

FORM QRO – R04.2

Version 2 – Effective 1 October 2020



Queensland
Government

Add or edit a royalty user for QRO Online

About this form and QRO Online

QRO Online is Queensland Revenue Office's (QRO) online lodgement system. Royalty clients use it to lodge returns and view payment history.

Complete this form to add, edit or remove royalty users for QRO Online for a royalty client.

Royalty users can:

- prepare and save returns in draft
- lodge returns, and view past lodgements
- view payment history.

How to lodge your form

Email: royalty@treasury.qld.gov.au

Post: Royalty Team
Queensland Revenue Office
GPO Box 5806
Brisbane QLD 4001

For enquiries, call 1300 300 734.

Part A – Identification

Provide the following details for the royalty client.

Royalty client number

Royalty client name
(full name)

ABN (if applicable)

ACN

Part B – Approver details

A person of appropriate standing within the royalty client's organisation must approve this nomination.

Structure

Approver

Company

Director or company secretary

Partnership

Partner

Trust

- Trustee for the trust
- Director or company secretary of the trustee, where trustee is a company

Individual

That individual

First name

Middle names

Family name

Date of birth

Position title

QRO client number (if known)

Telephone number

Mobile number

Email address

Part C – Royalty user details

Complete the details below to add, change or remove a royalty user's access.

Add user Change user Remove user Date of effect (This cannot be a past date.)

First name Middle names

Family name Date of birth

Position title

QRO client number (if known) Telephone number Mobile number

Email address

User's signature Date

Provide a list of the operations that the royalty user is approved to access and their level of access. See the *Royalties QRO Online user guide* for more information on access levels.

Access options	Operation name
<input type="checkbox"/> Save returns in draft <input type="checkbox"/> View and lodge returns <input type="checkbox"/> View payments <input type="checkbox"/> Remove access	All registered operations
<input type="checkbox"/> Save returns in draft <input type="checkbox"/> View and lodge returns <input type="checkbox"/> View payments <input type="checkbox"/> Remove access	
<input type="checkbox"/> Save returns in draft <input type="checkbox"/> View and lodge returns <input type="checkbox"/> View payments <input type="checkbox"/> Remove access	
<input type="checkbox"/> Save returns in draft <input type="checkbox"/> View and lodge returns <input type="checkbox"/> View payments <input type="checkbox"/> Remove access	
<input type="checkbox"/> Save returns in draft <input type="checkbox"/> View and lodge returns <input type="checkbox"/> View payments <input type="checkbox"/> Remove access	
<input type="checkbox"/> Save returns in draft <input type="checkbox"/> View and lodge returns <input type="checkbox"/> View payments <input type="checkbox"/> Remove access	

Part D – Approver declaration

I declare that:

- the information given in this form, including any attachments is true and correct
- I am authorised on behalf of the royalty client to add, change or remove the access of the royalty user identified in this form
- the royalty user identified in this form has authority to act on behalf of the client (for additions or changes only).

Name Position title (if applicable)

Signature Date

Queensland Revenue Office is collecting the information requested in this form for the purposes of administering Queensland state revenue. This is authorised by the *Mineral Resources Act 1989*, *Tax Administration Act 2001*, the *Petroleum and Gas (Production and Safety) Act 2004* and/or their supporting Regulations (collectively, the legislation). Your information will not be disclosed without your consent, except in circumstances outlined in the legislation or as otherwise authorised by law. It will be held in accordance with the confidentiality provisions of the legislation and may be published in an aggregate form.