Click **Continue**
5. Enter details of the new owner/s' tax status and bank details, or confirm if these are prefilled. *(please note that changes to these details may affect the tax/bank details or other horses owned by the ownership group/individual that the horse is being transferred to)*
6. Click **Continue** to move to Review stage

### Review the Transfer Details and Submit Payment

10. Review the details of the transfer - if something requires amending click 'Back' to edit.
11. If the details are correct to proceed, select **Submit Transfer** to complete the initiation of the transfer.
12. Enter Payment Details to pay for the transfer. Please note, if the transfer does not proceed (is not accepted by all parties or is cancelled) you will need to contact RWWA for a refund.

Upon submission, the Buying Managing Owner will see a confirmation screen that summarises the transfer details. The other owners and the seller will receive notifications via email that a transfer has been initiated and that they are required to accept the transfer to proceed.

## How to Accept a Transfer of Ownership

### Accepting the Transfer

*Please note all incoming (buying) and outgoing (selling) owners are required to approve the transfer.*

1. Access the confirmation email received from Harnessweb that a transfer of ownership has been initiated (*please note all users are required to have a unique email address*).
2. Click on the link in the confirmation email, or alternatively, log into Harnessweb and access the Transfer of Ownership page. (see note)
3. Review all of the information relating to the transfer and click on the checkbox under **Transfer Agreement**.
4. Select **Accept** to confirm that the details are correct and that you approve the transfer.

Note – While it is preferred that all participants confirm and accept the transfer via Harnessweb, it is acknowledged that not all participants have access, or desire, to have an account. If the transfer has been initiated online and a member does not have a Harnessweb account, the managing owner (available for both buying and selling parties) may download and send individual transfer forms (PDF from Harnessweb) to those participants. The forms must be returned to the Controlling Authority for confirmation to proceed with the transfer.

## Finalising the Transfer

### Controlling Body Approval

1. Once all owners and sellers have reviewed and accepted the transfer, the Controlling Body will review the transfer for approval. If all details are correct, it will be approved and processed.
2. Once the transfer has been authorised by the Controlling Authority, each party will receive a confirmation confirming the details of the transfer and the new owners will be able to view the Registration Assessment Certificate via Harnessweb.

Note – The status of a pending transfer may be checked via the Transfer of Ownership page in Harnessweb.

## FREQUENTLY ASKED QUESTIONS

### **Who starts the process?**

The buying **Managing Owner** must start the process via Harnessweb.

### **Is there a fee?**

Yes, there is a fee to transfer your horse, however, from 1 August 2022 the standard Transfer of Ownership fee will be discounted by 20% for transfers lodged and completed via Harnessweb. Please view the Fee Schedule for further information.

There is no additional charge for utilising Harnessweb to complete a Transfer of Ownership.

### **How will I be charged?**

The **Managing Owner** will be required to pay for the transfer via Credit Card as part of the process.

### **Who needs to approve the transfer?**

All existing owners and new owners must approve the transfer.

### **What if I don't have a Harnessweb account?**

Creating a Harnessweb account is easy, simply go to <https://Harnessweb.harness.org.au> and register. If a transfer has been submitted online but one or more members are unable to create a Harnessweb account, you can download and print individual ownership transfer forms for those members to sign and send to the governing state body.

### **Can a minor submit a transfer?**

Minors cannot initiate or accept a transfer via Harnessweb, please contact RWWA if a minor is part of the ownership group.

### **Do I need an email address?**

Yes, Harnessweb relies on a unique email address to keep you up to date with the progress of your transfer.

### **How do I review a transfer?**

Any party can review the status of any Transfer of Ownership process. This information is accessed via the client menu and selecting **Transfer of Ownership**.