# **TReL Instructions**

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### 1. Logging in for the first time

The web address for TReL is:

#### Tenement Return e-Lodgement (TReL)

When you log into TReL in for the first time you will need to update your contact details, this will ensure that any email notifications go to the correct address. Please note that these details only relate to return related activities

TReL	e-Lodgement of Returns		Hello, Gravie	er 🗸
d saved successfully				
	My Contact Details			
	First Name	Surname		
	Gravier	Rubble		
	Phone	Mobile		
	08 8555 4444			
	Email			
	G.Rubble@stones.com			
	CANCEL		SAVE	



## 2. TReL home page and beginning your returns



For simple navigation around the site, the TReL Logo at the top left of the page will take you back to the home page at any time.



Clicking on the Hello section provides a menu of options, also assisting to navigate the site but also to log out of TReL. You can save your progress and logout of TReL at any time, completing and submitting your return at a later stage.



Once your details have been updated, click on Lodge Return to begin your return submission.



### 3. Tenement overview

After clicking on Lodge Return you will be taken to the Tenement overview page to commence entering your return information. If none of your tenements have produced during the period, select 'No' and you will be taken to the Quick Survey page. If only some of your tenements have produced select 'Yes' and then tick the tenements that have had production. These functions help to speed up the time to submit your returns by eliminating the need to fill in return data where no production has occurred on a tenement during the period.

If you have production you will now need go to each tenement to enter your return information.

	0	2		-0-	0
	Tenement Overview	Tenement Returns	Return Summary	Quick Survey	Lodge Return
	Tenement ( 6 months endir	<b>Overview</b> ng December 31, 2016			
	Did one or	more tenements pro	duce during the Roy	alty Period?	
	U ves	O No			
	Tenements	s Production	analas anadustina		
	Tenements no	at selected will have a nil (no	production) return submit	tted.	
	TENE	MENT RETURN GRO	UP HOLDER		
	ML 12	34	Example Mir	ning Company Pty Ltd	
				c	
				TENEMENT	RETURNS
_					

## 4. Tenement Returns

All commodities associated with your tenement will be displayed. Click on the  $\checkmark$  arrow and you can enter the production and sales information. Where relevant, deduction information is also entered at this point.

TREL of Returns				Hello, User 🗸 🗸
Tenement	2 Tenement Returns	3 Return Summary	Quick	
ML 1234	ML 1234			
	Contained Co	opper		~
	Gold			~
	Granite - Filli	ing		$\checkmark$
	Granite - Roa	ad Base		$\checkmark$
	Iron Ore - He	ematite		$\sim$

As you click the arrow, the commodity will expand to show the details you are required to fill in. Make sure you click the 'Complete Commodity' box before proceeding to the next commodity.

#### You must enter a total sales value for all production.

#### Example: 1,000 tonnes x \$5 sales value per tonne = \$5,000 total sales value

After entering your production Amount and Total Sales Value, a Sales Value per Tonne is displayed to allow you to quickly review of the accuracy of the data entered and correct a keying error such as reporting sales values of \$200,000 instead of \$20,000.

If you identify an error after you have marked a particular commodity as completed, click on the Edit –Commodity box to be able to make the necessary changes.

EDIT GRANITE - FILLING

Councils must enter a total sales values for all borrow pit production, which should be based on the value of the minerals as if they had been purchased from a local quarry.

		Hello, User 🗸
Tenement Overview	Z     3     4       Tenement Returns     Return Summary     Quick Survey	5 Lodge Return
ML 1234 🥥	ML 1234	
	Contained Copper	~
	Gold	~
	Granite - Filling	~
	Was any Granite - Filling recovered during this royalty period?	
	Amount Total Sales Value Sales Value per	Tonne
	20000 Tonnes \$ 300000 \$	15.00
	COMPLETE GRANITE	- FILLING
	Granite - Road Base	$\sim$
	Iron Ore - Hematite	~

If you have carried out Mineral Exploration during the period, select 'yes' to display the details of the expenditure that you must provide.

The Production Notes section allows you to provide comments about matters affecting the amount or value of minerals recovered during the period. Tenement holders are encouraged to provide comments where appropriate.

Mineral Exploration Was there any mineral exploration carried out within the royalty period?	-
Production Notes Please provide reasons for significant changes in production. (52/4000)	
There has been a decrease in contracts in the period	

The bottom of this page provides overview of the return for each Tenement including the calculated royalty. Once you have marked all commodities as complete, Save and move to the next tenement or the Return Summary page if all tenements are completed.

TREL e-Lodgement of Returns						Н	ello, User 🗸
	Royalty Sum	mary - ML 123	4				
	COMMODITY	AMOUNT PRODUCED	SALES VALUE	DEDUCTIONS	ROYALTY RATE	CALCULATED ROYALTY	
	Contained Copper	500 Tonnes	\$10,000.00	\$0.00	5% of sales value	\$500.00	
	Gold	100 grams	\$10,000.00	\$0.00	3.5% of sales value	\$350.00	
	Granite - Filling	20000 Tonnes	\$300,000.00	\$0.00	\$0.52 per Tonne	\$10,400.00	
	Granite - Road Base	1000 Tonnes	\$5,000.00	\$0.00	\$0.52 per Tonne	\$520.00	
	Iron Ore - Hematite	5000 Tonnes	\$1,500,000.00	\$0.00	5% of sales value	\$75,000.00	
	TOTAL					\$86,770.00	
	SAVE & TENEM	PREVIOUS STEP	SAVE	E	SAVE & NE RETURN SL	EXT STEP	
Government of South Australia Department of State Development							

# 5. Return Summary

The Return Summary page allows you to upload any documents that support your submission. Click on the Print Return button on the page to either print or save down a copy of your return. You will also have the option to print or save a copy of your return immediately after lodging it.

Choose File No file chosen Max file size: 4MB Max filename length: 50 characters

<b>le</b> L	e-Lodgement of Returns						Hello, I
	0		2		<b>)</b>		3
	Tenement Overview	Te	enement Returns	Retu Sumn	im nary	Quick Survey	Lodge Return
F	Return Sumr	mary					
		AMOUNT PRODU	ICED	SALES VALUE	DEDUCTIONS	ROYALTY RATE	CALCULATED ROYALTY
$\sim$	/ ML 1234			\$4,705,000.00			\$188,020.00
Т	OTAL			\$4,705,000.00	\$0.00		\$188,020.00
ι	Uploaded Do	ocuments		File		UPL	OAD ANOTHER DOCUMENT
				20170427.p	odf		×
	Enter desc	ription		Choose Fi Max file siz Max filenar	le No file chosen e: 4MB ne length: 50 characters	?	2

The bottom of the page shows the royalty due after adjusting for any payments or debits (including audit adjustments if applicable). Please note that Monthly payments only apply to Designated Mining Operators (DMO). If you are a DMO you will have previously received a Notice of Designation outlining your obligations.

Example monthly p	ayments			
MONTH	DATE DUE	DATE PAID	EFT REFERENCE	AMOUN
July	31/08/2016	29/08/2016	R005281	\$2,500.0
August	30/09/2016	21/09/2016	R005282	\$3,000.0
December adjust.	31/01/2017	-	R005286	
Royalty Payments Made	e To Date			\$5,500.0
TOTAL OUTSTANDING				\$81,270.0

Once you have reviewed your submission continue to the Quick Survey page.

### 6. Quick Survey

We ask all tenement holders to complete this survey each return period. The information provided enables us to track how the industry is going and importantly it helps the government to understand the industry and plan for any changes into the future.

TReL	e-Lodgment. of Returns	Hello, User 🗸 🗸
	Image: Constraint of the second se	Lodge Return
	Employment Survey	
	<ul> <li>IMPORTANT: Notes regarding the completion of this form</li> <li>Report employment for the last pay period in June or December in accordance with the return period</li> <li>Report the number of employees and contractors involved in the operations/tenements specified for this royalty return- include offsite employees involved in these operations/tenements, egh, had office employees</li> <li>Report the number of employees and contractors as a whole number (eg. a person that works 2 days a week is counted a 1 person, net 0.4)</li> <li>Contract employees paid through the payroll are considered direct employees</li> <li>Owner-operators should be included as direct employees</li> <li>A contractor includes any person who under contract performs work onsite at these operations/tenements, texamples of activities undertaken as a contractor may include onsite provision of services such as drilling, blasting, extraction, haulage cruster feed, train loading, catering, cleaning or power supply services</li> </ul>	15
	How many direct employees were employed during this Royalty Period? *	
	How many direct employees and contractors were employed during this Royalty Period? *	
	How many of these employees or contractors identify as being Aboriginal or Torres Strait Islanders?	
	Do you consent to this data being published in DSD reports and/or the DSD website?	
	CONTINUE CONTINUE LODGE RETURN	$\odot$

# 7. Lodge your return

Once you have completed all returns for the period you will be able to see the total royalty due. Choose your payment method and after reading the terms and conditions, tick the acknowledgement box before lodging

your returns using the Lodge Return button.

If there are any commodities which have not been marked as complete you will see a message that 'Your return is not ready to submit'. Click on the tenement number(s) to both review, edit and mark 'complete' those tenements requiring attention.

Image: termine termine demonstrate     Image: termine demonstrate     <	ReL e-Lodgement of Returns				Hello, User 🦄
Tenement Overview       Tenement Returns       Return Summary       Quick Survey       Lodge Recurn         Image: Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Construction of the summary       Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Construction of the summary       Construction of the summary       Construction of the summary       Image: Construction of the summary       Image: Construction of the summary         Image: Constr	0	2	3	4	5
Outstanding Royalty         Total Royalty Payable         Total Royalty Payable         Royalty Payments Made To Date         S5,500.00         TOTAL OUTSTANDING         Your return is not ready to submit	Tenement Overview	Tenement Returns	Return Summary	Quick Survey	Lodge Return
Outstanding Royalty         Total Royalty Payable       \$86,770.00         Royalty Payments Made To Date       \$5,500.00         TOTAL OUTSTANDING       \$81,270.00         Your return is not ready to submit       Torsempts to be completed					
Total Royalty Payable       \$86,770.00         Royalty Payments Made To Date       \$5,500.00         TOTAL OUTSTANDING       \$81,270.00         Your return is not ready to submit       Tonements to be completed	Outstanding Ro	yalty			
Royalty Payments Made To Date     \$5,500.00       TOTAL OUTSTANDING     \$81,270.00       Your return is not ready to submit     Tonements to be completed	Total Royalty Payable	e			\$86,770.00
TOTAL OUTSTANDING     \$81,270.00       Your return is not ready to submit     Tonomouts to be completed	Royalty Payments Ma	ade To Date			\$5,500.00
Your return is not ready to submit	TOTAL OUTSTANDIN	G			\$81,270.00
Toromonts to be completed	Your return is i	not ready to submit			
renements to be completed	Tenements to l	e completed			
Click on the link(s) below for more details on tenement not completed	Click on the link(s) t	elow for more details on teneme	nt not completed		
ML 1234	ML 1234				

COMPLETE GRANITE - FILLING

Please ensure that you have pressed the Complete Commodity button to finalise the commodities on each tenement once you have entered the data.

Vas anv Granite -	- Filling recov	ered during this rova	lty period?		
Yes	O No	5,	51		
mount		Total Sales Value		Sales Value p	er Tonne
20000	Tonnes	s	300000	s	15.00

Once you have completed all sections, you can go directly to the Lodge Return page to finalise your submission.

e-Lodgement of Returns				Hello, Use
0	2	3		5
Tenement Overview	Tenement Returns	Return Summary	Quick Survey	Lodge Return
Outstanding R	valty			
Total Royalty Payable				\$86,770.00
Rovalty Payments M	ade To Date			\$5,500.00
TOTAL OUTSTANDIN	6			\$81,270.00
GPO Box 320 Adelaide SA 5001 When you press th will not be submitt I will remit the tota EFT Reference: 'TRe	e 'Submit Returns' button you will be r ed until the payment has been made. I amount payable via EFT payment. aL R005286'	edirected to the Payment G Account: Dep BSB: 065 266 Account Num Resource Roy GPO Box 320 Adelaide SA 5	ateway to enter your credit c : of State Development ber: 1000 0565 alties 001	ard details. The return
Mining returns and royalty amounts. Mining Royalties ar ABN 83 524 915 92	royalty are due 31 January 2017. Sepa e exempt from GST as per Division 81 9 his box to indicate that you have read	Email: DPC.Rc arate penalties apply for late of ANTS (Goods and Service and accepted the Terms an	yalties@sa.gov.au ! lodgement of mining return :s) Act, 1999. d Conditions of the Tenemen	is and late payment of it Returns e-
LODGe	ament system, the amount payable is	due to opp by 31 january 2		LODGE RETURN

Tick this box to ind Lodgement system	icate that you have rea . The amount payable i	d and accepted the <u>Terms</u> s due to DSD by 31 Januar	and Conditions of the y 2017	Tenement Returns	
				Hel	lo, User 🗸
Tenament	Tenement	Return	Ouisk	Lodua	
Overview	Returns	Summary	Survey	Return	
Return Lodge	d				
Thank you User, you	r return has been submitted				
Return details for Ex	ample Mining Company Pty Lt	td, period ending December 31, 2	016		
Royalty Total	\$188,020.00				
Payment Method	EFT				
Government of South Austra	lia				
Department of State Developme	nt				

Your return has now been lodged. If you have selected EFT as your payment method, please ensure that you use the TReL EFT reference shown on the Lodge Return page.

If you have selected to pay by credit card you will directed to the payment gateway page.

After lodging your return you are only able to <u>view</u> your submission. Returns cannot be edited once lodged. If you identify an error with your return after lodging, please contact the Resource Royalties team by phone or email.

# 8. Report example: TReL Mineral Royalty Return Summary

You can print or save a copy of your submission as a record of your return for the period.

### The Terms and Conditions can be found by clicking the link:

	epartment of State Deve	lopment			t	Adelaide SA 50 Tel: (08) 8463 30 SD.Royalty@sa.gov
		TReL - Min	eral Royalty Ret	urn Summar	Y	
			GENERAL DETAILS			
Period E	nding: December	31, 2016	TReL A	ccount: STU	BUT	
Client ID	ame: Example M	lining Company Pl	ly Ltd	Jser: Grav	ier Rubble	
			PRODUCTION SUMMAR	Y		
Tenement	Commodity		Amount Produced	Sales Value	Deductions	Calculated Royalty
Primary Ten	ement Holder:	Example Mining Co	mpany Pty Ltd			
ML 1234	Iron Ore - Hematite		-	-	\$0.00	-
ML 1234	Gold		3,400.00 grams	\$180,000.00	\$2,125.00	\$6,225.63
ML 1234	Granite - Road Base		14,500.00 Tonnes	\$1,456.00	-	\$7,540.00
ML 1234	Granite - Filling		40,000.00 Tonnes	\$507,898.00	-	\$20,800.00
ML 1234	Contained Copper		1,000.00 Tonnes	\$23,000.00	\$0.00	\$1,150.00
TOTAL:	Commodities - All		58,900.00	\$712,354.00	\$2,125.00	\$35,715.63
eriod Payme	ent	MO Date Due	NTHLY PAYMENTS RECE Date Paid	IVED EFT Reference		Amou
eriod Paymer Ionthly - July Ionthly - Augu Ionthly - Dece	enter adjust.	MO Date Due 31/08/2016 30/09/2016 31/01/2017	Date Paid Date Paid Example monthly payme 29/08/2016 21/09/2016	EFT Reference nts R005281 R005282 R005286		<b>Amou</b> \$2,500.0 \$3,000.0
eriod Paymer Ionthly - July Ionthly - Augu Ionthly - Dece	ust ember adjust.	MO Date Due 31/08/2016 30/09/2016 31/01/2017	Date Paid Date Paid Example monthly payme 29/08/2016 21/09/2016 OUTSTANDING ROYALT	EFT Reference nts R005281 R005282 R005286 Y		Атош \$2,500.0 \$3,000.0
teriod Paymer fonthly - July fonthly - Augu lonthly - Dece	ent ust ember adjust.	MO Date Due 31/08/2016 30/09/2016 31/01/2017 Total	Date Paid Date Paid xample monthly payme 29/08/2016 21/09/2016 OUTSTANDING ROYALT Royalty Payable:	EFT Reference nts R005281 R005282 R005286 Y 35,715.63		Атош \$2,500.0 \$3,000.0
teriod Paymer fonthly - July fonthly - Augu fonthly - Dece	ent ust ember adjust.	MO Date Due E 31/08/2016 30/09/2016 31/01/2017 Total Royalty Paymer	Date Paid Date Paid xample monthly payme 29/08/2016 21/09/2016 OUTSTANDING ROYALT Royalty Payable: nts Made to Date:	EFT Reference nts R005281 R005282 R005286 Y 35,715.63 \$5,500.00		Атоци \$2,500.с \$3,000.с
eriod Paymei Ionthly - July Ionthly - Augu Ionthly - Dece	ust ember adjust.	MO Date Due E 31/08/2016 30/09/2016 31/01/2017 Total Royalty Paymen	Date Paid Date Paid Example monthly payme 29/08/2016 21/09/2016 OUTSTANDING ROYALT Royalty Payable: nts Made to Date: Adjustments:	EFT Reference nts R005281 R005282 R005286 Y 35,715.63 \$5,500.00 \$0.00		Amou \$2,500.0 \$3,000.0
eriod Paymer fonthly - July fonthly - Augu fonthly - Dece	ent ust ember adjust.	MO Date Due 8 31/08/2016 30/09/2016 31/01/2017 Total Royalty Paymen T	Date Paid Date Paid xample monthly payme 29/08/2016 21/09/2016 OUTSTANDING ROYALT Royalty Payable: nts Made to Date: Adjustments: otal Outstanding:	EFT Reference nts R005281 R005282 R005286 Y 35,715.63 \$5,500.00 \$0.00 \$30,215.63		Атоц \$2,500. \$3,000.0
teriod Payme fonthly - July fonthly - Aug fonthly - Dece	ust ember adjust.	MO Date Due E 31/08/2016 30/09/2016 31/01/2017 Total Royalty Paymen	Date Paid Example monthly payme 29/08/2016 21/09/2016 OUTSTANDING ROYALT Royalty Payable: hts Made to Date: Adjustments: otal Outstanding: — End of Report	EFT Reference nts R005281 R005282 R005286 Y 35,715.63 \$5,500.00 \$0.00 \$30,215.63		Amoux \$2,500.0 \$3,000.0
Period Payme fonthly - July fonthly - Augu fonthly - Dece	IMineral Resources Division     If Street Adelaide 5000   GPO Be     ODS   Far (+61) 08 8463 3229   wr	MO Date Due E 31/08/2016 30/09/2016 31/01/2017 Total Royalty Paymen Tr	Date Paid Example monthly payme 29/08/2016 21/09/2016 OUTSTANDING ROYALT Royalty Payable: nts Made to Date: Adjustments: otal Outstanding: — End of Report	EFT Reference nts R005281 R005282 R005286 Y 35,715.63 \$5,500.00 \$0.00 \$30,215.63	SA	Amoun \$2,500.0 \$3,000.0

# 9. Viewing Previous Returns

From this page you can view returns previously submitted through TReL. Select the return period from the drop down list to view your submission. You are able to print or save a copy.

of Returns					
revious Returns	and Reports				
/iew Production Sum	mary for Period:				
2015/12	•				
2015/12	T				
2015/12		SALES VALUE	DEDUCTIONS	ROYALTY RATE	CALCULATED ROYALTY
2015/12 COMMODITY	• AMOUNT PRODUCED	SALES VALUE \$40,510,000.00	DEDUCTIONS \$0.00	ROYALTY RATE	CALCULATED ROYALTY \$1,425,260.00
2015/12 COMMODITY ML 1234 Granite	AMOUNT PRODUCED     500.00 Tonnes	SALES VALUE \$40,510,000.00 \$10,000.00	DEDUCTIONS \$0.00	ROYALTY RATE \$0.52 / Tonne	CALCULATED ROYALTY \$1,425,260.00 \$260.00
2015/12 COMMODITY ML 1234 Granite Contained Copper	AMOUNT PRODUCED     S00.00 Tonnes     20,000.00 Tonnes	SALES VALUE \$40,510,000.00 \$10,000.00 \$500,000.00	DEDUCTIONS \$0.00	ROYALTY RATE \$0.52 / Tonne 5%	CALCULATED ROYALTY \$1,425,260.00 \$260.00 \$25,000.00
2015/12 COMMODITY ML 1234 Granite Contained Copper Gold	AMOUNT PRODUCED     500.00 Tonnes     20,000.00 Tonnes     11,500.00 grams	SALES VALUE \$40,510,000.00 \$10,000.00 \$500,000.00 \$40,000,000.00	DEDUCTIONS \$0.00	ROYALTY RATE \$0.52 / Tonne 5% 3.50%	CALCULATED ROYALTY \$1,425,260.00 \$260.00 \$25,000.00 \$1,400,000.00

If you have any questions or need further assistance using TReL please contact Resource Royalties:

Phone: 08 8463 3095

Email: DPC.royalty@sa.gov.au

