



International Oil Pollution
Compensation Funds

Fonds internationaux
d'indemnisation pour les
dommages dus à la pollution
par les hydrocarbures

Fondos internacionales
de indemnización de daños
debidos a contaminación por
hidrocarburos

ONLINE REPORTING SYSTEM USER GUIDE

2019

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Introduction to oil reporting

Why do I need to submit an oil report?

Member State obligations are set out in Article 15.2 of the 1992 Fund Convention and Article 13.1 of the Supplementary Fund Protocol. Each year, Member States should report to the Director: (1) the name and address of any person (i.e. company or other entity) in that State who is liable to pay contributions to the Funds; and (2) the quantity of contributing oil each person received during the preceding calendar year.

The non-submission of oil reports may have consequences for Member States' claims for compensation from the 1992 Fund (see Resolution No12—Measures in respect of outstanding oil reports and outstanding contributions). For Supplementary Fund Members, the non-submission of oil reports may lead to the denial of compensation for pollution damage, in accordance with Article 15, paragraph 2 of the Supplementary Fund Protocol.

The IOPC Funds' Internal Regulations require the reports for the preceding year to be submitted no later than 30 April of the following year. If you have any difficulties compiling the information, please contact the Secretariat for assistance.

What is an oil report?

An oil report is a declaration of the amount, in tonnes, of contributing oil that a contributor has received in a given calendar year. The oil report must be submitted on the **Form for reporting receipts of contributing oil**, and it can be sent to the Secretariat via the Online Reporting System (ORS) or by email, post or fax.

The report should be:

- completed and signed by the contributor that received the contributing oil; and
- signed by an official of the Member State; and
- submitted to the Secretariat by the Member State.

For more information on oil reports and contributing oil, see the Notes section of the [Form for reporting receipts of contributing oil](#) or the Oil reporting and contributions section of our website: <https://www.iopcfunds.org/>.

What is the Online Reporting System?

The Online Reporting System (ORS) allows Member States to provide data on contributing oil receipts electronically and to access historical data and contact details of the contributors in their State. Contributors should continue to use the [Form for reporting receipts of contributing oil](#) to submit tonnage information and any changes to contact details to their respective government authority.

It is up to the individual Member State whether to accept electronic signatures from contributors however, if they choose to do so, it will be the Member State's responsibility to verify electronic signatures.

The ORS runs in parallel with the paper-based system. Member States can choose the method of submission that best suits their needs.

Can I submit a Nil declaration using the ORS?

In 2019, Member States are temporarily unable to submit Nil Declarations using the ORS. If you do not have any contributors in your State and wish to submit a Nil Declaration, please contact the Secretariat.

If you have contributors in your State but they all received less than 150 000 tonnes in the calendar year you wish to report for, you can enter '0' tonnages for each contributor. The Secretariat will contact you to confirm if this should be recorded as a Nil Declaration. See *Submitting oil reports using the ORS* on page 8.

* * *

Oil reporting - frequently used terms

Associated contributor

Associated contributor means any subsidiary or commonly controlled entity. Whether or not an entity is associated is determined by the national law of your State. A report should be submitted for any individual entity that received **less** than 150 000 tonnes of contributing oil in any calendar year if it forms part of a group of 'associated' companies or other entities which together received **more** than 150 000 tonnes of contributing oil in the same State in that year. In the ORS, contributors with associations are highlighted in orange.

Contributing oil

Contributing oil is defined in Article 2.3 of the 1992 Fund Convention, and is explained in more detail in the Notes to the [Form for reporting receipts of contributing oil](#).

Contributor

Persons (company or other entity) who pay contributions are referred to as contributors.

Nil declaration

Member States in which no company or entity is liable to pay contributions to the 1992 Fund and/or the Supplementary Fund should notify the Director using the Nil declaration form.

Received

The term 'received' refers to receipt of contributing oil into storage immediately after carriage by sea. See the Notes to the [Form for reporting receipts of contributing oil](#) for further explanation.

Signature

All reports should be signed by the contributor and a government official before they are submitted to the IOPC Funds. From 1 January 2019, reports can be signed electronically by contributors. Member States are responsible for verifying any electronic signatures used by contributors in their State. By using the ORS, you are confirming that electronic signatures on reports you upload have been verified and are genuine.

Using this site

In accordance with Internal Regulation 4.2 of the 1992 Fund and the Supplementary Fund, it is the Member States' responsibility to verify the electronic signatures of their contributors. By using the ORS, you are confirming that electronic signatures on reports you upload have been verified and are genuine.

Do not share your log in details. If more than one person in your organization requires access to the ORS, contact oilreporting@iopcfunds.org and we will create an additional account.

Accordion

Lists of oil reports are hidden under a menu that can be expanded. These compressed menus are referred to as accordions. You can expand the list by clicking 'Go' on the menu.

Outstanding Oil Reports

- 2017 Reports (5 Outstanding) [Go ▶](#)
- 2016 Reports (5 Outstanding) [Go ▶](#)

Breadcrumbs

Breadcrumbs are used as navigational aides in the ORS. They show you where in the site you are. Please do not use the forward or back buttons on your browser to navigate this site. Use the 'breadcrumbs' at the top of the page, as shown below.

IOPC FUNDS
FIPOL FIDAC

PUBLIC WEBSITE CHANGE PIN LOG OUT

HOME STATE CONTRIBUTORS **OIL REPORTS** SUPPORT AUDIT

Submit Oil Reports View Oil Reports History of Oil Reports

Navigate using the breadcrumbs

Home / Oil Reports - Submit Oil Reports

Tonnages

Enter numbers only in the tonnage fields. Do not use spaces, commas or other number separators.

Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CTR/80/2 State Oil Stoc...	<input type="text" value="987325"/>	<input type="text" value="8,231.1"/>	<input type="text"/>	<input type="text" value="987 325"/>	<input type="text" value="Select File..."/>	<input type="button" value="Q"/>

Audit trail

The ORS records all activities in the system. If you want to review who has made changes to records, click on the Audit tab.

IOPC FUNDS
FIPOL FIDAC

PUBLIC WEBSITE CHANGE PIN LOG OUT

HOME STATE CONTRIBUTORS OIL REPORTS SUPPORT **AUDIT**

Submit Oil Reports View Oil Reports History of Oil Reports

ORS front page - registration and logging in

The ORS is located at <http://oilreporting.iopcfunds.org/>. You can download copies of the latest **Form for reporting receipts of contributing oil** in English, French or Spanish and also log in to the ORS. You can request an account by contacting oilreporting@iopcfunds.org.

Your username and PIN will be sent to you in an automated email from the address sentry@iopcfunds.org. Sometimes these emails are directed to your junk or 'spam' folder. If you do not receive this email, please contact oilreporting@iopcfunds.org.

How do I log in?

1. Go to <http://oilreporting.iopcfunds.org/>.
2. Enter your user name.

Submission of Oil Reports

Oil discharged into 'permanently or semi-permanently' anchored vessels engaged in ship-to-ship (STS) operations no longer qualifies as contributing oil for the purpose of Article 10 of the 1992 Fund Convention. The reporting form has been updated with effect from 1 January 2017 to reflect this.

Reporting forms:

English Form for reporting contributing oil Nil Declaration Form	Français Formulaire de notification des hydrocarbures donnant lieu à contribution Déclaration de quantité nulle	Español Formulario de notificación de hidrocarburos sujetos a contribución Declaración de cantidad nula
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Online Reporting

[Download user guide](#)

To submit oil information online, view previous submissions and update contact details online please enter your username.

Username:

3. Enter your six-digit PIN by clicking on the numbers of the number pad with **your mouse** (do not type the numbers). The number pad is scrambled and changes every time you refresh the page for improved security.

Username:

Passcode:

0	8	1
5	4	7
3	6	2
9	CLEAR	

ENTER

FORGOTTEN PIN

This security system has met all the industry-standard requirements. If you have any concerns, please contact oilreporting@iopcfunds.org.

Homepage

When you first log in to the ORS, you will arrive at the **HOME PAGE**. It will show you a summary of the status of oil reports for your State. The Tonnage CrossTab shows the total annual tonnage reported by your State for the past 10 years. Underneath this, the Outstanding Oil Reports table will display any reports that have not yet been submitted.

Home

CTR/80 Usnana
Member of 1992 Fund

Home

Welcome to the IOPC Funds' Online Oil Reporting. On this page, you will be able to get an overview of the status of your oil reports.

Please note that "Declared Tonnes" is the actual amount that appears in the oil reports. If the total tonnage of associated contributors is more than 150 000 tonnes, it will appear under "Contributing Tonnes," as it becomes liable for contribution (see Article 10 of the 1992 Fund Convention).

Tonnage CrossTab

Convention	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
1992 Fund	None	None	7 217 595	3 154 829	4 140 500	3 693 502	5 395 979	6 797 917	6 515 430	6 527 050
Supplementary Fund	None	None	None	None	None	None	None	None	None	None
1971 Fund	None	None	None	None	None	None	None	None	None	None

Outstanding Oil Reports

2017 Reports (5 Outstanding) [Go ▶](#)

2016 Reports (5 Outstanding) [Go ▶](#)

The **SUBMIT OIL REPORTS** page will display a list of known contributors that have not had oil reports submitted for the current reporting year.

- If a contributor has an association, it will appear highlighted.
- If a company doesn't appear on this page, it means it is no longer trading. If it needs to be added back to this list, please contact the Secretariat.

Click on the CTR file number to see any associated contributors and to update contact details for the contributor (see Maintain contributor details on page 14).

Home / Oil Reports - Submit Oil Reports

CTR/80 Usnana
Member of 1992 Fund

Submit Oil Reports

On this page, you can report tonnage of your contributors. As the Online Oil Reporting evolves into the next phase, this reporting function will become the responsibility of your contributors. Please don't forget to send a signed hard copy of the oil report form to the Secretariat.

Highlighted rows in the oil report summary grid indicate associated companies and entities.

Contributor	Received Directly after Carriage by Sea	Coastal Movements within the Same State	Received from non-Member States	Total	Signed Oil Report	Submitted
CTR/80/3 Cabotage Compa...	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text" value="Select File..."/>	
CTR/80/7 Double Time Tr...	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text" value="Select File..."/>	
CTR/80/1 Oil Recievers, Inc	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text" value="Select File..."/>	
CTR/80/6 Oil Storage, Inc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text" value="Select File..."/>	
CTR/80/2 State Oil Stoc...	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text" value="Select File..."/>	

You can submit the reports one at a time, as you receive them from contributors, or you can submit all of your reports together.

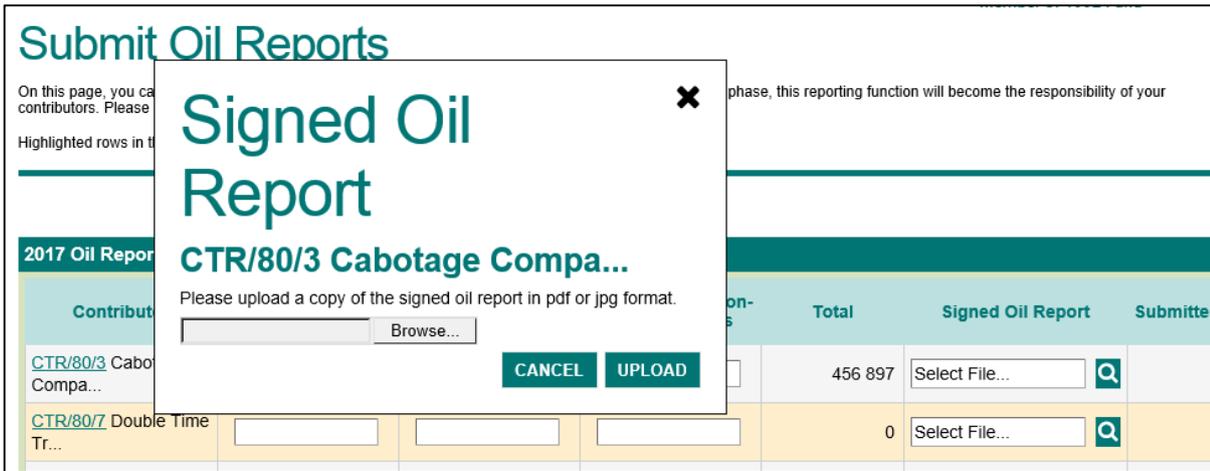
To submit a report:

1. Type the tonnage for the contributor into the boxes.
2. Click on the magnifying glass.

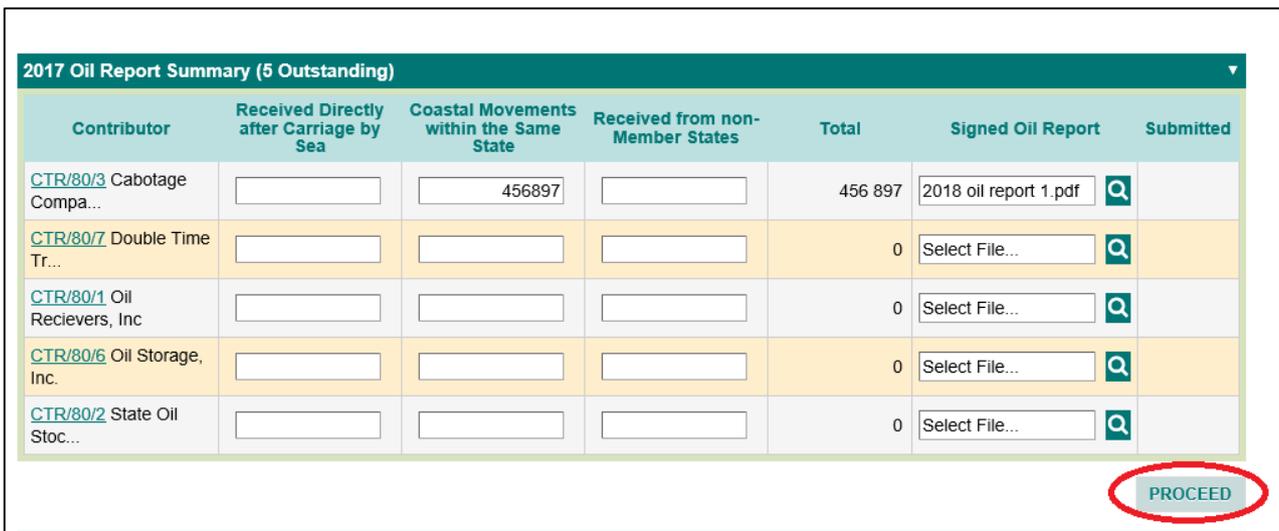
Contributor	Received Directly after Carriage by Sea	Coastal Movements within the Same State	Received from non-Member States	Total	Signed Oil Report	Submitted
CTR/80/3 Cabotage Compa...	<input type="text"/>	<input type="text" value="456897"/>	<input type="text"/>	456 897	<input type="text" value="Select File..."/>	

Upload a signed copy of the oil report

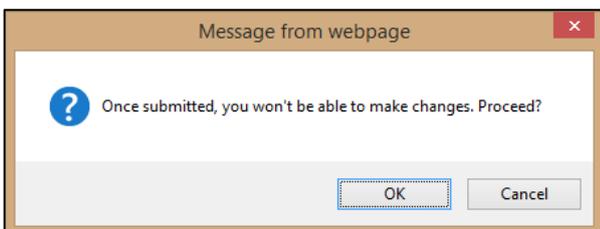
3. A dialogue box will open. Click the 'Browse' button in the dialog box. Select the file from your computer then click **UPLOAD**.



4. Click the **PROCEED** button at the bottom when you are ready.



5. Click OK on the popup to confirm your submission. The pop up below is from Internet Explorer. It might look different if you use Chrome or another browser.



You'll be taken to a confirmation page. This might take a few minutes. Please do not navigate away from the page.

What happens now?

We will review and process your submission. If we have any queries, you will receive them via email. Once we have received all of your reports, we will send you a letter summarising the details we have recorded for the year.

If you have any questions, please contact us by email at oilreporting@iopcfunds.org or by phone on +44 20 7592 7100.

Has something gone wrong?

If you upload the wrong report, don't worry – you can delete the report by clicking the 'x' next to the report.

Contributor	Received Directly after Carriage by Sea	Coastal Movements within the Same State	Received from non-Member States	Total	Signed Oil Report	Submitted
CTR/73/3 Cabotage Corporation	<input type="text" value="1086466"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	1 086 466	2018 oil report 10.pdf 	

How do I submit a nil declaration?

If you have never had any contributors in your State, you will be unable to submit a Nil Declaration using the ORS in 2019. We are working on a solution for the long term.

If you have contributors in your State, but they didn't receive any contributing oil this year, enter a zero tonnage against their record(s) and click proceed. You do not need to upload a report form, but we may contact you for further information to satisfy our audit requirements.

Amending oil reports in the ORS

How do I change tonnages I have already submitted?

If a contributor changes their report after you have submitted it to the Secretariat, you can amend the report using the 'Unlock' feature.

1. Go to **OIL REPORTS > VIEW OIL REPORTS**.

A list of tonnages already submitted for the current year will be displayed. You can sort and filter the table by Contributor and Status.

Oil Reports - View Oil Reports

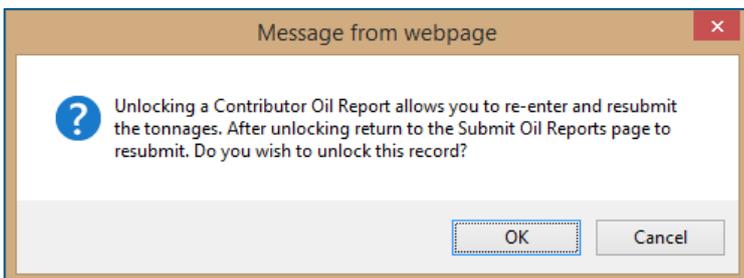
View Oil Reports

Year: 2017
Contributor: All
Status: All

On this page, you can search for or edit oil reports.
Highlighted rows in the oil report summary grid indicate associated companies and entities.

Year	Contributor	Received Directly after Carriage by Sea	Coastal Movements within the Same State	Received from non-Member States	Total	Signed Oil Report	Submitted	Approved	
2017	CTR/80/3 Cabotage Compa...	Nil	456 897	Nil	456 897	Oil Report	✓		<input type="button" value="UNLOCK"/>
2017	CTR/80/7 Double Time Tr...	2 343 256	56 566	Nil	2 399 822	Oil Report	✓		<input type="button" value="UNLOCK"/>
2017	CTR/80/1 Oil Recievers, Inc	345 545	Nil	Nil	345 545	Oil Report	✓		<input type="button" value="UNLOCK"/>
	CTR/80/6								

2. Click on the **UNLOCK** button next to the tonnage that needs to be corrected. A pop-up message will ask you to confirm you want to unlock and resubmit the tonnage. Click OK.



3. The **UNLOCK** button will disappear from the tonnage you have unlocked.

Oil Reports - View Oil Reports

View Oil Reports **APPLY FILTER**

Year: 2017
 Contributor: All
 Status: All

On this page, you can search for or edit oil reports.
 Highlighted rows in the oil report summary grid indicate associated companies and entities.

Reports

Year	Contributor	Received Directly after Carriage by Sea	Coastal Movements within the Same State	Received from non-Member States	Total	Signed Oil Report	Submitted	Approved
2017	CTR/80/3 Cabotage Compa...	Nil	456 897	Nil	456 897	Oil Report	✓	
2017	CTR/80/7 Double Time Tr...	2 343 256	56 566	Nil	2 399 822	Oil Report	✓	UNLOCK
2017	CTR/80/1 Oil Recievers, Inc	345 545	Nil	Nil	345 545	Oil Report	✓	UNLOCK
	CTR/80/6					Oil	✓	

Return to the **SUBMIT OIL REPORTS** page and submit the new report as normal by entering the new tonnage and uploading the updated report. See page 7.

Maintaining contributor details

How do I update contributors' details?

1. Go to the **CONTRIBUTORS > CONTRIBUTOR DETAILS** tab. You will see a list of all active contributors.

The screenshot shows the IOPC Funds website interface. At the top left is the IOPC Funds logo. The top right navigation bar includes links for PUBLIC WEBSITE, CHANGE PIN, and LOG OUT. Below this is a main navigation menu with HOME, STATE, CONTRIBUTORS (highlighted), OIL REPORTS, SUPPORT, and AUDIT. A secondary navigation bar contains Contributor Details, Contact Contributors, and Contact History. The main content area is titled 'Contributor Details' and features the IOPC Funds logo on the left and the contributor information 'CTR/73 Hespunia Member of 1992 Fund' on the right. A large heading 'Contributor Details' is followed by a paragraph explaining that users can update contact information and status, and that inactive contributors do not require tonnage reports. Below this is a section titled 'Contributors' containing a table with columns for ID, Company Name, Oil Report Contact, and View. The table lists four active contributors: Cabotage Corporation, Hespunia Oil Ltd, Refinery Supplies, and State Oil, Inc. Each row has a magnifying glass icon in the View column. Below the table is an 'Inactive' section with a dropdown arrow.

Contributor Details

CTR/73 Hespunia
Member of 1992 Fund

Contributor Details

On this page, you can update or amend contact information and status of your contributors and notify the IOPC Funds Secretariat. "Inactive" contributors do not require any tonnage report, but remain open in case there are deferred levies or outstanding oil reports.

Contributors

Active			
ID	Company Name	Oil Report Contact	View
CTR/73/3	Cabotage Corporation	Jane Smith	
CTR/73/1	Hespunia Oil Ltd	Adrian Mole	
CTR/73/4	Refinery Supplies	Barb Jones	
CTR/73/2	State Oil, Inc	John Smith	

Inactive

2. Click on the magnifying glass icon under **VIEW** to see individual contributor details.

This screen will show a summary of the information held for the contributor, including any associated companies' contact details and historic tonnage information. You can see an example on the next page.



[PUBLIC WEBSITE](#) [CHANGE PIN](#) [LOG OUT](#)

[HOME](#) [STATE](#) [CONTRIBUTORS](#) [OIL REPORTS](#) [SUPPORT](#) [AUDIT](#)

[Contributor Details](#) / Contributor Details for Refinery Supplies

CTR/73 Hespuonia
 Member of 1992 Fund

CTR/73/4 - Refinery Supplies

On this page, you can update or amend contact information and status of your contributors and notify the IOPC Funds Secretariat. "Inactive" contributors do not require any tonnage report, but remain open in case there are deferred levies or outstanding oil reports.

Contributor Details

Code:	Short Name:	Full Name:	Status:	State:
CTR/73/4	Refinery Supplies	Refinery Supplies	Active	No

[EDIT](#)

Associated Companies and Entities

Code:	Short Name:	Action
CTR/73/4	Refinery Supplies	
CTR/73/2	State Oil, Inc	

[ADD](#)

Contacts

Name	Contact Type	Organisation	Job Title	Action
Bob Jones	Invoice Contact	Refinery Supplies	Product Accountant	
Barb Jones	Oil Report Contact	Refinery Supplies	Finance Manager Inventory	

Oil Reports

Year	Received Directly after Carriage by Sea	Coastal Movements within the Same State	Received from non-Member States	Total	Signed Oil Report	Submitted	Approved
2017	24 500	137 865	Nil	162 365	Oil Report		

- You can view or update your contributors' contact information by clicking on the magnifying glass icon. It will take you to the address book of each contributor.

Contacts

Name	Contact Type	Organisation	Job Title	View
Bob Jones	Invoice Contact	Refinery Supplies	Product Accountant	
Barb Jones	Oil Report Contact	Refinery Supplies	Finance Manager Inventory	

4. Click **EDIT** to change the contact details.

Contacts

Name	Contact Type	Organisation	Job Title	
Bob Jones	Invoice Contact	Refinery Supplies	Product Accountant	🔍
Barb Jones	Oil Report Contact	Refinery Supplies	Finance Manager Inventory	🔍

Contact Type: Invoice Contact Address: 27 High Street

Salutation:

Forenames: Bob

Surname: Jones Town/City: Porttown

Job Title: Product Accountant Post Code: 6011

Organisation: Refinery Supplies Country: Hespuonia

Email Address: hespuonia_oil@iopcfunds.org Telephone No.: +64 4 463 4082

Fax No.: +64 4 463 4042

EDIT

Tip: Use **COPY ALL DETAILS** to update the details of the record you are editing with the details of the alternative contact for that contributor. In the following screenshot we are updating the Invoice Contact, Bob Jones. **COPY ALL DETAILS** will update the record with all of the Oil Reporting Contact's details, Barb Jones.

Contacts

Name	Contact Type	Organisation	Job Title	
Bob Jones	Invoice Contact	Refinery Supplies	Product Accountant	🔍
Barb Jones	Oil Report Contact	Refinery Supplies	Finance Manager Inventory	🔍

Contact Type: Invoice Contact Address:* 27 High Street

Salutation:

Forenames:* Bob

Surname:* Jones Town/City: Porttown

Job Title: Product Accountant Post Code: 6011

Organisation:* Refinery Supplies Country: Hespuonia

Email Address:* hespuonia_oil@iopcfunds.org Telephone No.:* +12 3 456 789

Fax No.: +12 3 456 780

SAVE **CANCEL** **COPY ALL DETAILS** **COPY ADDRESS**

You can use **COPY ADDRESS** if you only want to use the address of the other contact.

4. Ensure you **SAVE** any changes.

