



Government
of South Australia

Department for
Energy and Mining

Royalty Returns

MERS Portal user guide



Department for Energy and Mining

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Mining Exploration and Regulation System (MERS) Portal
mers.dem.sa.gov.au



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Revision history

Date	Comment
December 2025	First published.



Introduction

All minerals recovered from mineral land in South Australia are subject to the provisions as specified in the [Mining Act 1971](#) (the Act) and the [Mining Regulations 2020](#) (the Regulations).

Information about mineral royalties can be found on the [DEM website](#).

Royalty returns and due dates

Royalty returns are required to be lodged electronically using the MERS Portal. In some circumstances however, 'paper' royalty returns can or are required to be supplied. In these instances, the royalty return is either lodged by post or email to DEM.Royalty@sa.gov.au.

Reporting period	Return and royalties due
1 January to 30 June	31 July of that year
1 July to 31 December	31 January of the next year

Royalty returns for private mines

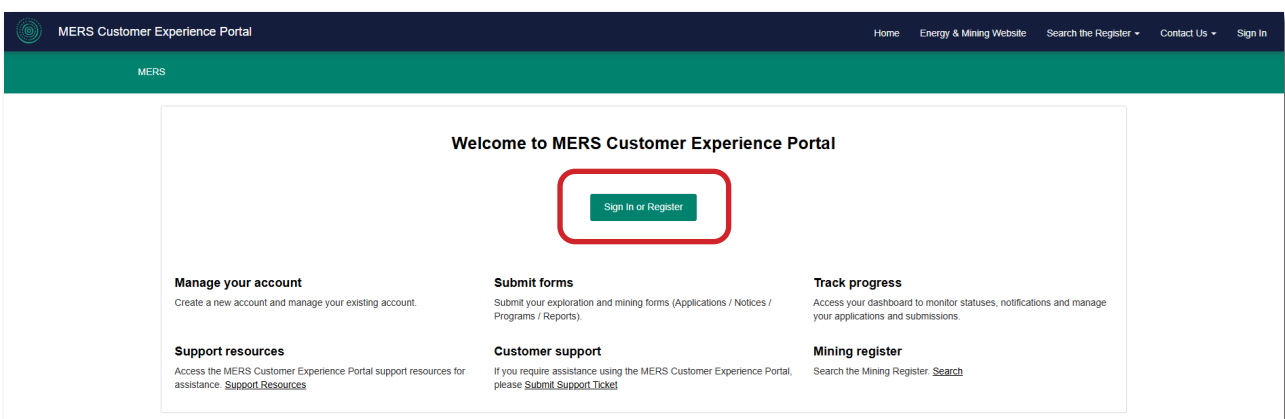
Due to complexities relating to the definition of 'tenement holder' and the provision of information relating to private mines under the *Mining Act 1971*, MERS is not available for all private mines. In situations where royalty returns are not able to be submitted for a private mine using MERS, a paper return will be provided.

The following steps should assist lodging royalty returns using MERS.

1. Sign in

The web address for the MERS Portal is [MERS <https://mers.dem.sa.gov.au/>](https://mers.dem.sa.gov.au/)

Click **Sign in or Register** to access the MERS Portal.



Please be aware that accounts for all tenement holders with royalty return obligations have already been created, so you will not need to 'register' as a tenement holder to access the portal.

Tenement holders were emailed an invitation to the MERS Portal on 21 July 2025. The email contains login instructions and should be referred to for accessing the MERS Portal for the first time.

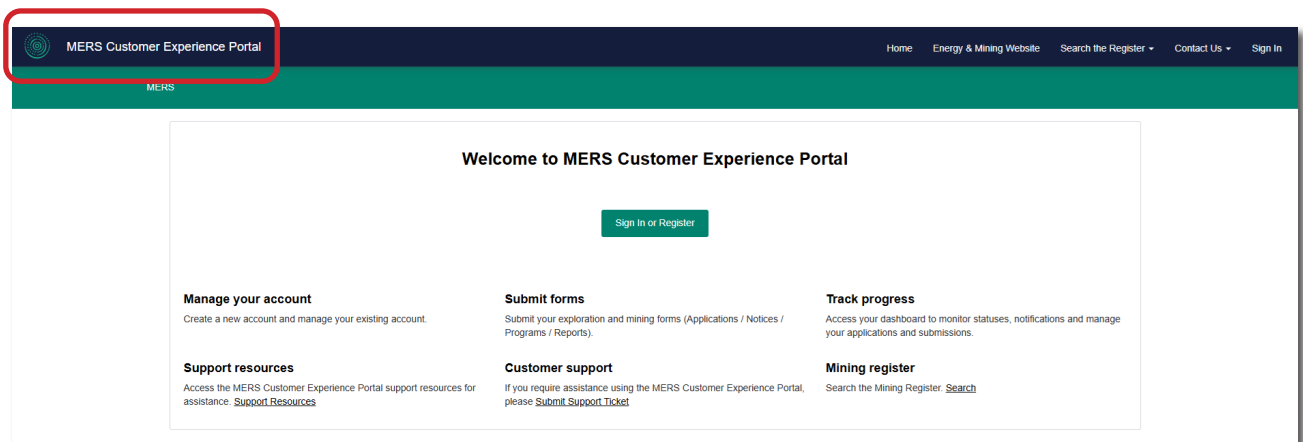
If you do not have access to that email or did not receive an email, contact DEM via DEM.Tenements@sa.gov.au to verify your details and receive an invitation.

For any other issues logging in, contact the MERS Support line on 08 8429 4450 or lodge a support ticket via <https://mers.dem.sa.gov.au/Support-Ticket/>.

2. MERS Portal homepage

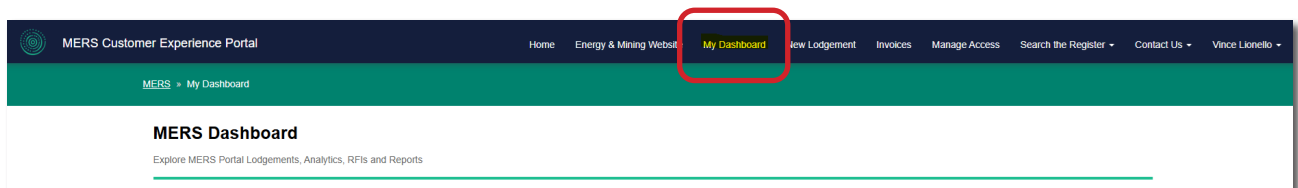
From the MERS Portal home page you can navigate to manage your account, submit forms and track the progress of your applications.

The MERS logo at the top left of the portal will take you back to the home page at any time.



3. My Dashboard

Access your royalty return by clicking on **My Dashboard**.





Scroll down to the **Royalty Return** section where open royalty return(s) will be displayed. Only 'open' royalty returns are displayed here. Once royalty returns are lodged, they are no longer accessible within the MERS Portal.

The screenshot shows the top of the 'Royalty Return' section. It features a dark green header with the text 'Royalty Return' and a dropdown arrow. Below the header is a search bar with the text 'Search:' and an input field. To the left of the search bar, there is a 'Show' dropdown menu set to '10' and the text 'entries'. Below the search bar is a table header with the following columns: 'Return period', 'Period Start Date', 'Period End Date', 'Return Due Date', and 'Tenement holder'. Each column has a small upward and downward arrow next to it.

4. Begin

Click on the **Lodge Royalty Return** button to commence or resume your royalty return lodgment.

This screenshot shows the 'Royalty Return' table with one entry. The entry has the following details: 'Return period' is '2025/12', 'Period Start Date' is '01-07-2025', 'Period End Date' is '31-12-2025', 'Return Due Date' is '31-01-2026', and 'Tenement holder' is 'Example 1 Mining Company'. A green button labeled 'Lodge Royalty Return' is positioned to the right of the 'Tenement holder' column and is highlighted with a red rectangular box. Below the table, it says 'Showing 1 to 1 of 1 entries'.

The left-hand side of the *Begin* page provides navigation information for the royalty return, showing the names for each page and your progress.

The *Begin* page provides information about how to seek support in relation to lodging your royalty return. It also displays the name of the first Royalty Contact listed when the Portal is set up. If there is no Royalty Contact, it will display the Primary Contact as the **Contact Person for Enquiries**.

The screenshot shows the 'Begin' page. At the top, it displays 'Royalty Return' and 'Reference Number: RR-15840 • Status: In-Progress • Period: 6 Months, Start: 01/07/2025, End: 31/12/2025'. On the left side, there is a vertical navigation menu with four items: 'Begin' (selected), 'Tenement Overview', 'Return Summary', and 'Lodge Return'. The main content area is titled 'Begin' and contains a light green box with the following text: 'The MERS Portal enables tenement holders to comply with their royalty return and royalty payment obligations under the Mining Act 1971 and Mining Regulations 2020. Information about royalty return obligations can be found [here](#). Support information about lodging your royalty return can be found on the MERS Portal Support page [here](#). If you are experiencing issues with preparing and lodging your royalty return, please raise a Support Ticket [here](#). If you have any questions in relation to your royalty returns and obligations, please contact: Resource Royalties Team, DEM.Royalty@sa.gov.au, 08 8429 2512, GPO Box 618, Adelaide 5001'. Below this text, there is a red-bordered box containing the text 'Contact Person for Enquiries *' and 'Company Employee'. At the bottom of the page, there is a green 'Next' button.

Portal access and management

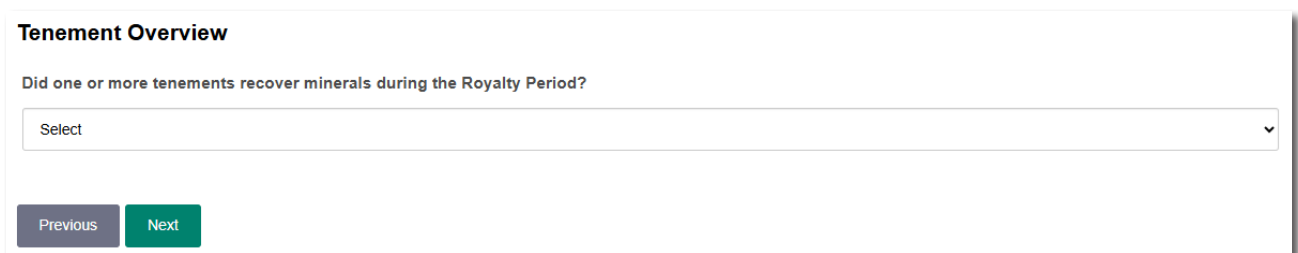
Below are instructions as to how a MERS user for your organisation with 'admin' access can make changes.

- How to manage and invite [your employees](#)
- How to manage and invite [third party representatives](#)
- How to manage [nominated contacts for your organisation](#)



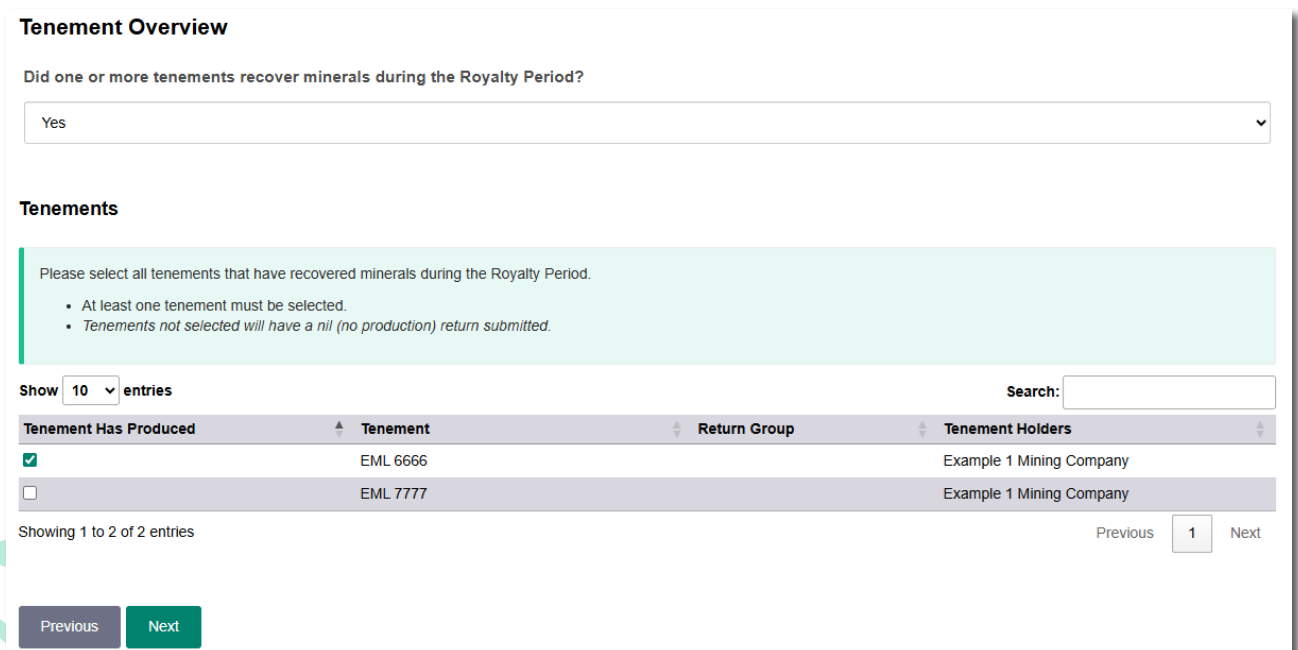
5. Tenement overview

On the *Tenement Overview* page, you will be prompted to commence entering your royalty return information.

The screenshot shows the 'Tenement Overview' form. The question 'Did one or more tenements recover minerals during the Royalty Period?' is followed by a dropdown menu currently set to 'Select'. Below the dropdown are 'Previous' and 'Next' buttons.

Where you answer **No**, the mandatory fields for the tenements in your return will be populated with Os and you will be taken directly to the *Return Summary* page.

Where you answer **Yes**, you will be prompted to identify the tenements that have produced. Tenements that are not ticked as **Tenement Has Produced** will have the mandatory fields populated with Os.

The screenshot shows the 'Tenement Overview' form with the dropdown menu set to 'Yes'. Below the dropdown is a section titled 'Tenements' with a light green background containing instructions: 'Please select all tenements that have recovered minerals during the Royalty Period.' and two bullet points: 'At least one tenement must be selected.' and 'Tenements not selected will have a nil (no production) return submitted.' Below this is a table with columns: 'Tenement Has Produced', 'Tenement', 'Return Group', and 'Tenement Holders'. The table shows two entries: EML 6666 (checked) and EML 7777 (unchecked), both held by 'Example 1 Mining Company'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. 'Previous' and 'Next' buttons are also present at the bottom of the form.



Where one or more tenements have produced, the navigation on the left-hand side of the page will now display an additional page, the *Tenement Returns* page.

Royalty Return
Reference Number: **RR-15377**

- Begin
- Tenement Overview
- Tenement Returns**
- Return Summary
- Lodge Return

6. Tenement returns

All commodities associated with your tenement are displayed on the *Tenement Returns* page.

Tenement Returns

EML 6666 Fill Details ⓘ

Uploaded Documents

Attach Files ⓘ (Click to select or drag files, max 250 Mb per file) Expand/Collapse

File Name	File Size (Mb)	Created On	Download	Delete
No Files Uploaded				

Open each tenement by clicking on **Fill Details**.

Again, answering **No** will populate the mandatory fields in the commodity with 0s. You will still need to click **Save And Complete**.

Tenement Returns

EML 6666 Fill Details ⓘ

Granite - Road Base Fill Details ⓘ

Was any Granite recovered during this royalty period? *

Yes No

Save Save And Complete

Answering **Yes** displays the mandatory fields to enter your data. The **Sales Value per Metric Unit** field will automatically populate with values based on the data you enter above.

Tenement Returns

EML 6666 Fill Details ⓘ

Granite - Road Base Fill Details ⓘ

Was any Granite recovered during this royalty period? *

Yes No

Amount (Tonnes (t)): *

Total Sales Value: *

Sales Value per Metric Unit:

Save Save And Complete

If you identify an error after you have completed a commodity and have moved to the next page, click on the **Previous** button to the *Tenement Return* page to make the required change(s).

Previous Next



If you are still on the *Tenement Return* page, you can click on the **Completed** button in the green banner to re-open the commodity you need to make changes to. You will need to press **Save And Complete** once you are satisfied with your correction(s).

Tenement Returns	
ML 5555	Completed ✓
Gold	Completed ✓
Silver	Completed ✓

District Councils and sales values

If you are lodging a royalty return for a District Council, please refer to the [Royalty Returns FAQs](#) for guidance in relation to the sales values to declare.

Deductions (Prescribed Costs)

Deductions (referred to as prescribed costs in the Act and Regulations) are applicable to some tenement types. They are not applicable to royalty returns for extractive mineral commodities (construction materials) which apply a per tonne royalty rate.

If you are lodging a royalty return claiming deductions, the FAQs provide further details including about the 30% deduction limit which might be applicable.

Entering data for deductions is similar to the entry for sales volumes and values. In the *Royalty Summary* and *Royalty Return Summary Report* you will see the **Deductions Claimed** field which captures all deductions relating to your return, and **Deductions Applied** which imposes the 30% limit on deductions. Where the deductions claimed are less than 30%, the deductions applied will be the same value as the deductions claimed. More information on deduction limits can be found in the [Royalty Returns FAQs](#) section of the MERS Portal.



Were there any deductions? *

Yes No

Prescribed Cost *Amount (whole numbers only)*

Land Transport:	\$ 100
Sea Transport:	\$
Packaging:	\$
Storage:	\$
Loading:	\$
Permit Fees:	\$
Insurance Costs:	\$
Total Deductions:	\$ 100

The **Production Notes** section allows you to provide comments about the minerals recovered during the period. Tenement holders are encouraged to provide comments where appropriate.

Production Notes

Please provide information about relevant operational activities, particularly with regard to sizeable changes in production levels from the prior period(s), or anticipated changes in levels for the upcoming return period. (4000 chars max)

The bottom of the page for every tenement in the royalty return provides a *Royalty Summary*, which is an overview of the data entered in the return, the royalty rate(s) and the calculated royalty.

Royalty Summary

Search:

Commodity	Amount Produced - Metric Units	Amount Produced - Imperial Units	Sales Value (AUD\$)	Deductions Claimed (AUD\$)	Deduction Applied (AUD\$)	Royalty Rate	Calculated Royalty
Granite - Road Base	10,000.00 Tonnes (t)		\$50,000.00			\$0.52	\$5,200.00
TOTAL:			\$50,000.00	\$0.00	\$0.00		\$5,200.00

Showing 1 to 1 of 1 entries



At the bottom of the *Tenement Returns* page you can attach files that support your lodgement. Please refer to the [Royalty Returns FAQs](#) regarding the types of attachments to include here.

Uploaded Documents

Attach Files ⓘ (Click to select or drag files, max 250 Mb per file) [Expand/Collapse](#)

Upload Files

File Name	File Size (Mb)	Created On	Download	Delete
No Files Uploaded				

7. Return summary

The *Return Summary* page provides a summary of the royalty return, including your data entry, royalty rate(s), attachments and royalty payable (where applicable).

A draft *Royalty Return Summary Report* is generated at the top of the page. Unfortunately, there is a momentary delay before the **Return Summary** button appears for the report to be downloaded as a PDF and viewed.

Return Summary

[Information about market value of non-extractive materials.](#)

A draft Royalty Return Summary Report is being prepared. It may take up to 2 minutes for the report to be available to view. Thank you for your patience.

Search:

Return Summary

[Information about market value of non-extractive materials.](#)

Return Summary

A finalised version of the report is provided by email after lodgement.



The page also captures details of payments made during the royalty return period. This section typically relates to royalty payers known as 'Designated Tenement Holders' under the Act, which are those with an annual royalty liability greater than (or expected to be greater than) \$100,000.

Monthly Payments Received					Search: <input type="text"/>
Month	Date Due	Date Paid	EFT Reference	Amount (AUD\$)	
Monthly - August 2025	30/09/2025		R019989	\$17,824.94	
Monthly - July 2025	31/08/2025		R019988	\$15,603.57	
Monthly - November 2025	31/12/2025		R019992	\$13,050.28	
Monthly - October 2025	30/11/2025		R019991	\$12,168.11	
Monthly - September 2025	31/10/2025		R019990	\$15,433.33	
TOTAL:				\$74,080.23	

Showing 1 to 5 of 5 entries

8. Lodge your return

Once you have entered and completed all required information for the period, you will be provided with the **Total Royalty Payable** on the *Lodge Return* page.

Lodge Return

Your royalty return is now ready for lodgement.

Royalty Payable

TOTAL ROYALTY PAYABLE:	\$520.00
DUE DATE:	31/01/2026

Choose Payment Method

EFT Credit Card

Tick this box to indicate that you have read and accepted the MERS [Terms of Use](#).

Mining returns and royalty are due 31/01/2026. Separate penalties apply for late lodgement of mining returns and late payment of royalty amounts.
Mining Royalties are exempt from GST as per Division 81 of A New Tax System (Goods and Services) Act 1999.
ABN 83 768 683 934



After ticking the MERS **Terms of Use** box, you can lodge your royalty return by clicking **Lodge Return**.

A horizontal navigation bar with a white background. On the right side, there is a green button labeled "Return Summary". On the left side, there are two buttons: a grey button labeled "Previous" and a green button labeled "Lodge Return". The "Lodge Return" button is highlighted with a red rectangular border.

If there are any commodities which have not been marked as *Complete*, a message will appear.

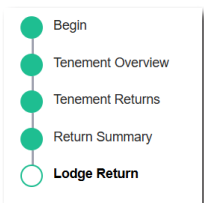
The "Lodge Return" page features a header with the title "Lodge Return". Below the header is a yellow message box with the text "You return is not ready to submit.", which is circled in red. Underneath is a table with a search bar and columns for "Tenement", "Commodity", and "Is Completed".

Tenement	Commodity	Is Completed
EML 6666 (1 commodities)		
EML 6666	Granite - Road Base	✓ Completed
EML 7777 (1 commodities)		
EML 7777	Calcrete - Road Base	Fill Details

Showing 1 to 2 of 2 entries

The "Fill Details" button in the table is highlighted with a red rectangular border.

Where this message appears you will need to click **Previous** until you reach the *Tenement Returns* page. Once you are on the *Tenement Returns* page, click on the tenement number(s) and commodity(ies) that are still showing as **Fill Details** to enter missing data and/or press **Save And Complete** where needed.



Note there is no alternative navigation to get to the field(s) to complete, other than clicking the **Previous** button until you reach the correct screen.

A horizontal navigation bar with a white background. On the left side, there is a grey button labeled "Previous" and a green button labeled "Next". The "Previous" button is highlighted with a red rectangular border.



Where no royalty is payable, after ticking the **Terms of Use** box, click the **Lodge Return** button and you will receive a confirmation that the royalty return was successfully lodged.

Royalty Return
Reference Number: **RR-13866** • Status: **In-Progress** • Period: **6 Months, Start: 01/07/2025, End: 31/12/2025**

- Begin
- Tenement Overview
- Return Summary
- Lodge Return**

Lodge Return

Your royalty return is now ready for lodgement.

Royalty Payable

TOTAL ROYALTY PAYABLE:	\$0.00
DUE DATE:	31/01/2026

Tick this box to indicate that you have read and accepted the MERS [Terms of Use](#).

Mining returns and royalty are due 31/01/2026. Separate penalties apply for late lodgement of mining returns and late payment of royalty amounts. Mining Royalties are exempt from GST as per Division 81 of A New Tax System (Goods and Services) Act 1999. ABN 83 768 683 934

[Return Summary](#)

[Previous](#) [Lodge Return](#)

Royalty Return
Reference Number: **RR-13866** • Status: **Lodged** • Period: **6 Months, Start: 01/07/2025, End: 31/12/2025**

Royalty return successfully lodged. You will receive a confirmation email shortly.

Payments

Where an amount is payable you must select your payment method.

Choose Payment Method

EFT Credit Card

Credit Card



The credit card option will redirect you to the secure ANZ payment gateway used for all lodgement payments in the MERS Portal.



Payment Details


* Required field

Card Type *

 Visa  Mastercard

Card Number *

Expiration Month * **Expiration Year ***

CVN * 

This code is a three or four digit number printed on the back or front of credit cards.

Your Order

Total amount

AUD 999.99

After clicking **Pay**, where the credit card payment has been successful, a lodgement confirmation message will appear.

Click **Print** to download a copy of the information that appears on the *Payment Successfully Completed* page.

Payment Successfully Completed

Thank you for making the payment.

A copy of the return summary will be emailed to you.

Department for Energy and Mining
ABN: 83 768 683 934

Application Status:	Lodged
Application Type:	Royalty Return
Application Reference Number:	RR-15393
Total Amount Paid:	\$14,000.00
Receipt Number:	534303477508
Date Paid:	10/12/2025

EFT

The EFT payment option recognises that you will log into your internet banking to transfer the amount payable. DEM's bank details are provided within the royalty return pages in the MERS Portal and in the *Mineral Royalty Return Summary* report downloaded as a draft on the *Return Summary* page and provided upon lodgement of your return.



If you have selected EFT as your payment method, after clicking **Lodge Return** a lodgement confirmation message will appear.

Royalty Return

Reference Number: **RR-15387** • Status: **Lodged** • Period: **6 Months, Start: 01/07/2025, End: 31/12/2025**

Royalty return successfully lodged. You will receive a confirmation email shortly.

Where payment of the royalty payable is made using the EFT (pay later) option there will be no payment receipt from the MERS Portal.

After lodging

After the royalty return is lodged, a confirmation email is issued to the:

- person lodging the return
- registered email address for the tenement holder
- royalty contact for the tenement holder.

Good Morning

Tenement Holder(s): Example 1 Mining Company

Return ID: RR-12345

Thank you for the lodgement of your Royalty Return.

A copy of the Mineral Royalty Return Summary for this lodgement is attached for your records.

If you have any queries, please contact the Resource Royalties Team:

Email: DEM.Royalty@sa.gov.au

Phone: (08) 8429 2512

Kind Regards

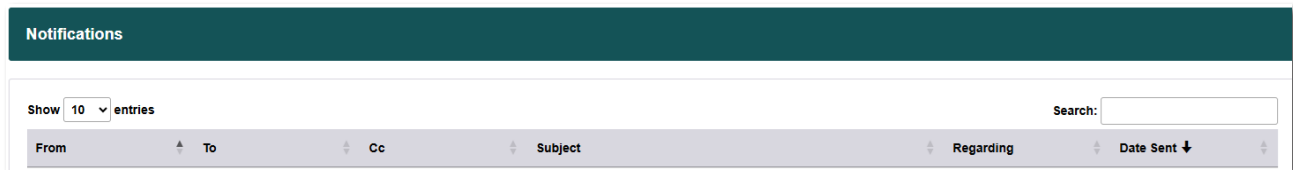
The Resource Royalties Team
Department for Energy and Mining

Unlike some other lodgements using the MERS Portal, a tax invoice is not supplied for royalty return lodgements. The same approach is taken as with DEM's previous royalty return lodgement system TReL, whereby upon payment of any royalty relating to the royalty return, the *Mineral Royalty Return Summary* (provided in the lodgement confirmation email) becomes a tax invoice.



Notifications

The *Notifications* section under **My Dashboard** will record that the royalty return has been lodged however it will not be accessible in either the *Notifications* or the *Royalty Returns* sections in the MERS Portal.



Amendments

Please be aware that no changes will be possible once a royalty return has been submitted. Where errors or amendments to a royalty return are identified, please email DEM.Royalty@sa.gov.au with the details of the changes that are necessary.

To exit the MERS Portal, simply click on your name on the top right-hand corner and click **Sign Out**.

Feedback

Do you have any feedback about this document or suggestions for an FAQ?

Please email DEM.Royalty@sa.gov.au with the subject 'MERS Royalty Return User Guide' with your comments.

Acknowledgement of Country

As guests on Aboriginal land, the Department for Energy and Mining (DEM) acknowledges everything this department does impacts on Aboriginal country, the sea, the sky, its people, and the spiritual and cultural connections which have existed since the first sunrise. Our responsibility is to share our collective knowledge, recognise a difficult history, respect the relationships made over time, and create a stronger future. We are ready to walk, learn and work together.

FURTHER INFORMATION

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