

Notarial Fees - State of Victoria
Applicable from 23 September 2009
Prescribed by the Society of Notaries of Victoria
to operate on and after 23 September 2009.
Fees do not include GST.

All amounts do not include GST.

The following scale of recommended fees has been fixed by the Council of The Society of Notaries of Victoria Inc. to operate on and after the 23 September 2009.

Notaries' fees in Victoria are charged on a time for service basis or on a set fee for service basis. In some cases the Notary's fee will be a combination of a fee for time and a fee for service.

1. Notarial Time Charges

- 1.1 The Notary may charge a fee to undertake matters such as any of the following:
- Perusal of documents and searches
 - Drawing additional documents such as special declarations or affidavits
 - Obtaining information from third parties
 - Interviewing persons other than the appearer(s)
- For each six minutes engaged \$45

2. Attestations, declarations and oaths

- 2.1 Short attestation without a certificate prepared by the Notary \$80
- 2.2 Attestation, declaration or oath and providing a Notarial Certificate \$110
- 2.3 For each additional deponent, declarant or signatory at the same time \$40
- 2.4 Preparing and completing an exhibit note \$50
- 2.5 Completing and sealing an exhibit note provided by others \$40

3. Certification of Copy Documents

- 3.1 Certification of copy documents up to ten pages \$110
- 3.2 For each further page after ten certified \$10

4. Certificates

- 4.1 As to any matter not included in any other item of the scale, in addition to necessary searches, enquiries, inspections and discussions, which may be charged for under item 1.1 above and 8.1 below, according to length, but including completion and sealing:
- Up to three folios \$150
- Four to six folios \$180

	For each folio after six	\$50
4.2	Certificate of good standing of a corporation plus notarial time charges for ancillary work to enable preparation of the certificate in accordance with item 1.1 above and 8.1 below	
4.3	Certificate as to Australian or foreign law up to three folios	\$250
	Charge for each additional folio after three	\$80
5.	Duplicates of any notarial act	
5.1	For each of the first ten copies after the first: Half the total fees for the original	
5.2	For each copy after the tenth: One quarter of the total fees for the original	
6.	Ships' Protests	
6.1	Completing and certifying copies of a protest prepared by a ship's Master	\$200
6.2	Preparing and completing a protest including annexures, copies and any work in relation to additional work and parties - to be charged in accordance with item 1.1 above and 8.1 below If there are additional witnesses or parties, additional charges are to be made under item 1.1 above and 8.1 below	
7.	Bills of Exchange	
7.1	Noting a bill of exchange	\$150
7.2	Presenting a bill of exchange including travelling time - to be charged in accordance with item 1.1 above and 8.1 below	
7.3	Protesting a bill of exchange	\$200
8.	Miscellaneous services	
8.1	Clerical work not undertaken by the Notary personally	
	For each six minutes	\$10
8.2	Providing photocopies of documents, per page	\$2
8.3	Attending to present and uplift a notarial act for authentication or to have an apostille affixed by the Department of Foreign Affairs and Trade	\$100
8.4	For attendances and correspondence, photocopying and the like to obtain an apostille - charges to be in accordance with item 1.1 and 8.1 above	

9. Out of Pocket Expenses

- 9.1 All out of pocket expenses incurred by the notary, including company and land title search fees, access fees charged by Internet Service Providers, Department of Foreign Affairs and Trade apostille fees etc. are additional