Contents

How to login to ROS .................................................................................. ......................................... 3
Logging in to ROS for the first time ........................................................................................................ 3
Reset your password .................................................................................. ........................................ 6
Automatic time out for inactivity ........................................................................................................... 7
Password lockout ..................................................................................... .......................................... 7
Logging out of ROS ................................................................................... ......................................... 7
Lodging a return in ROS .............................................................................. ....................................... 8
Lodge a Nil return ................................................................................... ............................................ 9
Lodge a return for multiple leases where a large majority are Nil ...................................................... 10
Lodge a return with Production/Deduction details ................................................................. 13
The Royalty Online Services (ROS)

Royalty Online Services (ROS) is a service that allows an authorised person to electronically lodge and pay a Mineral Royalty Return directly to Revenue NSW.

ROS is available 24 hours a day, 7 days a week, and allows users to lodge and manage their royalty returns in an authenticated and secure online environment.

This user guide provides step-by-step instructions on how to lodge a monthly or annual return for Petroleum.

How to login to ROS

To access ROS, you will need a username and password. If you do not have a username, you will need to complete a <User Access Form> and email it to mineralroyalty@revenue.nsw.gov.au to set one up.

You can log in to ROS using either your username and password or your AUSkey:

Logging in to ROS for the first time

From the Revenue NSW homepage (www.revenue.nsw.gov.au) navigate to Info & Services > Online Services > Mineral Royalties

You can also open the ROS application at https://www.apps08.osr.nsw.gov.au/erevenue/ros/

The ROS login screen will open.
To log in to ROS:

1. Enter your **User name** (the email address you used to register for ROS).
2. Enter your **Password** (the temporary password issued to you by Revenue NSW).
3. Select **Login**.

   The following screen will open prompting you to change your password:

   ![Password Change Screen](image)

To change your password:

1. Enter your **Temporary password**.
2. Enter your **New password**.
3. Re-enter your **New password**.
   
   The system will validate your new password
4. Select **Save**.

   **Note:** Your password must be a minimum of eight characters in length and include a capital, a lower case and numeric character.
If you are registered to use ROS on behalf of multiple mines, a Client list screen will open.

If you are lodging a return for a single mine, the Client return history screen will open.
Reset your password

To reset your password go to the ROS login screen.

Click the **temporary password** link at the bottom of the screen.

Follow the prompts to reset your password. If the information you provide is correct, a new password will be sent immediately to your email account. Double-click on the new password issued in the email and copy and paste it into the password field when you next log in.

You will be prompted to change your password at this log in.
Automatic time out for inactivity

If you are logged into ROS and the system detects no activity, you will be automatically logged out after 30 minutes. You will need to log in to ROS if this occurs.

Password lockout

After three unsuccessful log in attempts, we will send you the following email.

Your access to Revenue NSW Royalty Online Services (ROS) has been locked after three failed log in attempts.

Your account will become available for use at (the time displayed will be an hour forward).

Do not attempt to log in before this time otherwise your account will remain locked for an extended period.

If you were not responsible for causing the lockout on your account or for assistance with your ROS login details, contact us on 1300 139 817 or email mineralroyalty@revenue.nsw.gov.au

You must wait an hour before you can attempt to log in again. If you have forgotten your password, you may request a temporary password by selecting the 'temporary password' hyperlink on the ROS Login screen.

Logging out of ROS

Close your ROS session using the Logout link at the top of the screen.
Lodge a return in ROS

If you are lodging a return for multiple operations, start at Step 1.

1. For single operation returns, start at Step 2.

1. From the Client list screen locate the mine that you wish to complete by viewing the Name and Client ID columns.

2. Select Returns (located under the Returns column)

   The Client return history screen will open.

   Each royalty period will have one of the following statuses assigned:

   - **New** – a return is due and should be lodged for this period.
   - **In Progress** – a return has been partially completed or viewed and saved. You may still edit or complete the return.
   - **Overdue** – a return is overdue and should be lodged for this period.
   - **Submitted** – a return has been lodged for the period.
   - **(Revenue NSW created)** – a Revenue NSW Officer has created a return for the period.

3. From the Client return history screen, select Edit under the Details column for the applicable return period or Nil if you are submitting a Nil return for all leases/extractions/minerals.

### Client return history

<table>
<thead>
<tr>
<th>Client ID:</th>
<th>136579794</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client name:</td>
<td>PETROLEUM CLIENT 1</td>
</tr>
<tr>
<td>RMS ID:</td>
<td>888888</td>
</tr>
<tr>
<td>Return type:</td>
<td>Petroleum</td>
</tr>
<tr>
<td>Frequency:</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due date</th>
<th>Period</th>
<th>Royalty</th>
<th>Revision</th>
<th>Submitted by</th>
<th>Submitted on</th>
<th>Status</th>
<th>Details</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-Jun-16</td>
<td>01-May-16 - 31-May-16</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>New</td>
<td>Edit</td>
<td>Nil</td>
</tr>
<tr>
<td>31-May-16</td>
<td>01-Apr-16 - 30-Apr-16</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Overdue</td>
<td>Edit</td>
<td>Nil</td>
</tr>
<tr>
<td>30-Apr-16</td>
<td>01-Mar-16 - 31-Mar-16</td>
<td>$3,500.00</td>
<td>1</td>
<td>Royalty Contact</td>
<td>20/06/2015 04:17:17 PM</td>
<td>Submitted</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>31-Mar-16</td>
<td>01-Feb-16 - 20-Feb-16</td>
<td>Nil</td>
<td>1</td>
<td>Royalty Contact</td>
<td>20/06/2015 04:17:58 PM</td>
<td>Submitted</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>29-Feb-16</td>
<td>01-Jan-16 - 31-Jan-16</td>
<td>$9,360.00</td>
<td>1</td>
<td>Royalty Contact</td>
<td>20/06/2015 04:19:23 PM</td>
<td>Submitted</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>
Lodge a Nil return

If you are lodging a **NIL** return (without any production or deduction details):

1. From the **Client return history** screen select **Nil** against the applicable royalty period.
2. A **Confirmation** pop-up opens on the screen.
3. Select **Confirm** to set return to Nil.

   **Confirmation**

   Royalty Amounts will be set to Nil, do you wish to continue?
   - Confirm
   - Cancel

4. Enter your details on the **Employment and capital expenditure** screen, select **Next**
5. Complete your **Declaration** details, select **Submit**
6. A Confirmation screen will be displayed, confirming that no payment is required.
Lodge a return for multiple leases where a large majority are Nil

If you are lodging a return that has multiple leases or minerals, where a large majority of the leases or minerals are Nil.

1. From the Client return history screen select Nil against the applicable royalty period.
2. A Confirmation pop-up opens on the screen.
3. Select Confirm to set return to Nil.
4. On the Employment and capital expenditure screen, select Previous to return to Client return history screen.
5. To enter production/deduction details against one or more of the leases/minerals, on the **Client return history** screen, select **Edit** (located under the Details column) for the applicable royalty period.

6. A Confirmation pop-up opens on the screen

   ![Confirmation Pop-up]

   - **Confirmation**
     - Royalty amounts for the return must be entered, do you wish to continue?
     - [Confirm] [Cancel]

7. Select **Confirm**.
8. The **Return summary** screen will display listing all leases/minerals

9. To enter production/deduction details against one or more of the leases/minerals listed, select **Edit** for the applicable lease/mineral.

10. A Confirmation pop-up opens on the screen, select **Confirm** to continue.

11. The **Lease details** screen will display for the selected Lease name and Mineral/Extractions.

**Royalty online services**

<table>
<thead>
<tr>
<th>Welcome Royalty Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your password will expire on Sat 17 December 2016 2:47:21 pm</td>
</tr>
</tbody>
</table>

**Lease details**

| Lease name: | ML 8888 (1992) |
| Mineral / Extraction: | PETROLEUM |
| Royalty regime: | Ad Valorem Royalty |
| Royalty rate: | 10% Prescribed Royalty |

*The asterisk (*) indicates mandatory fields.*

12. Refer to the instructions on the following page, to complete your return.
Lodge a return with Production/Deduction details

From the **Return summary** screen, select **Edit** next to the lease/mineral to open the **Lease details** screen.

13. Enter the Terajoules and values for the Petroleum produced.

**Lease details**

<table>
<thead>
<tr>
<th>Lease name:</th>
<th>ML 8888 (1992)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mineral / Extraction:</td>
<td>PETROLEUM</td>
</tr>
<tr>
<td>Royalty regime:</td>
<td>Ad Valorem Royalty</td>
</tr>
<tr>
<td>Royalty rate:</td>
<td>10% Prescribed Royalty</td>
</tr>
</tbody>
</table>

The asterisk (*) indicates mandatory fields.

**Royalty**

- **Production**
  - Quantity: Terajoules
  - Value of mineral won: $AUD
14. Enter the values for **Sales Reconciliation**.

15. Check the **Royalty** value is correct.

16. Select **Save**.

17. The **Return summary** screen will now show the royalty value for the return.
18. Repeat steps 9-16 for any other leases/minerals.

19. When finished select Next

20. The Employment and Capital expenditure screen will open; enter:
   a. the Number of personnel employed at the end of the period.
   b. the capital expenditure during the period for Mining.
   c. the capital expenditure during the period for Processing.
21. Select **Next**

22. Complete your details on the **Declaration** screen

**Declaration**

The asterisk (*) indicates mandatory fields.

**Name:**
Royalty Contact

**Position:**
Accountant

**Date:**
20/06/2016

**Payment due:**
31 October 2015

**Failure to pay the appropriate royalty will incur interest under the Taxation Administration Act 1996.**

I declare the information contained herein is complete and accurate. I am authorised to make this declaration on behalf of the holder(s) and lodge electronically. By sending these details to OSR, you acknowledge that the information provided is true and correct in every particular.

23. Select **Submit**

The **Confirmation** screen will open providing you with **Payment options** and your **Reference number**

**Confirmation**

Client name: PETROLEUM CLIENT 1

Client ID: 138679794

RIMS ID: 888888

Reference number: 778201208048

Period: 1 September 2015 - 30 September 2015

Lodgement date: 20 June 2016

Return due date: 31 October 2015

**Royalty amount due:** $969.00
Payment options

Direct debit
No details supplied

$ Make payment

BPAY
When making a BPAY payment, remember to include the Biller Code and Reference Number as shown below:
Biller code: 3384
Payment reference: 1635192709
Visit BPAY for more information or contact your bank to find out how to use this option.

Electronic Funds Transfer (EFT)
Make an electronic payment. Our account details are:
Bank: Westpac, Level 3, 275 Kent Street, NSW 2000
BSB: 032 001
Account no: 205 573
Account name: OSR EPS Remitting Account
Electronic payment code: 1635192709SRX
Remember to include the Electronic payment code exactly as it appears above. Contact your bank if you are unsure of how to use this facility.

Overseas Electronic Funds Transfer (EFT)
Make an overseas electronic payment. Our account details are:
Bank: Westpac, Level 3, 275 Kent Street, NSW 2000
SWIFT code: WPACAU2S
Account holder address: 132 Marsden St, Parramatta NSW 2150
BSB: 032 001
Account no: 205 573
Account name: OSR EPS Remitting Account
Electronic payment code: 1635192709SRX
Remember to include the Electronic payment code exactly as it appears above. Contact your bank if you are unsure of how to use this facility.
24. Select **Print** to print the **Confirmation** screen.

25. Select **Show return** to view the full return.

   The **Return details** screen will open showing **all** information entered for the return.
Royalty online services

Client Details

Client name: PETROLEUM CLIENT 1  
Client ID: 138679794  
RIMS ID: 855666  
Reference Number: 778201208048  
Period: 1 September 2015 - 30 September 2015

Return Summary

<table>
<thead>
<tr>
<th>Lease</th>
<th>Mineral</th>
<th>Quantity</th>
<th>Value</th>
<th>Royalty Rate</th>
<th>Royalty Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ML 8888 (1992</td>
<td>PETROLEUM</td>
<td>60</td>
<td>$9,600.00</td>
<td>10% Prescribed Royalty</td>
<td>$960.00</td>
</tr>
<tr>
<td>Total Royalty</td>
<td></td>
<td></td>
<td>$9,600.00</td>
<td></td>
<td>$960.00</td>
</tr>
</tbody>
</table>

Return Details

<table>
<thead>
<tr>
<th>Lease:</th>
<th>ML 8888 (1992)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mineral:</td>
<td>PETROLEUM</td>
</tr>
<tr>
<td>Regime:</td>
<td>Ad Valorem Royalty</td>
</tr>
<tr>
<td>Rate:</td>
<td>10% Prescribed Royalty</td>
</tr>
</tbody>
</table>
Royalty

### Production

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Quantity</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Value of mineral</td>
<td></td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

### Sales reconciliation

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales value</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Own use</td>
<td>$100.00</td>
</tr>
<tr>
<td>Saleable output</td>
<td>$10,100.00</td>
</tr>
<tr>
<td>Conversion</td>
<td>$200.00</td>
</tr>
<tr>
<td>Delivery</td>
<td>$100.00</td>
</tr>
<tr>
<td>Depreciation</td>
<td>$100.00</td>
</tr>
<tr>
<td>Administration</td>
<td>$100.00</td>
</tr>
<tr>
<td>Well head value</td>
<td>$9,600.00</td>
</tr>
</tbody>
</table>

### Royalty

$960.00

### Employment and capital expenditure

- Number of personnel employed at the end of the period: 200
- Capital expenditure during period:
  - Mining: $202.00
  - Processing: $202.00

### Declaration

- Name: Royalty Contact
- Position: Accountant
- Date: 20/06/2016
- Payment due: 31 October 2016

Failure to pay the appropriate royalty will incur interest under the Taxation Administration Act 1996.

I declare the information contained herein is complete and accurate. I am authorised to make this declaration on behalf of the holder(s) and lodge electronically. By sending these details to ROS, you acknowledge that the information provided is true and correct in every particular.
26. Once you have completed your return, select **Finish**.

   The return status will now be ‘**Submitted**’ on the **Client return history** screen.

27. Select **Logout** to exit ROS.