

TELLER

Quick guide – completing an online submission for a carrier with revenue less than AUD \$25 million

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Log in to TELLER

1. Our eligible revenue reporting system, TELLER, is available from the [eligible revenue portal](#) on the ACMA website.
2. Select the 'Access ER portal' button shown below.

Non-participating person

If your revenue is below the AUD \$25m revenue threshold for the eligible revenue period, you are required to lodge an eligible revenue submission form in TELLER and provide an eligible statutory declaration (ESD) to the ACMA by 31 October 2023.

Please download and complete the [ESD template](#) prior to submitting it in TELLER.

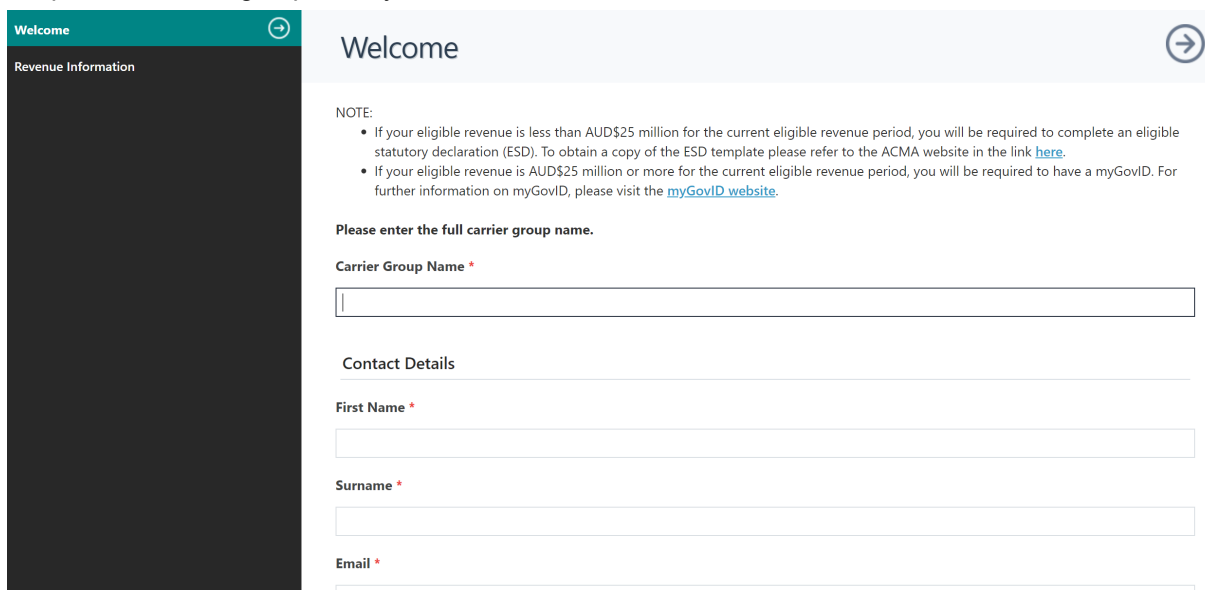
Please note, as part of the [Telecommunications monitoring framework—for non-participating persons](#), we may request carriers to provide supporting evidence to substantiate the claim made on the ESD to ensure that there is a fair assessment of carrier revenues. Therefore, carriers are encouraged to complete the revenue calculation either in TELLER or alternatively as a supporting document uploaded in TELLER accompanying their ESD.


Access ER portal
(Revenue threshold below AUD \$25m)

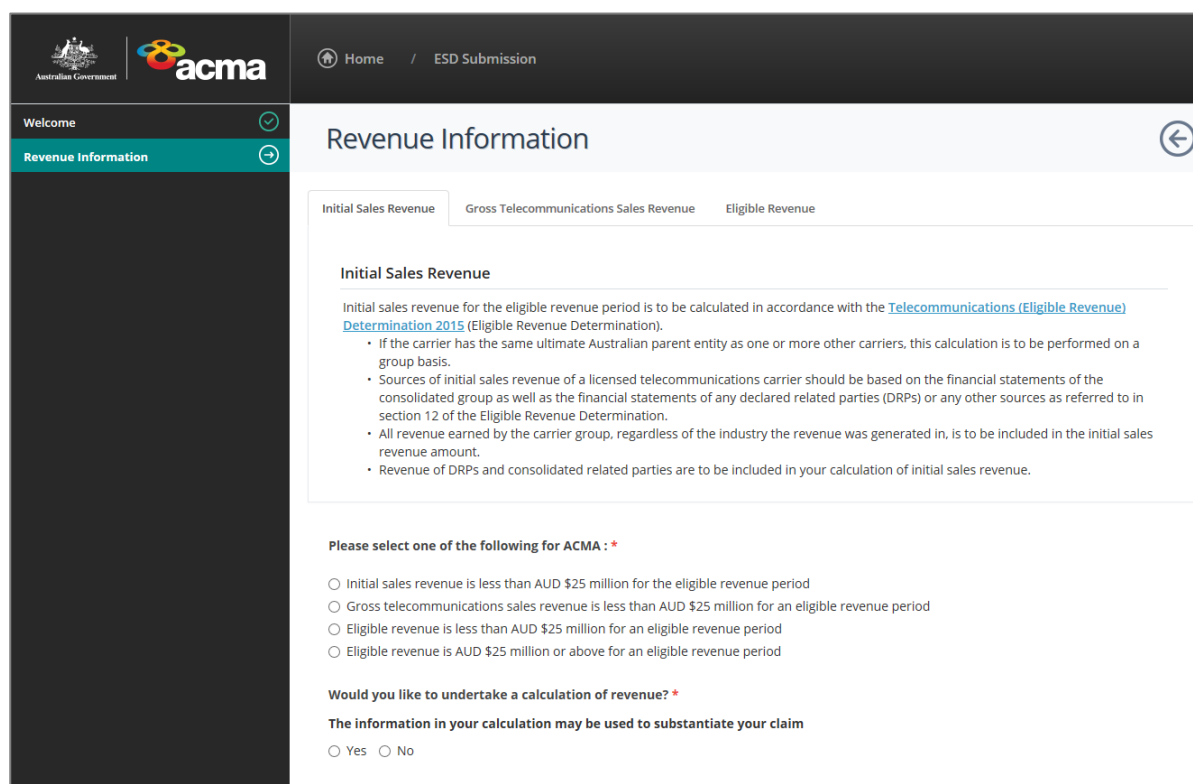


Completing the Eligible Revenue Submission form as an Eligible Statutory Declaration (ESD)

1. On the **'Welcome'** page, enter your **'Carrier Group Name'** and your **'Contact Details'**. If you are not part of a carrier group enter your individual carrier name.



2. Once you have entered your details on the **'Welcome'** page, select the arrow icon  to navigate to the **'Revenue Information'** page.



3. Select the 'Initial Sales Revenue', 'Gross Telecommunications Sales Revenue' or 'Eligible Revenue' tabs to read and determine the revenue type that matches your circumstances.

Welcome

Revenue Information

Home / ESD Submission

Initial Sales Revenue | Gross Telecommunications Sales Revenue | Eligible Revenue

Initial Sales Revenue

Initial sales revenue for the eligible revenue period is to be calculated in accordance with the [Telecommunications \(Eligible Revenue\) Determination 2015](#) (Eligible Revenue Determination).

- If the carrier has the same ultimate Australian parent entity as one or more other carriers, this calculation is to be performed on a group basis.
- Sources of initial sales revenue of a licensed telecommunications carrier should be based on the financial statements of the consolidated group as well as the financial statements of any declared related parties (DRPs) or any other sources as referred to in section 12 of the Eligible Revenue Determination.
- All revenue earned by the carrier group, regardless of the industry the revenue was generated in, is to be included in the initial sales revenue amount.
- Revenue of DRPs and consolidated related parties are to be included in your calculation of initial sales revenue.

Please select one of the following for ACMA : *

☒ Initial sales revenue is less than AUD \$25 million for the eligible revenue period

☐ Gross telecommunications sales revenue is less than AUD \$25 million for an eligible revenue period

☐ Eligible revenue is less than AUD \$25 million for an eligible revenue period

☐ Eligible revenue is AUD \$25 million or above for an eligible revenue period

Would you like to undertake a calculation of revenue? *

The information in your calculation may be used to substantiate your claim

☐ Yes ☒ No

4. Once you have determined the relevant revenue type for the carrier/carrier group, please select the revenue threshold that is applicable to your carrier/carrier group on the page.

Please select one of the following for ACMA : *

☒ Initial sales revenue is less than AUD \$25 million for the eligible revenue period

☐ Gross telecommunications sales revenue is less than AUD \$25 million for an eligible revenue period

☐ Eligible revenue is less than AUD \$25 million for an eligible revenue period

☐ Eligible revenue is AUD \$25 million or above for an eligible revenue period

If you are unsure which revenue threshold would apply, you may undertake a 'calculation of revenue' to assist in your consideration.

5. Select 'Yes' if you would like to undertake a calculation of revenue.

Would you like to undertake a calculation of revenue? *

The information in your calculation may be used to substantiate your claim

☐ Yes ☒ No

Carriers are encouraged to undertake a calculation of revenue to reduce any subsequent requests by the ACMA for documentation in support of the claim made in your ESD.

6. Select the arrow icon  to navigate to the next page.

7. If you selected 'Yes' (that you would like to undertake a calculation of revenue), you will be directed to the 'Calculation' page.

Calculation

Details of Any Changes

Do you have any declared related parties or are you related to another carrier?

☐ Yes ☐ No ☐ Unsure

Has there been any changes to your company/group structure during the current eligible revenue period?

☐ Yes ☐ No

Calculation

Carrier group's sales revenue plus your other telecommunications revenue: \$0.00

Less: Carrier group's non-telecommunications sales revenue: \$0.00

Less: Non-licence holder revenue: \$0.00
(Revenue before person becomes a carrier or participating carriage service provider and revenue after person ceases to be a carrier or participating carriage service provider)

Gross Telecommunications Sales Revenue: \$0.00

Less: Deductions

TYPE	JUSTIFICATION OF CLAIM	AMOUNT
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	\$0.00

Total: \$0.00



Less: Inter-Person Input Payment (IPIP) and Other Input Amounts (OIA)

IPIP/OIA	OTHER CARRIER, CONSOLIDATED RELATED PARTY OR DRP	JUSTIFICATION OF CLAIM	AMOUNT
<input type="checkbox"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00

Total IPIP and OIA Deductions: \$0.00

Total Deductions: \$0.00

Eligible Revenue: \$0.00

8. Complete the information on the 'Calculation' page by entering your revenue and deductions. For further information, please refer to the 'Eligible Revenue Submission Handbook' that is available on our [website](#).
9. Select the right arrow icon  to navigate to the next page or select the left arrow icon  to navigate back to the 'Revenue Information' page.
10. If you have eligible revenue over the threshold as listed on the 'Revenue Information' page, you will need to complete an Eligible Revenue Return (ERR).

For more information on the ERR process and how to lodge an ERR, please refer to the 'TELLER Quick guide – Completing an online submission for a carrier with eligible revenue AUD \$25 million or above' on our [website](#).

Welcome

Revenue Information

Revenue Information

Initial Sales Revenue Gross Telecommunications Sales Revenue Eligible Revenue

Initial Sales Revenue

Initial sales revenue for the eligible revenue period is to be calculated in accordance with the [Telecommunications \(Eligible Revenue\) Determination 2015](#) (Eligible Revenue Determination).

- If the carrier has the same ultimate Australian parent entity as one or more other carriers, this calculation is to be performed on a group basis.
- Sources of initial sales revenue of a licensed telecommunications carrier should be based on the financial statements of the consolidated group as well as the financial statements of any declared related parties (DRPs) or any other sources as referred to in section 12 of the Eligible Revenue Determination.
- All revenue earned by the carrier group, regardless of the industry the revenue was generated in, is to be included in the initial sales revenue amount.
- Revenue of DRPs and consolidated related parties are to be included in your calculation of initial sales revenue.

Please select one of the following for ACMA : *

☐ Initial sales revenue is less than AUD \$25 million for the eligible revenue period
☐ Gross telecommunications sales revenue is less than AUD \$25 million for an eligible revenue period
☐ Eligible revenue is less than AUD \$25 million for an eligible revenue period
☒ Eligible revenue is AUD \$25 million or above for an eligible revenue period

Please be advised that you have indicated that your eligible revenue is over \$25 million for the current eligible revenue period and therefore you will be required to lodge a full eligible revenue return (return). For more information on how you can lodge a return, please refer to the ACMA eligible revenue portal [here](#).

Please note, you will be required to obtain or have an AUSKey prior to submitting your return.

11. If a revenue threshold that is less than AUD \$25 million is selected, you will be directed to the 'Eligible Statutory Declaration' page:

Welcome

Revenue Information

Eligible Statutory Declaration

Eligible Statutory Declaration

Please download the latest [Eligible Statutory Declaration template](#) located on our website, and upload a completed and signed statutory declaration below.

Upload Eligible Statutory Declaration *

UPLOAD NEW

☐ I wish to include supporting documentation

SUBMIT

12. Please upload your completed and signed ESD by selecting the 'Upload New' button.

Welcome

Revenue Information

Eligible Statutory Declaration

Eligible Statutory Declaration

Please download the latest [Eligible Statutory Declaration template](#) located on our website, and upload a completed and signed statutory declaration below.

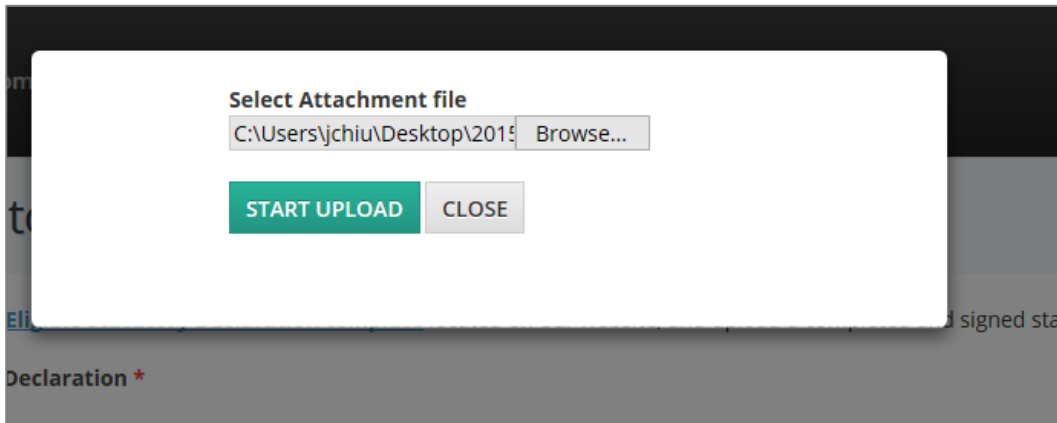
Upload Eligible Statutory Declaration *

UPLOAD NEW

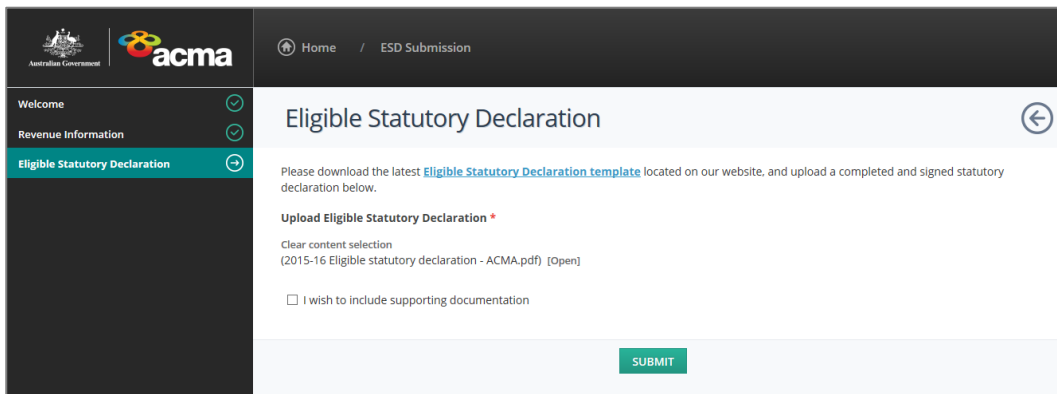
☐ I wish to include supporting documentation

SUBMIT

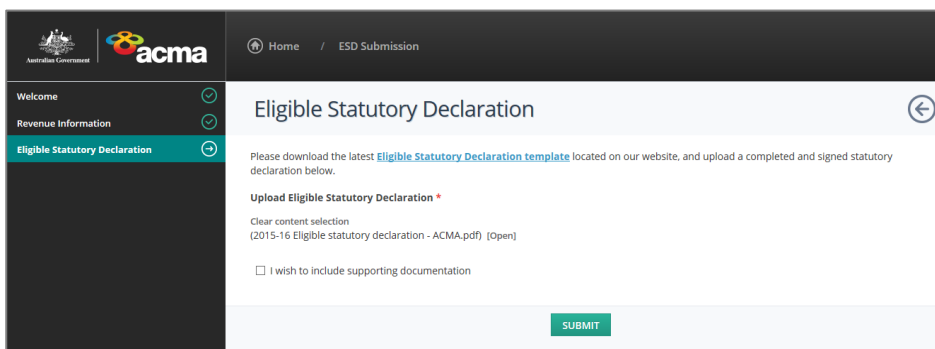
13. Select '**Browse**' to locate the file saved on your device, and then select the '**Start Upload**' button.



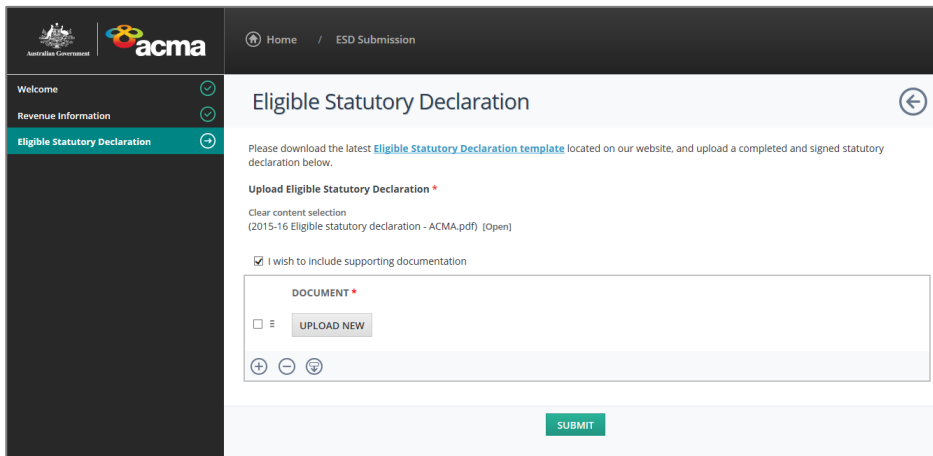
14. When the ESD has been uploaded, the file will be displayed on the '**Eligible Statutory Declaration**' page.



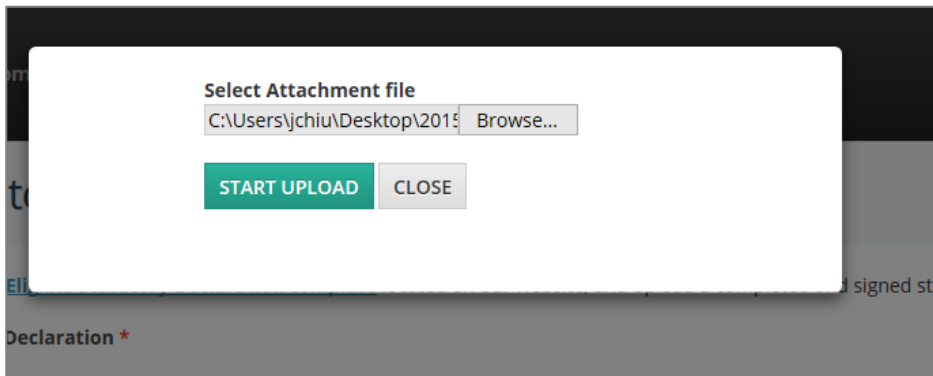
15. To include supporting documentation to substantiate the claim made on your ESD, select the '**I wish to include supporting documentation**' check box.



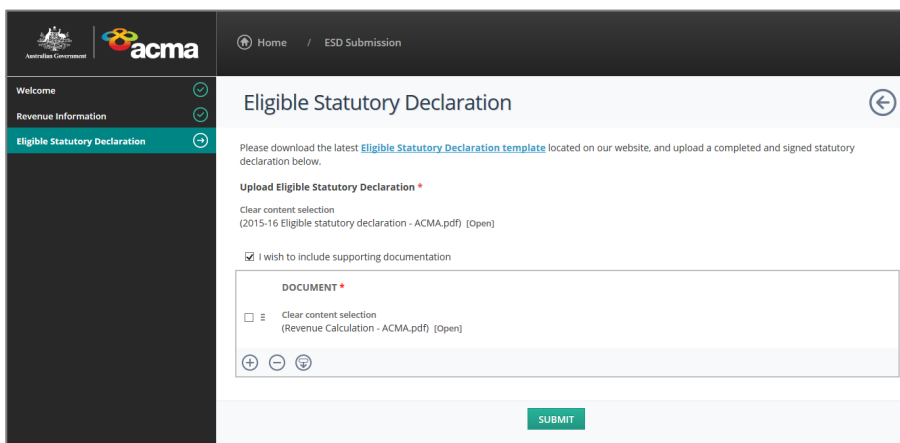
16. A drop-down box will appear. To upload a file, select the **'Upload New'** button.





17. Select **'Browse'** to locate the file saved on your device, and then select the **'Start Upload'** button.



18. The uploaded document will be displayed on the **'Eligible Statutory Declaration'** page.



19. To add documents, select the plus icon , or to remove documents, select the minus icon .

20. Once you have uploaded your ESD and supporting documentation, select the 'Submit' button.

The screenshot shows the ACMA website's 'Eligible Statutory Declaration' submission page. The left sidebar contains a navigation menu with 'Welcome', 'Revenue Information', and 'Eligible Statutory Declaration' (the active page). The main content area is titled 'Eligible Statutory Declaration' and includes instructions to download the latest template and upload a completed declaration. Below this, there is a section for 'Upload Eligible Statutory Declaration' with a checkbox for 'I wish to include supporting documentation'. A list of documents is shown, including 'Clear content selection (Revenue Calculation - ACMA.pdf)', 'Clear content selection (ACMA - management accounts.xlsx)', and 'Clear content selection (ACMA 2015-16 Annual Report.pdf)'. At the bottom right, there is a green 'SUBMIT' button.

21. If your submission has been successful, a confirmation screen will appear with a submission reference number.

The screenshot shows the ACMA website's 'Submission Successful' confirmation screen. The left sidebar is the same as in the previous screenshot. The main content area has a dark blue header bar. Below it, the text reads 'Submission Successful' followed by 'Your reference number is: **ACMA-3264VQBY**'. A message states: 'This message is to acknowledge that the Australian Communications and Media Authority (ACMA) has received your submission for carrier group **ACMA** for the current eligible revenue period.' Another message says: 'The ACMA will review your submission and any other relevant information. If there are any issues regarding your submission the ACMA will contact you.' At the bottom, it provides contact information: 'If you have any questions, please contact the ACMA's Revenue Assurance Team on (02) 6219 5355 or by email to til@acma.gov.au.' There is a light blue rectangular area at the bottom of the main content area.

22. To log out of TELLER, please close your browser.