

## Nominate a royalty administrator 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 the first time you nominate a royalty administrator for QRO Online for a royalty client.

An administrator can:

- prepare and save returns in draft
- lodge returns, and view past lodgements
- view payment history
- view and change royalty client address and bank account details
- add and remove royalty administrators and users.

### How to lodge your form

Email: [royalty@treasury.qld.gov.au](mailto: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 administrator details

Complete the details below if administrator and approver are different. The administrator must have created a QRO Online account that can be linked to the royalty client account before this form can be lodged.

Commencement date (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

Administrator's signature

Date

Provide a list of the operations that the administrator is approved to access. See the *Royalties QRO Online user guide* for more information.

Access	Operation name
<input type="checkbox"/>	All registered operations
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

## Part D – Approver declaration

I declare that:

- the information given in this form, including any attachments is true and correct
- I am authorised to add the royalty administrator identified in this form on behalf of the royalty client
- the royalty administrator identified in this form has authority to act on behalf of the client
- I understand that once appointed, a royalty administrator can add extra administrators and users without lodging a Form R04.2.

Name

Position title (if applicable)

Signature

Date

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