

Commencing the 1st of October 2017, Energy Resource Levy (ERL) Returns can now be submitted through our Online Permitting System (OPS).

ERL returns will no longer be sent to you for completion through the post or by email. You can print out an ERL Return form at the following link (<u>https://www.nzpam.govt.nz/permits/minerals/fees-royalties/</u>) and submit it to us through the post or by email.

To complete ERLs using OPS you will need to:

- Create a RealMe Logon
- Request to be a registered user of the Online Permitting System.

Once setup, you can go directly to the Online Permitting System (<u>https://permits.nzpam.govt.nz/aca/</u>) and submit your ERLs online.

If you are NOT already set up as a user of the Online Permitting System (OPS); please follow the instructions on the next page.



STEP 1

You must fill out the registration by following the link https://www.nzpam.govt.nz/permits/online-permittingsystem/registration/.

Once you have filled in this form we will send you a personalised email invitation to complete the Online Permitting System (OPS) registration process. This process may take several days during busy periods.

* Please note that the email address that you are using should be a valid email address that is held against the relevant permit in the OPS system.

Fig 1			
Registration			
Current permit contacts must register to access their permit information through the Online Permitting System (OPS).			
Once you have filled in this form we will send you a personalised email invitation to complete the Online Permitting System (OPS) registration process.			
This process may take several days during busy periods.			
Please note: New permit applicants who have no existing permits or applications with NZP&M do not need to fill out this form.			
First name (required)			
John			
Surname (required)			
Doe			
Organisation name (if applicable)			
John Doe and Company Mining			
One of your active permit ID numbers			
66660			
E-Mail Address (required)			
johndoe@CompanyMining.com			
Verification			
I'm not a robot			
Submit »			



STEP 2

You must set up a Real Me Account by following the link $\frac{https://permits.nzpam.govt.nz/aca/}{https://permits.nzpam.govt.nz/aca/}$. Please use the same email address for your Real Me account as one used in Step 1.

Fig 2		
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Https://permits.nzpam.govt.nz/aca/	🔎 👻 🔒 Ministry of Business, Inn 🖒 🚮 Accela Automation® <i>i</i> prepro	d.permits.nz 🥝 Online Permitting S 🏴 Home – Real
× Find: 2a	Previous Next 📝 Options 🗸	
Go to the On line Permitting System	NEW ZEALAND PETROLEUM & MINERALS	
	Online permitting system	
	🕈 nzpam website > Online permitting system	
	Home Permits Welcome to the NZP&M's online permitting system You can use the system to • Search the public register for • Minerals and petroleum permits • Current applications for new permits or changes to existing ones • Newly Available Acreage (NAA) and Tender contest rounds that are currently open • Run Quick Reports (see top right of screen) including • Permit List: A list of all permits ever granted • Permit Applications: A list of all permit applications ever	Cuick Reports (4). ▼ 1 Cuick Reports (4). ▼ 1 Login with alMe® To access the nline permitting system, you n d a RealMe login. If you've reated a RealMe login son ewhere else, you can use it here too.
	Change Applications: A list of all changes to existing permits ever accepted for evaluation Ability to log in to	What's RealMe? Manage my RealMe 2
	Apply for a new permit	
	Submit an Annual Summary Return	

Fig 3.





Fig 4

Real	
Your RealMe login is ready	
You can now use this one login to access lots of different online services. We've sent you an email with more information on RealMe [®] .	
Click Continue to return to New Zealand Petroleum & Minerals.	
	CONTINUE

Fig 5



2017