TRANSFER USER GUIDE

HOW TO USE FIFA TMS FOR INTERNATIONAL AND DOMESTIC TRANSFERS

TRANSFER USER GUIDE

WHAT IS FIFA TMS AND WHY DO I NEED IT?

FIFA's Transfer Matching System (FIFA TMS) is the online platform created by FIFA to monitor, record and process all international and domestic transfers for amateur and professional football players.

Any player registering as a professional OR an amateur in Australia whose most recent registration was with an overseas club will require an International Transfer Certificate (ITC) processed through FIFA TMS.

Any player registering as a professional in Australia whose most recent registration was with a different Australian club, as a professional or an amateur, will require a Domestic Transfer Certificate (DTC) processed through FIFA TMS. There are no DTCs required for players registering as amateurs.

Clubs will need to contact Football Australia (FA) to request a user account which will be set up by FIFA. They will need to submit any professional ITCs and professional DTCs into FIFA TMS using their club user account.

Clubs will need to send applications for Amateur ITCs to their relevant Member Federation (MF) for these to be approved and sent to FA for processing.

Transfer Process Overview

1. Player submits registration on Play Football

2. Player is flagged in Play Football as requiring a DTC or ITC

3. Club submits transfer in TMS

4. FA completes ITC or DTC in TMS

5. FA approves player's registration in Play Football

6. Player can finalise registration process

Please refer to the Play Football hub for information and guidance on the registration process in Play Football

Clubs should also understand when a DTC or ITC is required, without having to rely on Play Football to flag it in the registration process

If Clubs know a player requires a DTC or ITC, they should submit the transfer as soon as practicable. This may even occur before Step 1 or concurrently with Step 1.

Once the relevant confirmation and approval steps are completed by the corresponding parties, FA will complete the transfer process in TMS and download the international or domestic transfer certificate.

The completion of the transfer process in TMS does not automatically flow into Play Football. FA staff will need to separately approve the player's registration in Play Football.

Once FA has approved the player's registration, the player can finalise the registration process on their end, including making payment.

HOW TO REQUEST A FIFA TMS CLUB USER ACCOUNT

- If a club requires a FIFA TMS user account, please email the following details to dtmssupport@footballaustralia.com.au:

1. User's full name;

2. User's title/role at the club;

3. User's email address (FIFA does not allow shared club inboxes to be used as log-ins); and

4. A copy of the user's passport or another form of government issued ID.

PROFESSIONAL ITCS AND DTCS

PROFESSIONAL ITCS

# WHAT IS A PROFESSIONAL ITC AND WHEN DO YOU NEED ONE?

Any player registering as a professional in Australia whose most recent registration was with an overseas club will require an International Transfer Certificate (ITC) processed through FIFA TMS.

All professional ITCs must be submitted by the relevant club AND requested by FA **within** a professional registration window. Please note that a club can submit an ITC into TMS before the registration window opens however, FA can only request these ITCs once registration window opens.

It is important to remember that the ITC process through TMS is a managed by FIFA and this comes before any other registration processes. If a player that requires a professional ITC has registered in Play Football during the window, however, the ITC was not submitted into TMS by the club or was submitted incorrectly, FIFA will consider this registration as being outside the registration window and will not allow it to be completed.

STEP 1

PLAY FOOTBALL REGISTRATION
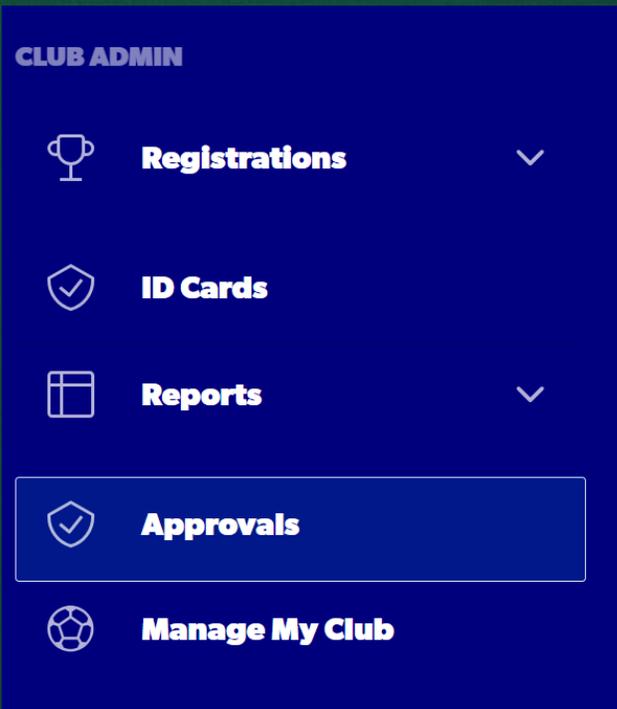
The first step in the ITC process is having the player register in Play Football.

Once the player has registered in Play Football, their registration will be flagged as needing an ITC.

The player's registration status will update to 'ITC PENDING'

Payment status	Registration status
UNPAID	ITC PENDING

Once this registration is entered into the system, a ticket will appear in the 'Approvals' tab for the club to action. This is when the club will need to log into TMS and submit the ITC.

CLUB ADMIN

- Registrations ⌄
- ID Cards
- Reports ⌄
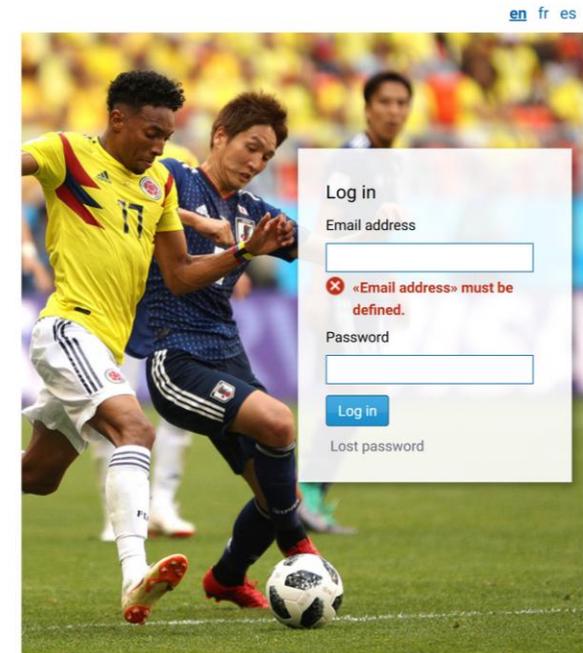- Approvals
- Manage My Club

STEP 2

LOG INTO FIFA TMS

When your club's TMS user account has been set up, please head to the TMS log in page.

There will be a link to this page in the user account confirmation email that you will have received from FIFA, or you can select this link: FIFA TMS

STEP 3
NAVIGATE TO TRANSFERS OVERVIEW PAGE

FIFA ‡ **TMS**
12.10.08214

aus-clubtest@fifa.org   ? Help   Log out

Men   Women
Registration period closes on:
30.06.2026

🏠   TRANSFERS ^   CLAIMS   STAKEHOLDERS ⌄   PLAYER PASSPORTS ⌄

Tran   OVERVIEW

FIRST PRO. REGISTRATIONS

DOMESTIC DECLARATIONS

TRIALS

Leaving to

BOT Club test
FFA, Botswana

Transfer ID	67063
Transfer region	International
Transfer category	Professional

RELEASE PERMANENTLY

<   1 of 50   >

Claims

✓ **No recent claims**
You do not have any claims to take care of

GO TO CLAIMS

Loans about to end

0   Next month

Loans awaiting payments

0   Next month

Find the 'TRANSFERS' tab at the top of the TMS home page. When you hover over the tab it will bring up the drop-down menu. Please select 'OVERVIEW' from these options.

THE TRANSFER OVERVIEW PAGE

The Transfer Overview page in TMS will provide the club with updates on all pending transfers. You will be able to see the progress of the ITC in the 'Status' Column. See the next slide for an example of this page.

The status messages you will see are:

Pending

If an ITC has the status 'Pending', this means you have not successfully submitted the ITC, and it is sitting in draft. To fix this status, you will need to select 'edit', scroll to the bottom of the transfer page and select 'Confirm Transfer'. While an ITC is in 'Pending', FA is unable to request the ITC and FIFA considers these ITCs as having not been submitted. If an ITC is left in 'Pending', FIFA will not allow it to be requested outside the registration window.

Awaiting Confirmation of Player

If an ITC has the status 'Awaiting Confirmation of Player', this means that the player did not exist in the FIFA TMS system and must be confirmed by the player's previous country.

Awaiting ITC Request

If an ITC has the status 'Awaiting ITC Request', this means it has been submitted and is sitting with FA to send the request to the player's previous country.

Awaiting ITC Delivery

If an ITC has the status 'Awaiting ITC Delivery', this means the ITC has been requested by FA and is waiting for the previous country to deliver the ITC to FA.

Awaiting Registration Confirmation

If an ITC has the status 'Awaiting Registration Confirmation', this means the ITC has been delivered by the previous country and is sitting with FA to complete.

Awaiting Counter Instruction

If an ITC has the status 'Awaiting Counter Instruction', this means that you have submitted the transfer as a loan or have included a transfer agreement in the ITC. In these cases, the ITC must be confirmed by the previous club prior to the ITC coming to FA to request.

THE TRANSFER OVERVIEW PAGE

STEP 4

START THE ITC SUBMISSION

IMPORTANT!
If you select the wrong type of transfer (e.g. 'On Loan', 'Amateur Permanently' or one of the Domestic options), FIFA will not consider this as a submission. If this occurs in a registration window and results in a new ITC needing to be submitted outside the registration window, FIFA will not allow it to be approved.

To start an ITC submission, once you have navigated to the Transfer Overview page of TMS, you will need to find the 'Engage Player' option at the top the screen and select it.

This will bring up a drop-down menu. For a professional ITC, you will need to select 'International – Permanently'. This will take you to the ITC submission page of TMS.
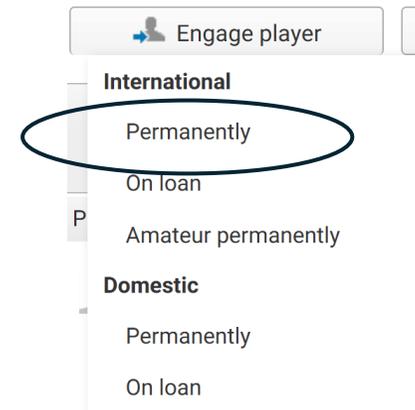
Please see Page <u>51</u> for a separate section on Loans.

STEP 5

SEARCH FOR THE PLAYER

The first step when you are on the ITC submission page will be to find or create the player in the system that requires an ITC.

When you type the player's name into the search bar, if will either show the player's FIFA profile, or will prompt you to do an 'Extended Search'.

Please ensure you have tried searching the player using their full name (that appears on their passport) and the name they have registered under in Play Football if it is different. The FIFA profiles will be pulled from the player's Play Football account or the player's account in the registration system of their previous country.

STEP 5

SEARCH FOR THE PLAYER

IMPORTANT!

The only type of photo ID that FIFA accepts for ITCs is the player's passport. This must be uploaded as a PDF.

If you cannot find the player's FIFA profile, please select 'Extended Search'. Please fill in the players details into the extended search section and select 'Search Player'.

This will either find the player's FIFA profile, or will give you the opportunity to 'Create New Player' and will allow you to fill in the player's details.

Once this is done you will need to upload a copy of the player's photo ID.

STEP 6

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

IMPORTANT!

Please see the transfer agreement section of the guide for how to submit an ITC where there is a transfer agreement.

The next step is to answer the following question:

Is there an agreement between AUS Club test and former club of the player? ⓘ

◯ Yes   ◯ No

Unless you have a written transfer agreement with the player's previous club, usually with a transfer fee or club payment involved, you will need to select 'No' for this question.

If you select 'No', it will give you the option to select whether the player was previously an amateur or a professional.

Is there an agreement between AUS Club test and former club of the player? ⓘ

◯ Yes   ⦿ No

Former Club

Search for a club 🔍

What was the player's status at his former club? ⓘ

◯ Amateur   ◯ Professional

If the player was previously an amateur, please select 'Amateur'.

If the player was previously a professional, it will ask you to select the reason for former contract termination.

Player's former contract details.

Reason for former contract termination ⓘ

Please select reason for former contract termination ▾

STEP 6

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

PART 1
THE CONTRACT WITH THE FORMER CLUB HAS EXPIRED

There are 3 options that you can select for the 'Reason for former contract termination. These are:

Please select reason for former contract termination
The contract with the former club has expired
The contract with the former club was terminated unilaterally
The player and his former club mutually agreed an early termination

The contract with the former club has expired

Please select this option if the player's previous contract has expired. If you select this option, TMS will ask you to put in the 'Date of Expiry' and upload 'Proof of last contract end date'. The 'Date of Expiry' must match the document that is uploaded. You can upload the player's previous contract or confirmation, usually in the form of a letter, from the previous club.

Date of Expiry 📅 ⓘ

Proof of last contract end date

☁ Drop files to attach or click to browse

STEP 6

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

PART 2
THE PLAYER AND HIS FORMER CLUB MUTUALLY AGREED ON EARLY TERMINATION

There are 3 options that you can select for the 'Reason for former contract termination. These are:

Please select reason for former contract termination

The contract with the former club has expired

The contract with the former club was terminated unilaterally

The player and his former club mutually agreed an early termination

THE FORMER CLUB MUTUALLY AGREED ON EARLY TERMINATION

Please only select this option if the player has had their previous contract mutually terminated,

For a player that has had their previous contract mutually terminated, TMS will ask for the date of termination and proof of the termination. The date of termination must match the document that is uploaded. You will need to upload signed proof of the player's mutual termination.

Date of termination

Proof of last contract end date

Drop files to attach or click to browse

STEP 6

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

PART 3
THE CONTRACT WITH THE FORMER CLUB WAS TERMINATED UNILATERALLY

There are 3 options that you can select for the 'Reason for former contract termination. These are:

> Please select reason for former contract termination
>
> The contract with the former club has expired
>
> The contract with the former club was terminated unilaterally
>
> The player and his former club mutually agreed an early termination

THE CONTRACT WITH THE FORMER CLUB WAS TERMINATED UNILATERALLY OR THE PLAYER

Please only select this option if the player has had their previous contract unilaterally terminated.

For a player that has unilaterally terminated their former contract, TMS will ask for proof of the termination. You will need to upload signed proof of the player's unilateral termination including documentation from an authority recognising the unilateral termination e.g. a union or lawyer.

Proof of unilateral termination

> ☁ Drop files to attach or click to browse

STEP 7

THE FORMER CLUB

IMPORTANT!

If you cannot find the club and the only options that are appearing are all Australian Clubs (and have FFA, Australia in the country section), please check that you have not submitted the transfer as a domestic transfer. Australian clubs will only show up in this section for domestic transfers.

In-between the transfer agreement and player status questions, TMS will need you to input the player's previous club.

If you cannot find the previous club, TMS will give you an option to 'Create Club'. Please select 'Create Club', fill in the club name and association and this will allow FA to request the ITC and the previous country to select the correct club. If the club is incorrect the other country may cancel the ITC and ask you to submit a new transfer with the correct club. FIFA will allow this to be completed outside the registration window if required as long as the initial ITC request was submitted within the registration window.

Former Club

Search for a club

Arsenal	🔍	+ CREATE CLUB

Arsenal Ceska Lipa	CMFS, Czech Republic	3465
Arsenal de Sarandi	AFA, Argentina	1209
Arsenal FC	FENAFUTH, Honduras	5476
Arsenal FC	LEFA, Lesotho	5594
Arsenal FC	The FA, England	812
Berekum Arsenal FC	GFA, Ghana	2046

Create new club

International name

This field is required.

Local name (optional)

Association

CANCEL   CREATE NEW CLUB

STEP 8

THE EMPLOYMENT SECTION

For all professional ITCs, you will need to upload the player's new contract details into the ITC submission. At the bottom of this section, you will be asked to upload a copy of the player's new contract to the submission. The details that you input into these answers must match the contract that is uploaded exactly or FIFA will not allow the ITC to be approved.

💼 Employment

Player's new employment contract with AUS Club test

| Start Date 📅 | End Date 📅 |

Player's basic salary information ⓘ

| Frequency: Yearly ▼ | Currency 🔍 |

Basic Salary

| Amount |

| Payable From 📅 | Payable Till 📅 |

| ➕ ADD SALARY PERIOD |

The employment contract 'Start' and 'End' dates must match the 'Term' section of the new contract exactly. If the contract has anything other than a date in this section (e.g. Round 1 or 30 days after last match) please put in dates that are as close as possible.

The player's basic salary must also match the contract exactly. If the player is on match payments and not a salary, please select weekly for the frequency.

Please select AUD for the currency.

Please input the amount that matches the frequency that you have submitted.

If the player is on match payments, or is paid on a win, draw, loss system, please input the lowest option that isn't $0.

Example:

Player A is on match payments and is paid $400 for a win, $300 for a draw and $200 for a loss.

The TMS transfer would state that the player was being paid $200 weekly from the contract start date to the contract end date.

If the player is on a multi year contract where the payments change for future years, you are able to select 'Add Salary Period' and input each year separately.

STEP 8

THE EMPLOYMENT SECTION

Other guaranteed fixed payments to the player

Are there any other guaranteed fixed payments? ⓘ

○ Yes   ○ No

| Amount | Payable On 📅 |

This field is required

Remarks

Optional   0 / 400

➕ ADD PAYMENT

Other guaranteed fixed payments to the player

Are there any other guaranteed fixed payments? ⓘ

○ Yes   ● No

Total fixed remuneration

Amount with currency

This field is required

Employment Contract

☁ Drop files to attach or click to browse

If there are any additional payments in the contract (e.g. a bonus for every goal scored) this can be included in the 'Other guaranteed fixed payments to the player' section.

You can select 'yes' to this question and fill in the details. If there are more than one payment, you can select 'Add Payment' and input each payment separately.

The 'Total fixed renumeration' will be automatically calculated based off your answers to the previous salary questions.

Please note that this total may be different to the actual total that the player is paid and does not require you to pay this amount.

STEP 9

FOOTBALL AGENTS

You will need to select whether you or the player has engaged a Football Agent for representation as part of the ITC process.

When this is checked, FIFA will be looking to see if a Football Agent has signed the player's new professional contract. If a Football Agent has signed the contract that is uploaded and has not been declared in the ITC submission, FIFA will not allow the ITC to be approved.

If a Football Agent has signed the contract, you will need to select 'Yes' to the club question (if the club engaged the Football Agent) or the player question (if the player engaged the Football Agent).

In both cases, you will need to search the name of the agent. The agent will only appear if they are certified by FIFA allowing them to act as an agent for football players and clubs.

For clubs, you will also need to add the Football Agent service fee and club representation agreement. If there are multiple Football Agents for the player or the club, you can select 'Add Football Agent' and add them separately.

STEP 10

PAYMENTS & TPO

The last section of the transfer submission is the Payments & TPO section.

Is this transfer made against Release(buy-out) fee?

Please select only select 'Yes' to this question if you have paid a fee to release the player from their previous contract. If this has not occurred, please select 'No'.

Please read and answer the Declarations carefully.

Training rewards waiver

This section is optional. It is important to note that all clubs in Australia, with the exception of clubs participating in the A-Leagues, are considered by FIFA as category 4 clubs and, as a result, do not need to pay training compensation.

NPL clubs can leave this section blank. If you have any questions about training compensation, please contact FA.

Training rewards waiver

Please upload the relevant proof that a training club has waived its right to training rewards, if applicable.

Proof that a training club has waived its right to training rewards

☁ Drop files to attach or click to browse

Optional

STEP 11

FINAL SUBMISSION

IMPORTANT!

If you save the ITC as a draft but select 'View details' from the transfer over page and not 'Edit', you will be able to view the transfer but will not be able to confirm it or make any changes.

The last step in is to confirm the transfer.

Please note that, once you have submitted the transfer, FIFA does not allow it to be edited. You are able to submit additional documents to the transfer, however, if you have made any errors, you will need to cancel the submission and create a new one from scratch.

Once you have selected the player profile at the beginning, this will allow you to 'Save as Draft. This will place the ITC in the 'Pending' status and will allow you to select 'Edit' from the transfer overview page to continue editing and make any changes. Please remember that you will need to go back into the ITC to 'Confirm Transfer' for it to progress to the next stage.

If you are ready to submit the ITC, please select the tick-box declaring the information is correct and select 'Confirm Transfer'.

SAVE AS DRAFT

Confirm the transfer

Before confirming the transfer, please ensure that all the information entered is correct. After confirming the transfer, the selected player and club cannot be changed, and all documents uploaded so far cannot be removed.

☑ I certify that the above information is true and correct.

CONFIRM TRANSFER

Pending
🔍 View details
✏️ Edit
✖ Cancel

THE NEXT STEPS

Club submits ITC into TMS as per this guide.

If the club had to create the player, the ITC will be sent to the previous country to confirm that player's registration history.

If the player's FIFA profile was found when submitting the ITC, the ITC will skip this step.

FA will check and request the ITC from the previous association.

This step must be completed within the professional registration window for FIFA to allow the ITC to be completed.

The previous country has 72 hours from midnight on the day of the ITC request to deliver or cancel the ITC.

Once the ITC is delivered by the previous country, FA will complete the ITC in TMS and approve the player in Play Football. The club will get an automatic email from Play Football notifying them of this, allowing for the payment and approval of the registration.

PROFESSIONAL DTCS

WHAT IS A PROFESSIONAL DTC AND WHEN DO YOU NEED ONE?

Any player registering as a professional in Australia whose most recent registration was with a different club in Australia will require a Domestic Transfer Certificate (DTC) processed through FIFA TMS.

It doesn't matter if they previously played as an amateur or a professional. If the player is moving to a new club and is registering as a professional, they will require a DTC.

The only situations where a player does not need a DTC is if the player was previously as a professional with your club and is re-registering, is being promoted from within the club (e.g. their most recent registration was with your club as an amateur) or if the player is registering with your club as an amateur.

All professional DTCs must be submitted by the relevant club within a professional registration window.

STEP 1

PLAY FOOTBALL REGISTRATION
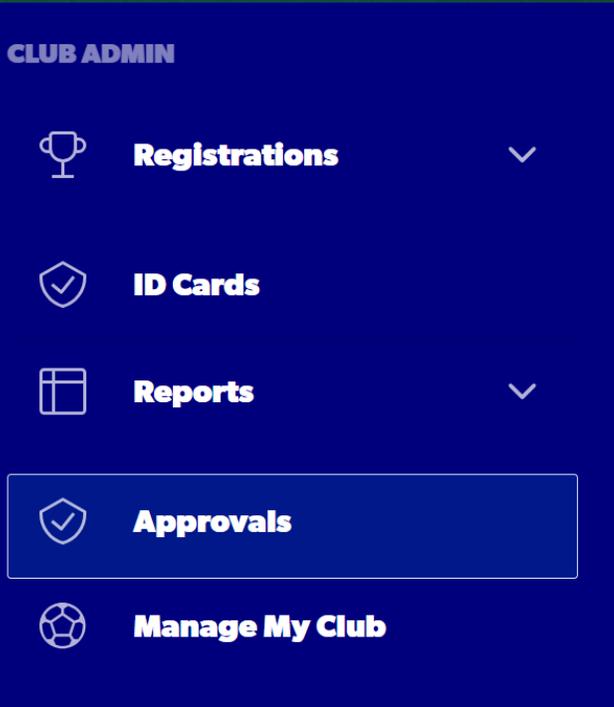
The first step in the DTC process is having the player register in Play Football.

Once the player has registered in Play Football, their registration will be flagged as needing an DTC.

The player's registration status will update to 'DTC PENDING'

Once this registration is entered into the system, a ticket will appear in the 'Approvals' tab for the club to action. This is when the club will need to log into TMS and submit the DTC.
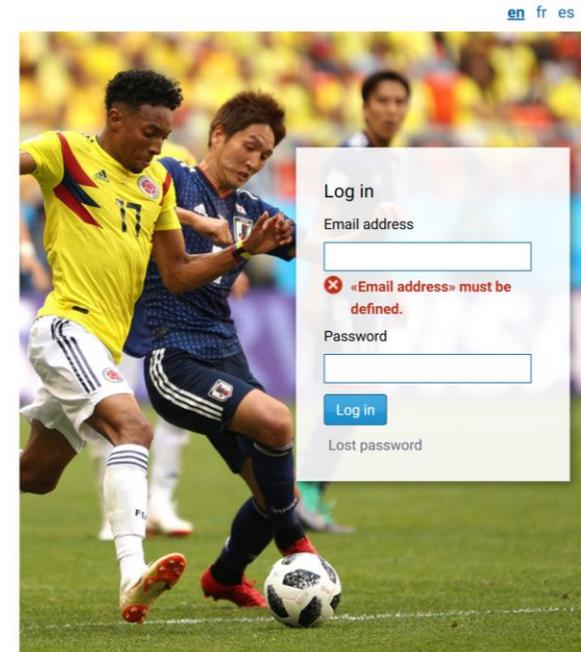
STEP 2

LOG INTO FIFA TMS

When your club's TMS user account has been set up, please head to the TMS log in page.

There will be a link to this page in the user account confirmation email that you will have received from FIFA, or you can select this link: FIFA TMS

STEP 3
NAVIGATE TO TRANSFERS OVERVIEW PAGE

FIFA ‖ TMS
12.10.08214

⊙ aus-clubtest@fifa.org   ? Help   [→ Log out

| Men | Women |

Registration period closes on:
30.06.2026

🏠 TRANSFERS ⌃   CLAIMS   STAKEHOLDERS ⌄   PLAYER PASSPORTS ⌄

Tran:

OVERVIEW

FIRST PRO. REGISTRATIONS

DOMESTIC DECLARATIONS

TRIALS

Leaving to

BOT Club test
FFA, Botswana

Transfer ID	67063
Transfer region	International
Transfer category	Professional

RELEASE PERMANENTLY

‹   1 of 50   ›

Claims

⊘ **No recent claims**
You do not have any claims to take care of

GO TO CLAIMS

Loans about to end

0   Next month

Loans awaiting payments

0   Next month

Find the 'TRANSFERS' tab at the top of the TMS home page. When you hover over the tab it will bring up the drop-down menu. Please select 'OVERVIEW' from these options.

THE TRANSFER OVERVIEW PAGE

The Transfer Overview page in TMS will provide the club with updates on all pending transfers. You will be able to see the progress of the DTC in the 'Status' Column. See the next slide for an example of this page.

The status messages you will see are:

Pending

If an DTC has the status 'Pending', this means you have not successfully submitted the DTC, and it is sitting in draft. To fix this status, you will need to select 'edit', scroll to the bottom of the transfer page and select 'Confirm Transfer'. While an DTC is in 'Pending', FA is unable to complete the DTC.

Awaiting Confirmation of Player

If an DTC has the status 'Awaiting Confirmation of Player', this means that the player did not exist in the FIFA TMS system and must be confirmed by FA.

Awaiting Transfer Approval

If an DTC has the status 'Awaiting Transfer Approval', this means it has been submitted and is sitting with your Member Federation to approve in TMS.

Awaiting Registration Confirmation

If an ITC has the status 'Awaiting Registration Confirmation', this means the DTC has been approved by your Member Federation and is sitting with FA to complete.

Awaiting Counter Instruction

If an DTC has the status 'Awaiting Counter Instruction', this means that you have submitted the transfer as a loan or have included a transfer agreement in the DTC. In these cases, the DTC must be confirmed by the previous club prior to the DTC coming to your Member Federation to approve and FA to complete.

THE TRANSFER OVERVIEW PAGE

FIFA TMS
v12.10.08214

⊙ aus-clubtest@fifa.org   ⑦ Help   ⤷ Log out

Men | Women
Registration period closes on:
30.06.2026

🏠   TRANSFERS ⌄   CLAIMS   STAKEHOLDERS ⌄   PLAYER PASSPORTS ⌄

Transfers

[👤➡ Engage player]   [👤➡ Release player]

| Type transfer details... 🔍 | ☐ Include completed transfers ⓘ | | ⤨ Show filters |

Player	Transfer	Status	
Sakda JOEMDEE Engage permanently Professional International 67211	From **Airbus UK Broughton FC** FAW, Wales	⏱ **Awaiting counter instruction**	🔍 View details ➕ Upload documents ✖ Cancel
David TESTO Engage permanently Professional International 67210	From **BOT Club test** BFA, Botswana	⏱ **Awaiting ITC request**	🔍 View details ➕ Upload documents ✖ Cancel
John COLLINS Engage permanently Professional International	From **Arsenal de Sarandi** AFA, Argentina	⏱ **Pending**	🔍 View details ✏ Edit ✖ Cancel

STEP 4

START THE DTC SUBMISSION
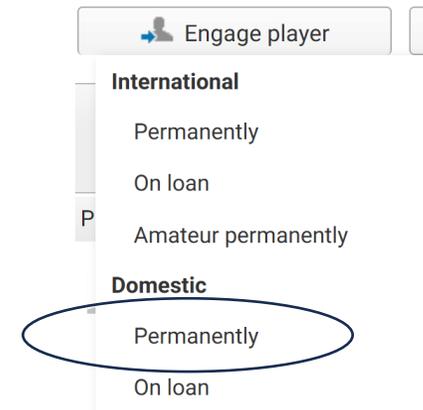
To start a DTC submission, once you have navigated to the Transfer Overview page of TMS, you will need to find the 'Engage Player' option at the top the screen and select it.
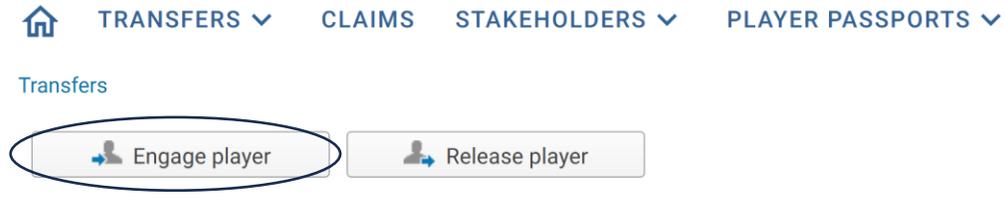
This will bring up a drop-down menu. For a DTC you will need to select 'Domestic – Permanently'. This will take you to the DTC submission page of TMS.

Please see Page 51 for a separate section on Loans.

STEP 5

SEARCH FOR THE PLAYER

The first step when you are in the DTC submission page will be to find or create the player in the system that requires an DTC.

When you type the player's name into the search bar, it will either find the player's FIFA profile or will prompt you to do an 'Extended Search'.

Please ensure you try searching the player using their full name (that appears on their passport) and the name they have registered under in Play Football if it is different. The FIFA profiles will be pulled from the player's Play Football account or the player's account in the registration system of their previous country.

STEP 5

SEARCH FOR THE PLAYER

IMPORTANT!

Any form of government issued photo ID can be used for this section. This is different to submitting an ITC.

If the photo ID is expired, you can upload the player's birth certificate along with the expired ID.

If you cannot find the player's FIFA profile, please select 'Extended Search'. Please fill in the players details into the extended search section and select 'Search Player'.

Extended Search

By using Extended Search, you will search for player in the Connect ID database. Please enter the player's details as they appear in the Proof of Identity.

First name

Last name

Date of birth

Sex

○ Male

○ Female

CANCEL   SEARCH PLAYER

This will either find the player's FIFA profile or will give you the opportunity to 'Create New Player' and will allow you to fill in the player's details.

Once this is done you will need to upload a copy of the player's photo ID.

Player   SELECT ANOTHER PLAYER

John CITIZEN

Date of birth	01/01/2000
Sex	Male
Nationality	Australia
TMS ID	N/A
FIFA ID	N/A

Proof of Identity

⬆ Drop files to attach or click to browse

STEP 5

SEARCH FOR THE PLAYER

IMPORTANT!

This section is only required if the player does not have a form of Australian photo ID.

If you upload an international photo ID for the player and select 'No' for this section, the DTC will not be completed.

For DTCs, you will also need to declare if the player is on a visa.

If the player has a working or residence visa, please select 'Yes' for this section.

If you select 'Yes', the system will prompt you to select 'work' or 'residence' and put in the visa 'Start date' and 'End Date'.

You will also need to upload a copy of the player's visa.

Does the player have a work and/or residence permit? ⓘ

◉ Yes   ○ No

Permit type

☑ Work   ☐ Residence

Work

| Start date 📅 | End date 📅 |

Work permit

☁ Drop files to attach or click to browse

STEP 6

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

IMPORTANT!

Please see the transfer agreement section of the guide for how to submit an DTC where there is a transfer agreement.

The next step is to answer the following question:

Is there an agreement between AUS Club test and former club of the player? ⓘ

○ Yes   ○ No

Unless you have a written transfer agreement with the player's previous club, usually with a transfer fee or club payment involved, you will need to select 'No' for this question.

If you select 'No', it will give you the option to select whether the player was previously an amateur or a professional.

Is there an agreement between AUS Club test and former club of the player? ⓘ
○ Yes   ● No

Former Club

[Search for a club   🔍]

What was the player's status at his former club? ⓘ
○ Amateur   ○ Professional

If the player was previously an amateur, please select 'Amateur'.

If the player was previously a professional, it will ask you to select the reason for former contract termination.

Player's former contract details.

Reason for former contract termination ⓘ

[Please select reason for former contract termination   ▾]

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

PART 1
THE CONTRACT WITH THE FORMER CLUB HAS EXPIRED

There are 3 options that you can select for the 'Reason for former contract termination. These are:

Please select reason for former contract termination
The contract with the former club has expired
The contract with the former club was terminated unilaterally
The player and his former club mutually agreed an early termination

The contract with the former club has expired

Please select this option if the player's previous contract has expired. If you select this option, TMS will ask you to put in the 'Date of Expiry' and upload 'Proof of last contract end date'. The 'Date of Expiry' must match the document that is uploaded. You can upload the player's previous contract or confirmation, usually in the form of a letter, from the previous club.

Date of Expiry 📅 ⓘ

Proof of last contract end date

☁ Drop files to attach or click to browse

IMPORTANT!
Other documents that can be used in this section can include:
- Confirmation from your Member Federation that the player's previous contract has expired.

STEP 6

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

PART 2
THE PLAYER AND HIS FORMER CLUB MUTUALLY AGREED ON EARLY TERMINATION

There are 3 options that you can select for the 'Reason for former contract termination. These are:

Please select reason for former contract termination

The contract with the former club has expired

The contract with the former club was terminated unilaterally

The player and his former club mutually agreed an early termination

HIS FORMER CLUB MUTUALLY AGREED ON EARLY TERMINATION

Please only select this option if the player has had their previous contract mutually terminated,

For a player that has had their previous contract mutually terminated, TMS will ask for the date of termination and proof of the termination. The date of termination must match the document that is uploaded. You will need to upload signed proof of the player's mutual termination.

Date of termination

Proof of last contract end date

Drop files to attach or click to browse

IMPORTANT!

Other documents that can be used in this section can include:
- Confirmation from your Member Federation that the player's previous contract was mutually terminated.

STEP 6

IS THERE AN AGREEMENT BETWEEN THE TWO CLUBS?

PART 3
THE CONTRACT WITH THE FORMER CLUB WAS TERMINATED UNILATERALLY

There are 3 options that you can select for the 'Reason for former contract termination. These are:

Please select reason for former contract termination

The contract with the former club has expired

The contract with the former club was terminated unilaterally

The player and his former club mutually agreed an early termination

THE CONTRACT WITH THE FORMER CLUB WAS TERMINATED UNILATERALLY OR THE PLAYER

Please only select this option if the player has had their previous contract unilaterally terminated.

For a player that has unilaterally terminated their former contract, TMS will ask for proof of the termination. You will need to upload signed proof of the player's unilateral termination including documentation from an authority recognising the unilateral termination e.g. a union or lawyer.

Proof of unilateral termination

Drop files to attach or click to browse

STEP 7

THE FORMER CLUB

IMPORTANT!

If you cannot find the club and the only options that are appearing are all International Clubs (and don't have FFA, Australia in the country section), please check that you have not submitted the transfer as an international transfer. International clubs will only show up in this section for international transfers.

In-between the transfer agreement and player status questions, TMS will need you to input the player's previous club.

If you cannot find the previous club, TMS will give you an option to 'Create Club'. Please select 'Create Club', fill in the club name and this will allow FA to select the correct club once it is submitted. If the club is incorrect, FA will cancel the DTC and ask you to submit a new transfer with the correct club.

Former Club

Search for a club

sydney

🔍 + CREATE CLUB

Sydney	FFA, Australia	9221
Sydney FC	FFA, Australia	1198
Sydney Olympic FC	FFA, Australia	7388
West Sydney Berries	FFA, Australia	7392

Create new club

International name

Local name (optional)

CANCEL   CREATE NEW CLUB

STEP 8

THE EMPLOYMENT SECTION

For all DTCs, you will need to upload the player's new contract details into the DTC submission. At the bottom of this section, you will be asked to upload a copy of the player's new contract to the submission. The details that you input into these answers must match the contract that is uploaded exactly or FIFA will not allow the DTC to be approved.

💼 **Employment**

Player's new employment contract with AUS Club test

| Start Date 📅 | End Date 📅 |

Contract signed date

| Select date 📅 |

Player's basic salary information ⓘ

| Frequency ▾ | Currency 🔍 |

Basic Salary

| Amount |

| Payable From 📅 | Payable Till 📅 |

➕ ADD SALARY PERIOD

The employment contract 'Start' and 'End' dates must match the 'Term' section of the new contract exactly. If the contract has something other than a date in this section (e.g. Round 1 or 30 days after last match) please put in dates that are as close as possible.

The 'Contract signed date' must also match either the date on the front page of the new contract or the date in the signature section.

The player's basic salary must also match the contract exactly. If the player is on match payments and not a salary, please select weekly for the frequency.

Please select AUD for the currency.

Please input the amount that matches the frequency that you have submitted.

If the player is on match payments or paid on a win, draw, loss system please input the lowest option that isn't $0.

Example:

Player A is on match payments and is paid $400 for a win, $300 for a draw and $200 for a loss.

The TMS transfer would state that the player was being paid $200 weekly from the contract start date to the contract end date.

If the player is on a multi year contract where the payments change for future years, you are able to select 'Add Salary Period' and input each year separately.

STEP 8

THE EMPLOYMENT SECTION

Other guaranteed fixed payments to the player

Are there any other guaranteed fixed payments? ⓘ

◉ Yes   ○ No

Amount		Payable On	📅

This field is required

Remarks

Optional   0 / 400

➕ ADD PAYMENT

Other guaranteed fixed payments to the player

Are there any other guaranteed fixed payments? ⓘ

○ Yes   ◉ No

Total fixed remuneration

Amount with currency

This field is required

Employment Contract

☁️ Drop files to attach or click to browse

If there are any additional payments in the contract (e.g. a bonus for every goal scored) this can be included in the 'Other guaranteed fixed payments to the player' section.

You can select 'yes' to this question and fill in the details. If there are more than one payment, you can select 'Add Payment' and input each payment separately.

The 'Total fixed renumeration' will be automatically calculated based off your answers to the previous salary questions.

Please note that this total may be different to the actual total that the player is paid and does not require you to pay this amount.

STEP 9

FOOTBALL AGENTS

You will need to select whether you or the player has engaged a Football Agent for representation as part of the DTC process.

When this is checked, FIFA will be looking to see if a Football Agent has signed the player's new professional contract. If a Football Agent has signed the contract that is uploaded and has not been declared in the DTC submission, FIFA will not allow the DTC to be approved.

If a Football Agent has signed the contract, you will need to select 'Yes' to the club question (if the club engaged the Football Agent) or the player question (if the player engaged the Football Agent).

In both cases, you will need to search the name of the agent. The agent will only appear if they are certified by FIFA allowing them to act as an agent for football players and clubs.

For clubs, you will also need to add the Football Agent service fee and club representation agreement. If there are multiple Football Agents for the player or the club, you can select 'Add Football Agent' and add them separately.

PAYMENTS & TPO

The last section of the transfer submission is the Payments & TPO section.

Is this transfer made against Release(buy-out) fee?

Please select only select 'Yes' to this question if you have paid a fee to release the player from their previous contract. If this has not occurred, please select 'No'.

Please read and answer the Declarations carefully.

Ⓢ Payments & TPO

Is this transfer made against Release(buy-out) fee?

◯ Yes   ◯ No

Declaration on third-party influence on clubs
Has your club entered into a contract which enables the counter club/counter clubs, and vice versa, or any third party (defined as any party other than the player being transferred, the two clubs transferring the player between each other or any previous club with which the player has been registered) to acquire the ability to influence in employment and transfer-related matters your club's independence, your club's policies or the performance of your teams?

◯ Yes   ◯ No

Declaration on third-party ownership of player's economic rights
Has your club or the player entered into an agreement with a third party (defined as any party other than the player being transferred, the two clubs transferring the player between each other or any previous club with which the player has been registered) whereby the third party is entitled to participate, in full or in part, in compensation payable in relation to the future transfer of the player from one club to another, or is being assigned any rights in relation to a future transfer or transfer compensation?

◯ Yes   ◯ No

STEP 11

FINAL SUBMISSION

IMPORTANT!

If you save the DTC as a draft but select 'View details' from the transfer over page and not 'Edit', you will be able to view the transfer but will not be able to confirm it or make any changes.

The last step in is to confirm the transfer.

Please note that, once you have submitted the transfer, FIFA does not allow it to be edited. You are able to submit additional documents to the transfer, however, if you have made an errors, you will need to cancel the submission and create a new one from scratch.

Once you have selected the player profile at the beginning, this will allow you to 'Save as Draft'. This will place the DTC in the 'Pending' status and will allow you to select 'Edit' from the transfer overview page to continue editing and make any changes. Please remember that you will need to go back into the DTC to 'Confirm Transfer' for it to go to the next stage in the process.

If you are ready to submit the DTC, please select the tick-box declaring the information is correct and select 'Confirm Transfer'.

THE NEXT STEPS

Club submits DTC into TMS as per this guide.

If the club had to create the player, the DTC will be sent to FA to confirm that player's registration history.

If the player's FIFA profile was found when submitting the DTC, the DTC will skip this step.

The relevant Member Federation will check and approve the DTC.

Once the DTC is approved by the Member Federation, FA will complete the DTC in TMS.

FA will approve the player in Play Football once the DTC is completed in TMS.

The club will get an automatic email from Play Football notifying them of this, allowing for the payment and approval of the registration.

LOANS & TRANSFER AGREEMENTS

LOANS

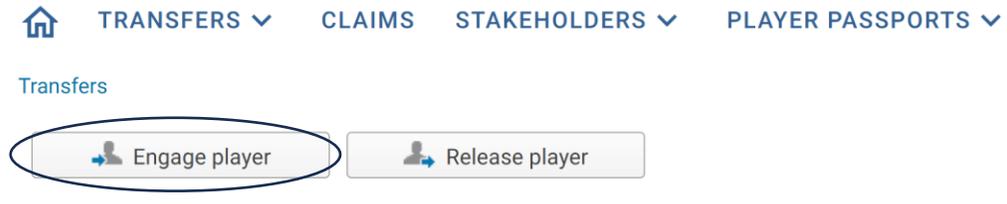Any player that is going on loan will need a loan ITC or DTC completed in TMS.

This process is exactly the same as a standard ITC or DTC, with some slight changes.

It is important to note that amateur players are not allowed to go on loan. This can only be processed if the player was professional at their parent club, or the club that is releasing the player on loan.
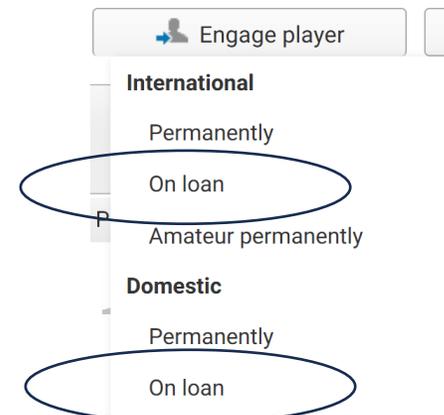
HOW TO SUBMIT A LOAN TRANSFER

ENGAGE A PLAYER ON LOAN

To start a loan submission, once you have navigated to the Transfer Overview page of TMS, you will need to find the 'Engage Player' option at the top the screen and select it.

This will bring up a drop-down menu. For a DTC you will need to select 'Domestic – On Loan'. This will take you to the DTC submission page of TMS. For an ITC you will need to select 'International – On Loan'. This will take you to the ITC submission page of TMS.

HOW TO SUBMIT A LOAN TRANSFER

ENGAGE A PLAYER ON LOAN

The process for submitting a loan transfer follows the same steps as a standard ITC and DTC, however, Step 6 – 'Is there an agreement between the two clubs' is replaced by the Loan Agreement.

TMS will ask you to upload a copy of the loan agreement and input the 'Start date' and 'End date' of the loan. These dates must match the loan agreement that is uploaded exactly.

Date of loan agreement

Start date 🗓

End date 🗓

Loan agreement

☁ Drop files to attach or click to browse

HOW TO SUBMIT A LOAN TRANSFER

ENGAGE A PLAYER ON LOAN

In the 'Employment' section, you will also need to declare if your club is paying any part of the player's salary. If you are, you will need to select 'Yes' for this section, and this will allow you to fill in the salary information. The salary information will be the same as a standard DTC or ITC.

Player's basic salary information ⓘ

Is your club paying any part of the player's salary?

◉ Yes   ◯ No

| Frequency ▼ | Currency 🔍 |

Basic Salary

Amount

| Payable From 📅 | Payable Till 📅 |

➕ ADD SALARY PERIOD

HOW TO SUBMIT A LOAN TRANSFER

ENGAGE A PLAYER ON LOAN

It is important that you remember that, if you have agreed to pay a loan fee as part of the loan agreement for the player, this figure must be included in the 'Payments & TPO' section. If there are any loan fees included, please select ' Yes' and fill in the relevant payment details.

These details must also match the details in the transfer that was done by the new club for these transfers to match in TMS.

Ⓢ Payments & TPO

Is this transfer made against payment (fixed transfer fee, conditional transfer fee, sell-on fee)?

● Yes   ○ No

Select currency

Currency	🔍

Fixed transfer fee ⓘ

Total Amount

Conditional transfer fee ⓘ

Total Amount

Sell-on fee ⓘ

Percentage	%

If you are ready to submit the DTC or ITC to release the player on loan, please select the tick-box declaring the information is correct and select 'Confirm Transfer'.

HOW TO SUBMIT A LOAN TRANSFER

ENGAGE A PLAYER ON LOAN

Once your loan ITC or DTC is submitted, the previous club will also need to submit a transfer.

The transfer will move to the status '**Awaiting Counter Instruction**' until the previous club has submitted their transfer. TMS will automatically link the transfers together once they are both submitted.

All the details of the other club's transfer must match your submission. If they do not, the transfers will not link or, they will link but will move to the status '**Matching Exception**'. If an ITC or DTC has the matching exception status, this means that TMS has linked the two transfer submissions together from the previous club and the new club, however, one of the smaller details does not match.

Each club can go into the transfers in the matching exception status, and it will highlight in orange which section must be updated.
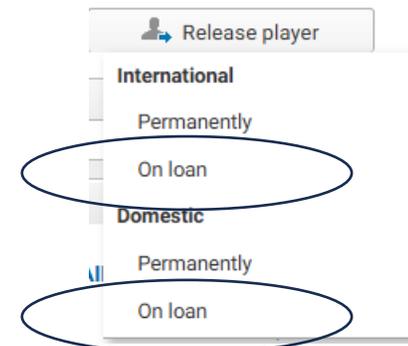
HOW TO SUBMIT A LOAN TRANSFER

RELEASE A PLAYER ON LOAN

If you are releasing a player who is going on loan to another club, you will need to submit a loan transfer releasing the player.

To start a loan submission, once you have navigated to the Transfer Overview page of TMS, you will need to find the 'Engage Player' option at the top the screen and select it.

This will bring up a drop-down menu. For a DTC you will need to select 'Domestic – On Loan'. This will take you to the DTC submission page of TMS. For an ITC you will need to select 'International – On Loan'. This will take you to the ITC submission page of TMS.

HOW TO SUBMIT A LOAN TRANSFER

RELEASE A PLAYER ON LOAN

Releasing a player permanently is the same process as submitting a normal ITC or DTC but with less steps.

For a DTC, you only need to complete the new player, new club sections. You will also need to select whether the player was 'amateur' or 'professional'. You will need to select 'professional' for this section. This will prompt you to put in the previous contract details, this is the contract that the player is on at your club. This date must match the dates in the loan transfer that was done by the new club for these to match in TMS.

For an ITC, you will also need to add in the 'Start date' and 'End date' of the players current contract with your club and the loan agreement. These dates must match the dates in the transfer that was done by the new club for these to match in TMS.

👤 Player & Clubs

Player

Search for a player 🔍

New Club

Search for a club 🔍

Former Club

AUS Club test
FFA, Australia
FIFA ID: N/A
TMS ID: 7910
TMS manager: N/A

Player's current employment contract with AUS Club test

Start Date 📅   End Date 📅

Loan agreement

Start date 📅   End date 📅

If you are ready to submit the DTC or ITC to release the player on loan, please select the tick-box declaring the information is correct and select 'Confirm Transfer'.

HOW TO SUBMIT A LOAN TRANSFER

RELEASE A PLAYER ON LOAN

It is important that you remember that, if you are receiving a loan fee as part of the loan agreement for the player, this figure must be included in the 'Payments & TPO' section. If there are any loan fees included, please select ' Yes' and fill in the relevant payment details.

These details must also match the details in the transfer that was done by the new club for these transfers to match in TMS.

⑤ Payments & TPO

Is this transfer made against payment (fixed transfer fee, conditional transfer fee, sell-on fee)?

◉ Yes   ○ No

Select currency

| Currency | 🔍 |

Fixed transfer fee ⓘ

| Total Amount |

Conditional transfer fee ⓘ

| Total Amount |

Sell-on fee ⓘ

| Percentage | % |

If you are ready to submit the DTC or ITC to release the player on loan, please select the tick-box declaring the information is correct and select 'Confirm Transfer'.

TRANSFER AGREEMENTS

If your club has signed a written transfer agreement with a club to facilitate the transfer of a professional player, this will need to be declared in the ITC or the DTC in TMS.

This process is exactly the same as a standard ITC or DTC, with some slight changes.

It is important to note that you cannot have a transfer agreement for an amateur player. There can only be transfer agreements and transfer fees for the transfer of professional players.

TRANSFER AGREEMENTS

ENGAGE A PLAYER UNDER A TRANSFER AGREEMENT

All standard ITCs and DTCs will ask the following question:

Is there an agreement between AUS Club test and former club of the player? ⓘ

○ Yes   ○ No

Unless you have a written transfer agreement with the player's previous club, usually with a transfer fee or club payment involved, you will need to select 'No' for this question.

If you select 'Yes', it will assume the player was previously professional. This is because you cannot have a transfer agreement for an amateur player. You will need to input the date of the transfer agreement and upload a copy of the transfer agreement. The date that is declared as the 'Date of transfer agreement' must match the date mentioned in the transfer agreement that is uploaded or the DTC or ITC will not be approved.

Is there an agreement between AUS Club test and former club of the player? ⓘ

⦿ Yes   ○ No

Former Club

Search for a club   🔍

Date of transfer agreement ⓘ

Date of agreement   📅

Transfer agreement

⬆ Drop files to attach or click to browse

TRANSFER AGREEMENTS

ENGAGE A PLAYER UNDER A TRANSFER AGREEMENT

It is important that you remember that, if you have agreed to pay a transfer fee or to include a sell-on fee in the transfer agreement for the player, this figure must be included in the 'Payments & TPO' section. If there are any payments or sell-on fees included, please select ' Yes' and fill in the relevant payment details.

These details must also match the details in the transfer that was done by the new club for these transfers to match in TMS.

If you are ready to submit the DTC or ITC to release the player on loan, please select the tick-box declaring the information is correct and select 'Confirm Transfer'.

TRANSFER AGREEMENTS

ENGAGE A PLAYER UNDER A TRANSFER AGREEMENT

Once your transfer agreement ITC or DTC is submitted, the previous club will also need to submit a transfer.

The transfer will move to the status '**Awaiting Counter Instruction**' until the previous club has submitted their transfer. TMS will automatically link the transfers together once they are both submitted.

All the details of the other club's transfer must match your submission. If they do not, the transfers will not link or, they will link but will move to the status '**Matching Exception**'. If an ITC or DTC has the matching exception status, this means that TMS has linked the two transfer submissions together from the previous club and the new club, however, one of the smaller details does not match.

Each club can go into the transfers in the matching exception status, and it will highlight in orange which section must be updated.
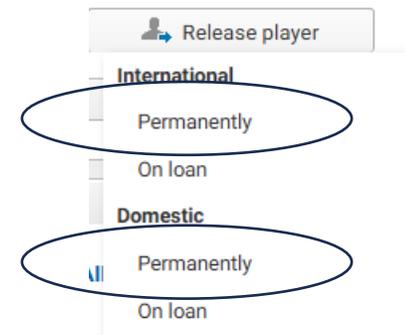
TRANSFER AGREEMENTS

RELEASE A PLAYER UNDER A TRANSFER AGREEMENT

If you are releasing a player who is going to another club and you have signed a transfer agreement to release the player, you will need to submit a release – permanently transfer in TMS.

To start a release submission, once you have navigated to the Transfer Overview page of TMS, you will need to find the 'Engage Player' option at the top the screen and select it.
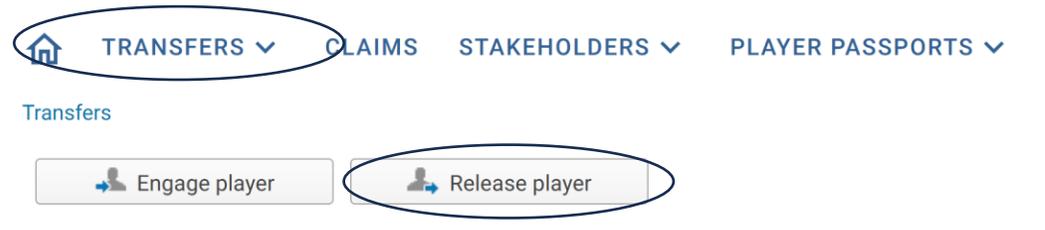
This will bring up a drop-down menu. For a DTC you will need to select 'Domestic – Permanently'. This will take you to the DTC submission page of TMS. For an ITC you will need to select 'International – Permanently'. This will take you to the ITC submission page of TMS.

TRANSFER AGREEMENTS

RELEASE A PLAYER UNDER A TRANSFER AGREEMENT

Releasing a player permanently is the same process as submitting a normal ITC or DTC but with less steps.

For an ITC or a DTC, you only need to complete the new player, new club sections. You will also need to select whether the player was 'amateur' or 'professional'. You will need to select 'professional' for this section. This will prompt you to put in the previous contract details, this is the contract that the player was on at your club, as well as the date of the transfer agreement. This date must match the dates in the transfer that was done by the new club for these to match in TMS.

What was the player's status at his former club? ⓘ

○ Amateur   ● Professional

Player's former employment contract with AUS Club test

| Start Date 📅 | End Date 📅 |

Transfer agreement ⓘ

| Date of agreement 📅 |

TRANSFER AGREEMENTS

RELEASE A PLAYER UNDER A TRANSFER AGREEMENT

It is important that you remember that, if you have received a payment or are paying a fee for the player, this figure must be included in the 'Payments & TPO' section. If there are any payments or sell-on fees included, please select ' Yes' and fill in the relevant payment details.

These details must also match the details in the transfer that was done by the new club for these transfers to match in TMS.

ⓢ Payments & TPO

Is this transfer made against payment (fixed transfer fee, conditional transfer fee, sell-on fee)?

◉ Yes   ○ No

Select currency

| Currency | 🔍 |

Fixed transfer fee ⓘ

| Total Amount |

Conditional transfer fee ⓘ

| Total Amount |

Sell-on fee ⓘ

| Percentage | %

If you are ready to submit the DTC or ITC to release the player on loan, please select the tick-box declaring the information is correct and select 'Confirm Transfer'.