



# Fishserve Licensed Fish Receiver Returns

## Introduction

You can submit your **Licensed Fish Receiver Returns (LFRR)** via the Fishserve website.

Use the guide below to find out more about LFRRs and how to submit them.

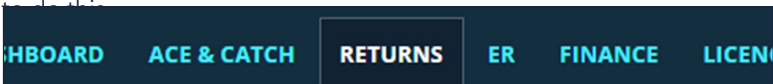
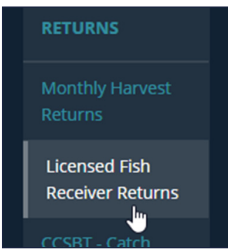

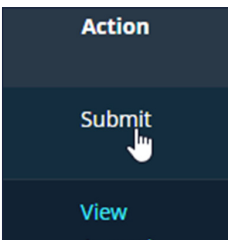
To amend an **LFRR**, please refer to the **LFRR amendment guide**.

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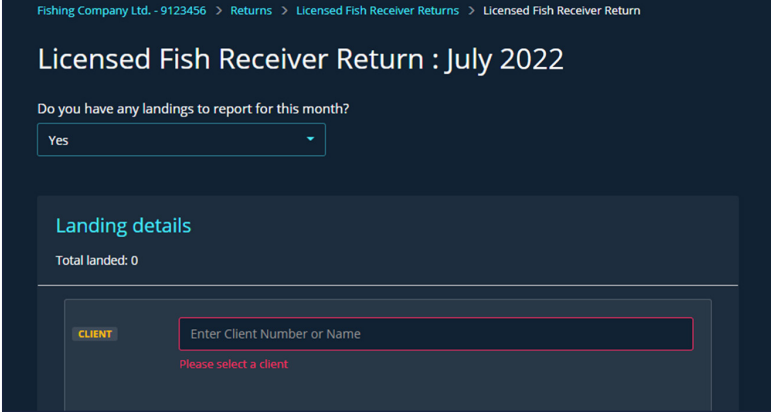
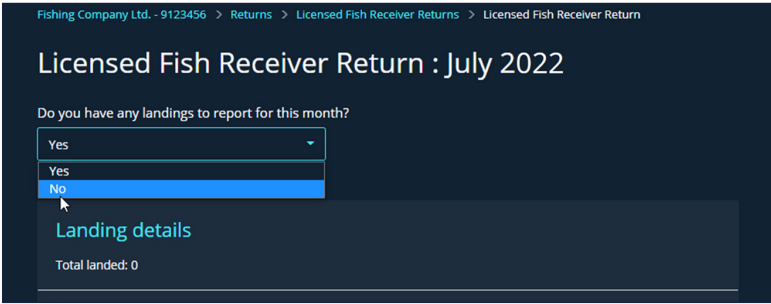
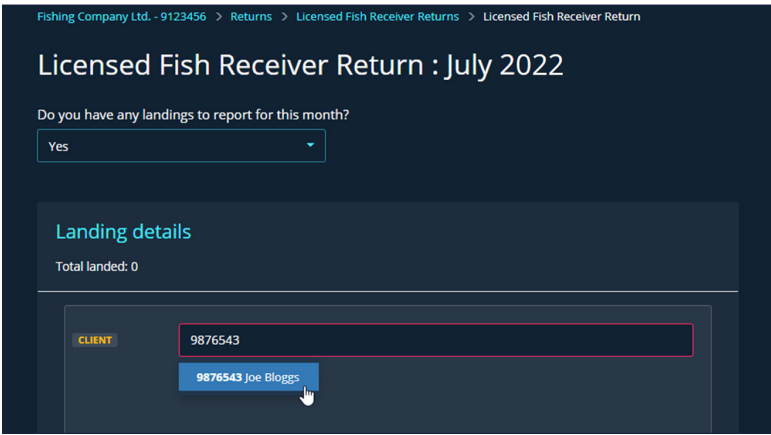
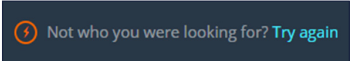
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## Submitting an LFRR

Step	Description																																			
1	<p>Click the <b>Returns</b> tab to begin submitting an LFRR.</p> <p><b>Note:</b> You must be signed into Fishserve and have <b>Returns Manager</b> authorisation</p> 																																			
2	<p>In <b>Returns</b>, click <b>Licensed Fish Receiver Returns</b> in the side-menu.</p> 																																			
3	<p>The <b>Licensed Fish Receiver Returns</b> screen will display.</p> <p><b>Note:</b> Refer to the <b>LFRR Summary Screen</b> guide for more information about this screen.</p>  <table border="1"> <thead> <tr> <th>Reporting Period</th> <th>Version</th> <th>Status</th> <th>Date Completed</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>July 2022 Due: 15 Aug 2022</td> <td>1</td> <td>Required</td> <td></td> <td>Submit</td> </tr> <tr> <td>June 2022</td> <td>2</td> <td>Amendment Completed</td> <td>26 Jul 2022</td> <td>View Amend</td> </tr> <tr> <td>May 2022 Due: 15 Jun 2022</td> <td>1</td> <td>Overdue!</td> <td></td> <td>Submit</td> </tr> <tr> <td>April 2022</td> <td>1</td> <td>Complete</td> <td>13 May 2022</td> <td>View Amend</td> </tr> <tr> <td>March 2022</td> <td>1</td> <td>Complete</td> <td>14 Apr 2022</td> <td>View Amend</td> </tr> <tr> <td>February 2022</td> <td>1</td> <td>Complete</td> <td>22 Mar 2022</td> <td>View Amend</td> </tr> </tbody> </table>	Reporting Period	Version	Status	Date Completed	Action	July 2022 Due: 15 Aug 2022	1	Required		Submit	June 2022	2	Amendment Completed	26 Jul 2022	View Amend	May 2022 Due: 15 Jun 2022	1	Overdue!		Submit	April 2022	1	Complete	13 May 2022	View Amend	March 2022	1	Complete	14 Apr 2022	View Amend	February 2022	1	Complete	22 Mar 2022	View Amend
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4	<p>Click <b>Submit</b> for the month/year of the return (e.g. <b>July 2022</b>).</p> 																																			



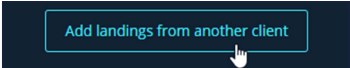



# Fishserve Licensed Fish Receiver Returns

Step	Description
5	<p>The <b>Licensed Fish Receiver Return</b> will display.</p> 
6	<p>If you <b>have landings</b> to report, go to <b>step 8</b>. If you have <b>no landings</b> to report, go to <b>step 7</b>.</p>
Nil Returns	
7	<p>You need to submit a <b>nil return</b> if you have <b>no landings</b> to report for the month. To do this, use the drop-down menu under <b>Do you have any landings to report for this month?</b> Select <b>No</b> then go to <b>step 12</b>.</p> 
8	<p>In the <b>Client</b> field, enter a <b>client number</b> or <b>name</b> to find a permit holder. Select a permit holder from the drop-down list <b>or</b> press <b>tab</b> to proceed.</p>  <p><b>Note:</b> Click <b>try again</b> if you didn't find who you were looking for.</p> 



# Fishserve Licensed Fish Receiver Returns

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9	<p>Next, enter the <b>species</b> and <b>quantity</b> details for the landing. Only <b>valid stock codes</b> and <b>whole amounts</b> can be entered. Click <b>Add another species</b> to add more species. You can also use the <b>tab</b> and <b>enter</b> keys to add more species after entering a quantity. Enter as many species and quantities as required.</p>  <p><b>Note:</b> Click the <b>X</b> over to the right-hand side to delete species.</p> 																														
10	To add landings for more permit holders, go to <b>step 11</b> . If you have no other landings to report, go to <b>step 12</b> .																														
11	<p>Click <b>Add landings from another client</b> to add landings for more permit holders. Repeat <b>steps 8 to 9</b> and add details for the additional permit holder(s).</p> 																														
12	<p>Click <b>Complete LFRR</b> to submit your LFRR.</p>  <p>If you're not ready to submit, click <b>Save draft LFRR</b>. You can then come back and add more details later.</p> 																														
13	<p>The <b>Licensed Fish Receiver Returns</b> screen will display and the LFRR's status will update.</p>  <table border="1"> <thead> <tr> <th>Reporting Period</th> <th>Version</th> <th>Status</th> <th>Date Completed</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>August 2022 Due: 15 Sep 2022</td> <td>1</td> <td>Required</td> <td></td> <td>Submit</td> </tr> <tr> <td>July 2022</td> <td>1</td> <td>Completed</td> <td>14 Aug 2022</td> <td>View Amend</td> </tr> <tr> <td>June 2022</td> <td>2</td> <td>Amendment Completed</td> <td>26 Jul 2022</td> <td>View Amend</td> </tr> <tr> <td>May 2022 Due: 15 Jun 2022</td> <td>1</td> <td>Overdue!</td> <td></td> <td>Submit</td> </tr> <tr> <td>April 2022</td> <td>1</td> <td>Complete</td> <td>13 May 2022</td> <td>View Amend</td> </tr> </tbody> </table>	Reporting Period	Version	Status	Date Completed	Action	August 2022 Due: 15 Sep 2022	1	Required		Submit	July 2022	1	Completed	14 Aug 2022	View Amend	June 2022	2	Amendment Completed	26 Jul 2022	View Amend	May 2022 Due: 15 Jun 2022	1	Overdue!		Submit	April 2022	1	Complete	13 May 2022	View Amend
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Contact the **Fishserve** helpline on **04 460 9555** if you have any questions or require assistance.