

Mineral Oil Traders' Licences Manual

Section 12

Inputting and Amending a ROM1 by Revenue

Document reviewed December 2024

Table of Contents

12	Inputting and Amending a ROM1 by Revenue	3
12.1	Introduction	3
12.2	Inputting a ROM1 – Exempt Traders.....	3
12.3	User Authorisation	3
12.4	Accessing ITP	4
12.4.1	General Details Screen	4
12.4.2	Distributors or Warehousekeepers	5
12.4.3	Forecourt Retailer – Product Balances Screen	5
12.4.4	Forecourt Retailer – Inward Movements Screen.....	6
12.4.5	Forecourt Retailer – Summary Details' Screen	7
12.5	Inputting a ROM1 – Three Month Expiry Period.....	8
12.6	Amending a ROM1	8

12 Inputting and Amending a ROM1 by Revenue

12.1 Introduction

This section provides instructions to Revenue officers on how to manually input or amend a ROM1.

Short videos demonstrating how traders complete the electronic ROM1 return are available on YouTube, one for [Retailers](#) and one for [Distributors](#).

12.2 Inputting a ROM1 – Exempt Traders

Officers should be aware that a trader must be authorised by the Revenue Commissioners to be exempt from filing an electronic return of the ROM1 as allowed under Regulation 26 of the [Mineral Oil Tax Regulations 2012 \(S.I. No. 231 of 2012\)](#).

Instructions relating to the exemption from e-filing a ROM1 may be found in paragraph 7.5 of the [Mineral Oil Traders' Excise Licences Tax and Duty Manual](#).

A paper version of the ROM1 is available at Appendix XXIV of this manual titled Return of Oil Movements (ROM1) Return Form. The officer must ensure that they receive a signed copy of the paper version from the trader before they input the ROM1 and this copy must be kept on file for future reference.

It should also be noted that a trader cannot make an electronic return four months after the period for which the return is due, see [paragraph 12.5](#) below.

12.3 User Authorisation

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

12.4 Accessing ITP

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

12.4.1 General Details Screen

On the General Details screen, you are required to input the general details of the trader.

This screen requires the trader's AFTL/MFTL reference number, period of the return and trader type, that is Forecourt Retailer, Distributor and/or Warehousekeeper. Officers should ensure that the correct 'Trader Type(s)' is selected.

The screenshot shows the 'General Details' screen with a progress bar at the top indicating '1. General' is the current step. Below the progress bar is a blue instruction box: 'Please enter your Auto-Fuel and/or Marked Fuel licence number(s), the month and year of the return and the type(s) of trade relevant to the licence number(s) entered.' An information icon and a red asterisk note '* Denotes a required field' are also present. The form fields are: 'Auto-Fuel Licence Number' (text input), 'Marked Fuel Licence Number' (text input), 'Month *' (dropdown menu showing 'September'), 'Year *' (dropdown menu showing '2013'), 'Authorised Warehousekeeper *' (checkbox), 'Distributor *' (checkbox), and 'Forecourt Retailer *' (checkbox, which is checked). At the bottom left is a 'Back' button and at the bottom right is a 'Continue' button with a right-pointing arrow.

Figure 1: General Details Screen

Once the above details have been completed, the officer should click the 'Continue' box. This will open the 'Product Balances' Screen.

12.4.2 Distributors or Warehousekeepers

Distributors or warehousekeepers do not usually request Revenue to input a ROM1 form. If such a request is received, the officer should refer it to local management for approval to input it.

12.4.3 Forecourt Retailer – Product Balances Screen

After clicking the 'Continue' button on the 'General Details' screen, the 'Product Balances' screen will appear.

The following data must be input into the 'Product Balances' fields:

- Opening Stock per Product (Litres),
- Closing Stock per Product (Litres),
- Aggregate Sales per Product (Litres).

Please note that a total figure must be input for all product types that the trader is licenced to trade in, whether they trade in these products or not, that is zero balances must be input for products the trader does not trade in and decimal points cannot be used. No field may be left blank.

Product Balances

1. General 2. Product 3. Inward 4. Summary

Please enter stock details for each product for which you are licensed for the period of the return.

 * Denotes a required field

Product	Opening Balance (Litres)	Closing Balance (Litres)	Aggregate Forecourt Sales (Litres)
Petrol *	87812	83422	161619
LPG for use as a propellant *	0	0	0
Heavy Oil for use as a propellant (DERV) *	34591	45643	117872
Substitute fuel for use as a propellant instead of petrol *	0	0	0
Substitute fuel for use as a propellant instead of diesel *	0	0	0

Back Continue

Figure 2: Product Balances

When the 'Product Balances' fields have been completed, the officer should click the 'Continue' box. This will open the 'Inward Movements' screen.

12.4.4 Forecourt Retailer – Inward Movements Screen

After clicking the 'Continue' button on the 'Product Balances' screen, the 'Inward Movements' screen will appear.

This screen requires information on all inward movements from other mineral oil traders to be input into the relevant fields for the relevant return period.

The following data must be input into the 'Inward Movements' fields for each individual inward movement:

- Consigning Trader's AFTL and or MFTL Number,
- Product Type,
- Product Quantity (Litres).

For the following products, an invoice number and transaction date is required:

- Heavy Oil DERV,
- Ultra-Low Sulphur Marked Gas Oil (ULSMGO),
- Marked Gas Oil (MGO),
- Kerosene.

Inward Movements

1. General > 2. Product > 3. Inward > 4. Summary

Please enter details of each movement of duty paid oil product during the period of the return

i * Denotes a required field

Select Supplier

Supplier Reference : *

Select Product

Product *

Inward Movements Details

Date	Quantity (Litres)	Supplier Reference	Invoice/Delivery Doc No	Product	Action
25/09/2013	17974		79370	Heavy Oil for use as a propellant (DERV)	
17/09/2013	20026		78004	Heavy Oil for use as a propellant (DERV)	
N/A	139813		N/A	Petrol	
02/09/2013	16927		75206	Heavy Oil for use as a propellant (DERV)	
05/09/2013	17948		75959	Heavy Oil for use as a propellant (DERV)	
21/09/2013	15194		78735	Heavy Oil for use as a propellant (DERV)	

Figure 3: Inward Movements

When the 'Inward Movements' fields have been completed, the officer should click the 'Continue' button. This will open the 'Summary Details' screen.

12.4.5 Forecourt Retailer – Summary Details' Screen

After clicking the 'Continue' button in the 'Inward Movements' screen, the 'Summary Details' screen will appear.

This screen summarises the information that has been input by the officer under the trader's licence number in the previous screens.

Officers are to review all the completed fields ensuring that the data entered accurately reflects the information supplied by the trader on the submitted Return of Oil Movements (ROM1) Return Form, see Appendix XXIV.

Summary Details

1. General > 2. Product > 3. Inward > 4. Summary

You can review the information entered in the return and if you are satisfied that the information is correct, please select File > Save As to save the Return details to file for subsequent Upload to the Revenue Online Service. If any amendments are required prior to submission, you can navigate back to the relevant screen by using the Back button.

General Details

Auto-Fuel Licence Number :	
Month:	September
Year:	2013
Authorised Warehousekeeper:	No
Distributor:	No
Forecourt Retailer:	Yes

Product Balances

Product	Opening Balance (Litres)	Closing Balance (Litres)	Aggregate Forecourt Sales (Litres)
Petrol	87812	83422	161619
LPG for use as a propellant	0	0	0
Heavy Oil for use as a propellant (DERV)	34591	45643	117872
Substitute fuel for use as a propellant instead of petrol	0	0	0
Substitute fuel for use as a propellant instead of diesel	0	0	0

Figure 4: Summary Details

When the officer is satisfied that the information on the 'Summary Details' screen is correct, they should click on the 'Continue' button and close the application.

12.5 Inputting a ROM1 – Three Month Expiry Period

Traders cannot input a ROM1 once three months have elapsed from the return period. In exceptional circumstances, Revenue officers may input a ROM1 on behalf of a trader for a period that is greater than three months from the relevant return period.

A request to input a ROM1 must be accompanied with a written explanation from the trader regarding the time delay. If the officer is satisfied with reasons for the delay, and if approved by their line manager, the ROM1 may be inputted. A copy of the trader's request and the manager's decision must be kept on file.

12.6 Amending a ROM1

Traders cannot amend a ROM1 once three months have elapsed from the return period or where the return has already been amended three times. In exceptional circumstances, Revenue officers may amend a ROM1 on behalf of a trader for a period that is greater than three months from the relevant return period or where the trader has already amended the return three times and cannot make further amendments.

A request to amend a ROM1 must be accompanied by a written explanation from the trader. If the officer accepts the explanation, approved by their line manager, the ROM1 may be inputted. A copy of the trader's request and the manager's decision must be kept on file.

When amending a ROM1, the officer must input the details of the ROM1 to be amended exactly as declared by the trader. The officer then clicks the 'Continue' button and a warning message will appear indicating that a ROM1 has already been entered for this period. The officer then continues to the data field requiring amendment on the relevant screen and completes the amendment.

Officers should note that when amending a ROM1 any changes to trader Licence Reference Numbers will result in the deletion of all movement transactions connected to the original Licence Number therefore all inward or outward movements will have to be input again for the new Licence Number.

For example, if an officer amends a supplier's reference number on the first screen, all the information associated with that supplier on the proceeding screens will be deleted and must be input again.