PIC Registration and Amendment System (PRAS)

PIC Cancellation Application Guide

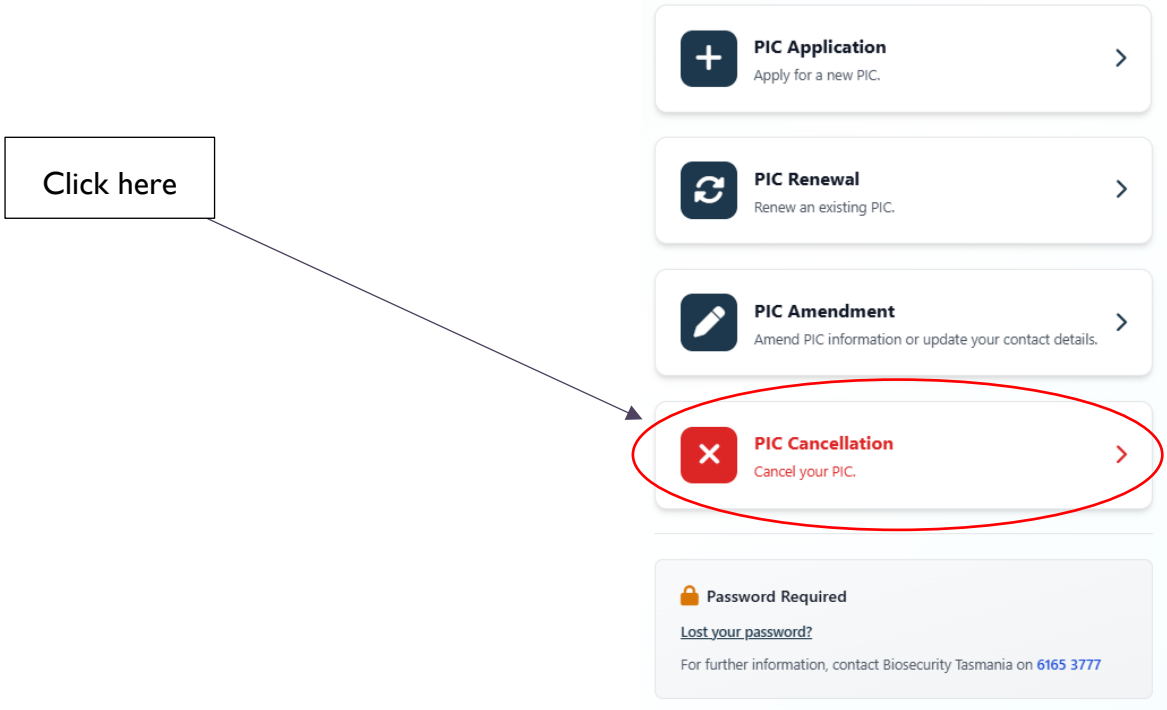
Step 1: Getting Started

Visit the Property Registration and Amendment Page.

Link: [Home | PIC Registration and Amendment System]

Step 2: PIC Cancellation

On the right-hand side of the screen click PIC cancellation



Department of
Natural Resources and Environment Tasmania

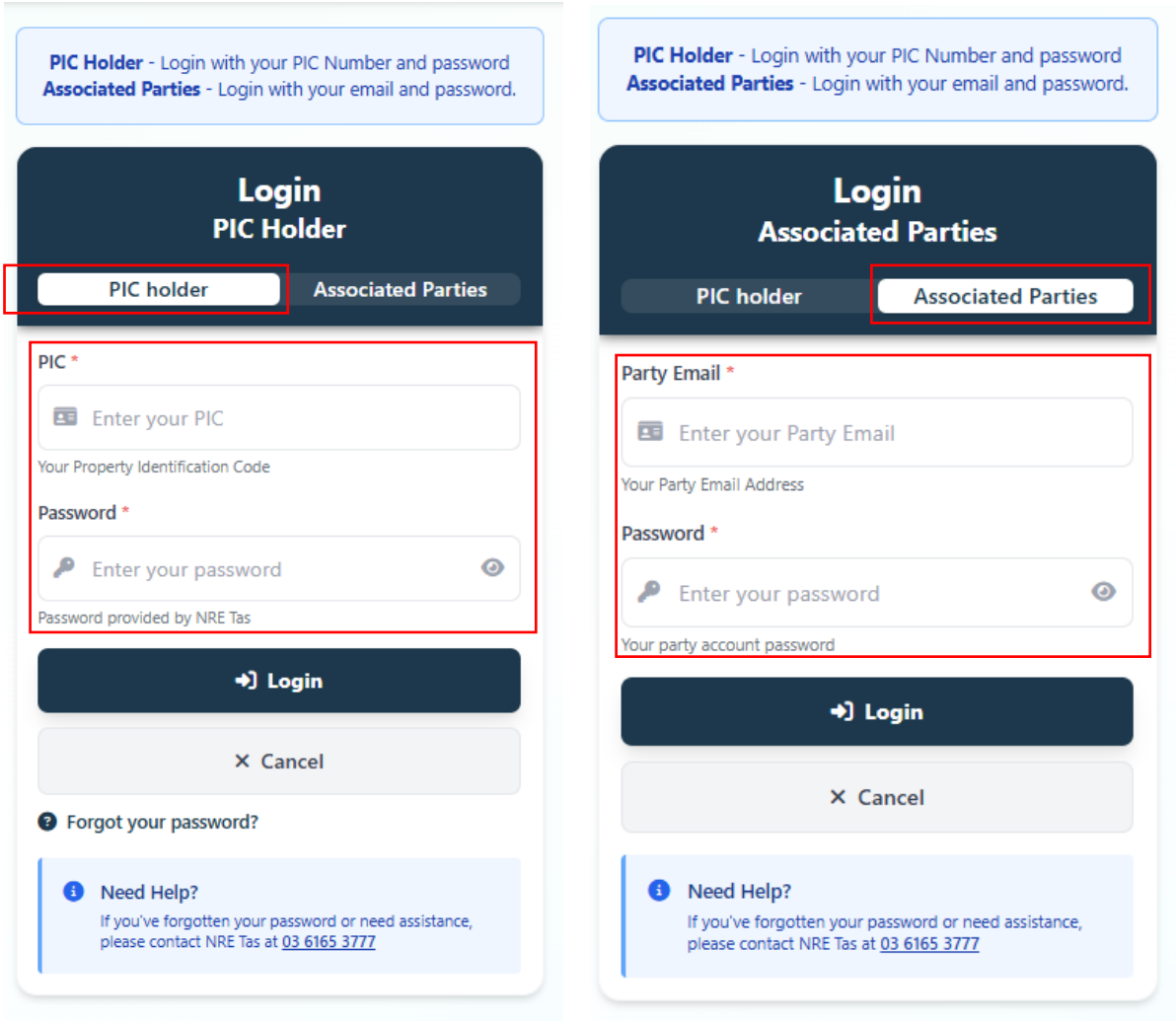
Tasmanian Government

Step 3: Login as PIC Holder

Note: Only the PIC holder has authorisation to cancel an association to a PIC. Associated Parties are only able to cancel an association to a PIC if listed as the primary contact of the PIC. This must be explicitly granted by the PIC Holder.

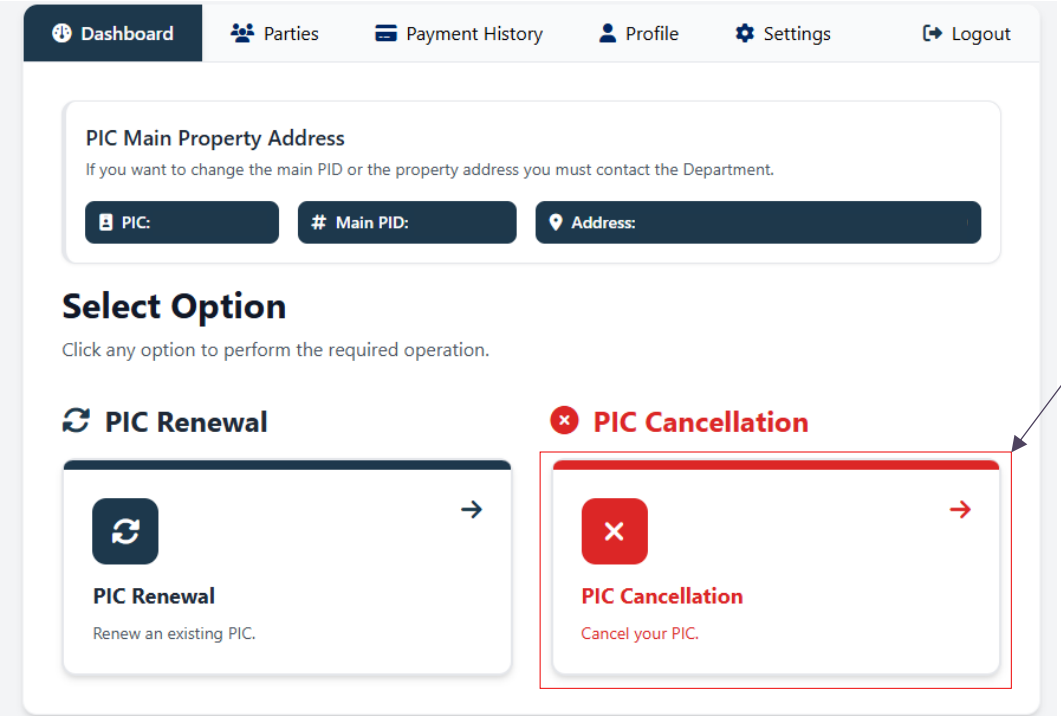
Login:

- If you are a PIC Holder (person who had the PIC created for the property), click the PIC Holder tab, login with your PIC Number and Password. Click 'Login'.
- If you are an associated party (person who has been added to a PIC e.g. as a manager, lessee by the PIC Holder), click the Associated Parties tab and login with your Email and Password. Click 'Login'.



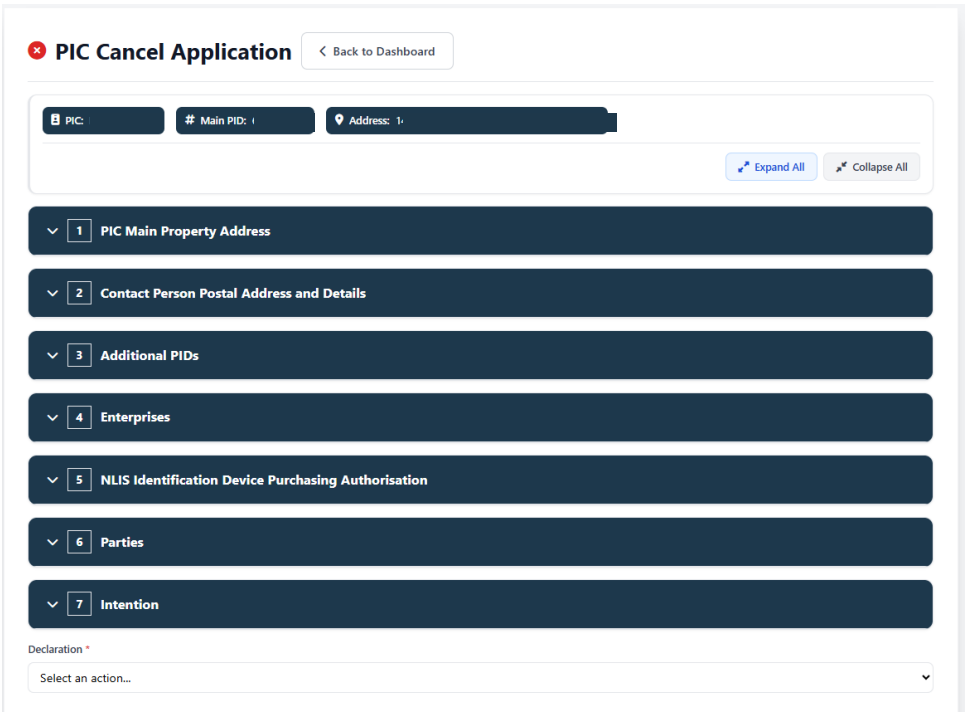
Step 4: Select PIC Cancellation

- Click the Cancel your PIC button



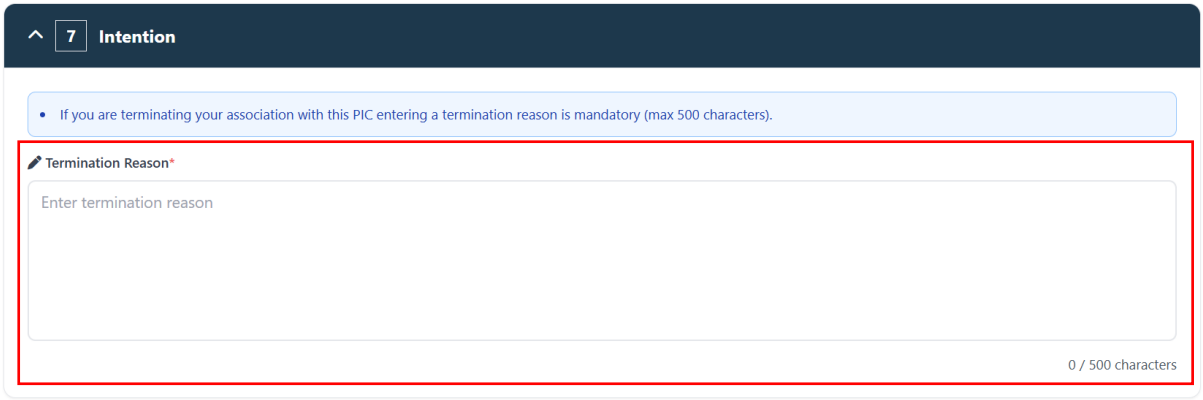
Step 5: Review your Cancellation Application

Ensure your information is up to date as a cancellation notice will be sent to your email within five (5) working days from the date of cancellation.



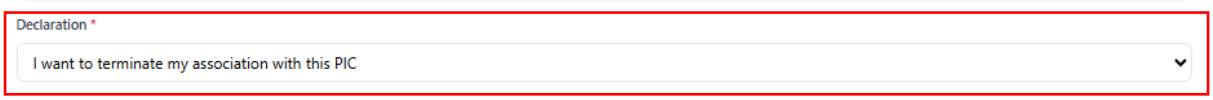
Step 6: Reason for Cancellation

Scroll down to section 7 (Intention) and enter the Reason for Cancellation in the text box.



Step 7: Declaration

In the Declaration section, select 'I want to terminate my association with the PIC' from the dropdown menu.



Step 8: Terminate

Click the 'Terminate' button.

You will receive a notice of cancellation of this PIC within 5 business days from the date of application.