



Royalty Online Services

The new Royalty Online Services (ROS) is now available for the lodgement of all mineral royalty returns. ROS can be accessed 24 hours a day, 7 days a week by registered users on any computer or mobile device with internet access.

Thank you to those clients who have successfully navigated ROS, and provided valuable feedback along the way. Over the coming months we will continue to look at opportunities to improve ROS with the help of your feedback.

We are working towards holding a ROS information session for all clients. Keep an eye out for more information.

Key points

- The collection of mineral royalties is based on 'self assessment', meaning it is the responsibility of the mining lease holder to calculate, lodge and pay their returns by the due date.
- Return lodgement via ROS. To register for ROS access, complete and send the ROS User Access Form to us.
- Return lodgement is per lease and per extraction method or mineral.
- ROS will create a return for each identified active lease and associated extraction method or mineral. If you have a query regarding lease details within ROS, including start and end dates, contact the Department of Industry, Resources and Energy.
- Collection of mining royalties is based on a regime of self-assessment through returns. To facilitate this, the *Mining Regulation Act 2010* requires a lease holder to keep accurate records of minerals recovered under a mining lease.
- If no mining activity has occurred within the reporting period, a return still needs to be lodged for the relevant lease, extraction method or mineral. Refer to the ROS user guides for steps on how to lodge a nil return.
- The ROS user access form is to be submitted to us to request ROS access for new users, to change an existing users access details or to remove users that no longer need access to ROS.



MORE INFORMATION



[www.osr.nsw.gov.au/
royalties/mineral](http://www.osr.nsw.gov.au/royalties/mineral)



1300 139 817*
8.30am – 5pm Mon – Fri



returns@osr.nsw.gov.au



GPO Box 4042
Sydney NSW 2001

* Interstate clients please call (02) 9689 6200.
Help in community languages is available.

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**Department of Finance, Services
& Innovation**

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ROS tips

1. Production and deduction details must be entered per lease and per extraction method or mineral within ROS.
2. When adding production and deduction details, only complete the details relevant to your operation(s).

Note: When adding a quantity amount, you will need to add a corresponding value (a value may be zero (0)). The lodgement process will not continue if the Value column is left blank against a Quantity column with an amount entered.

Export sales:	Tonnes	4500	Value (AUD)	2600000.00
Local sales & other disposals:	Tonnes	3500	Value (AUD)	2000000.00
Purchases:	Tonnes		Value (AUD)	

3. Mineral quantum annual returns – if you lodge an annual mineral quantum return and have previously not provided deduction details, you may continue to follow this lodgement practice in ROS and leave the Deduction fields empty. The royalty calculation will use your production details to calculate the royalty payable.
4. Closing and opening stock values (AUD) – The closing stock should be valued at the net realisable value, while opening stock will reflect the value reported during the previous period. If values cannot be represented for the return period, then the closing and opening stock value may be entered as zero (\$0).
5. When lodging a nil return for multiple leases, refer to the 'Multiple Lease Nil Return Lodgement' user guide. This guide will show you how to complete multiple nil returns and if needed, how to edit selected returns with a royalty payable.
6. Operations with multiple leases and extraction methods or minerals must complete all associated returns in ROS to enable the return to be lodged. The return status will show 'Submitted'.
7. Submitted returns may be edited prior to the return due date of the specified period. Select Edit for the applicable return and enter required details. Once completed, select Save to resubmit the return.

Refer to www.osr.nsw.gov.au/royalties/mineral for information and help with royalty return lodgement. The web page includes:

- ROS user guides
- ROS return simulations (tutorials)
- frequent questions.