



*David Thomas*  
Notary Public  
Commissioner for Taking Affidavits

**NOTARIAL FEES**  
**(Effective 1 January 2024)**

No	Item	Fee
<b>1</b>	<b>Oaths, declarations and attestations</b>	
1.1	Administer an oath or affirmation, take a declaration or acknowledgement or attest a signature (including, where applicable, completing a jurat, declarat or pre-printed acknowledgement or the like) without preparing and completing a notarial certificate	\$110.00
1.2	Administer an oath or affirmation, or take a declaration or attest a signature and prepare and complete a notarial certificate, (a) ¼ page (b) up to ½ page (c) each ¼ page thereafter	\$150.00 \$180.00 \$80.00
1.3	Each additional deponent, declarant or signatory at the same time	\$80.00
1.4	Exhibit note or annexure certificate	\$80.00
1.5	Complete exhibit note or annexure certificate prepared by others	\$60.00
1.6	Each further original of any of the above items	½ original fee
<b>2</b>	<b>Certify copy documents</b>	
2.1	Where appropriate and acceptable in receiving jurisdiction: Certify single page copy document by digitally applied stamp	\$110.00
2.2	(a) Prepare and complete a notarial certificate certifying one individual copy document (of up to five A4 pages) (b) Each further A4 page of the individual document (beyond five A4 pages)	\$180.00 \$10.00
2.3	Where appropriate and acceptable in receiving jurisdiction: (a) Certify two to five individual copy documents (of up to five A4 pages each) under one notarial certificate (b) Each additional copy document of up to five A4 pages under the same certificate (c) Each further A4 page beyond five A4 pages of an individual document certified	\$200.00 \$60.00 \$10.00
<b>3</b>	<b>Other notarial certificates</b>	
3.1	Prepare and complete a certificate of good standing of an Australian corporation	\$450.00
3.2	Prepare and complete a certificate of Australian law: (a) up to ½ page (b) each ¼ page thereafter	\$350.00 \$80.00
3.3	Prepare and complete a certificate in relation to any matter not otherwise specified: (a) up to ½ page (b) each ¼ page thereafter	\$180.00 \$80.00

No	Item	Fee
<b>4</b>	<b>Duplicates</b>	
4.1	Each of the first ten duplicate certificates provided	½ original fee
4.2	Each duplicate certificate provided after the tenth	¼ original fee
<b>5</b>	<b>Authentic form documents</b>	
5.1	Complete a notarial act in authentic form prepared by others, including one original for the client and one original for retention in protocol	\$360.00
5.2	Prepare a notarial act in authentic form, including one original for the client and one original for retention in protocol, per ¼ page	\$120.00
<b>6</b>	<b>Attendances to procure apostille, authentication, legalisation</b>	
6.1	Arrange appointment, complete Document Legalisation Request Form and attend at DFAT Adelaide to apply for apostille, or authentication, and uplift thereafter:  (a) one document  (b) each document after the first, on the same attendance	\$200.00  \$80.00
6.2	All work in and about application to an embassy or consulate for legalisation	See Item 7
<b>7</b>	<b>Items not otherwise specified (when necessary for the notarial intervention concerned, or on the client's instructions)</b>	
7.1	Prepare document of substance, other than notarial act, including affidavit and declaration, per ¼ page	\$64.00
7.2	Prepare formal document, per ¼ page	\$21.00
7.3	Engross document, when copying or scanning is not appropriate, per ¼ page	\$6.00
7.4	(a) Peruse document, per ¼ page  (b) Examine document, when perusal is not justified, per ¼ page	\$7.00  \$1.00
7.5	Print, photocopy or scan, per A4 page printed, photocopied or scanned	\$1.00
7.6	Attendance, involving skill, per 6-minute unit	\$44.00
7.7	Attendance, not involving skill, and travelling, per 6-minute unit	\$26.00
7.8	Correspondence, by any means, per ¼ page	\$30.00
7.9	File or deliver, per attendance	\$30.00
7.10	Vehicle use, per km travelled	\$1.00
<b>8</b>	<b>Disbursements</b>	
8.1	All out-of-pocket expenses, reasonably and properly incurred and paid (including postage and telecommunications charges)	At cost

**Notes:**

- A. GST is not applicable to the fees in this Scale. A disbursement may include a GST component charged by the supplier.
- B. "6-minute unit" means a period of 6 minutes or part thereof. The minimum time-related fee is therefore that applicable to 1 unit and additional time-related fees are charged in increments of 1 unit.
- C. "¼ page" means 10 lines of 11-point text, with reasonable margins, on an A4 sheet of paper, or the equivalent thereof. A part of "¼ page" is treated as ¼ page. The minimum page-related fee is therefore that applicable to ¼ page and additional page-related fees are charged in increments of ¼ page.
- D. "A4 page" means one side of an A4 sheet of paper upon which text or imagery is visible.