



David Thomas

Notary Public

NOTARIAL FEES (Effective 1 November 2017)

No	Item	Fee
1	Oaths, declarations and attestations	
1.1	Administer an oath or affirmation, or take a declaration or attest a signature (including, where applicable, completing a jurat or pre-printed acknowledgement or the like) without preparing and completing a notarial certificate	\$90.00
1.2	Administer an oath or affirmation, or take a declaration or attest a signature and prepare and complete a notarial certificate	\$150.00
1.3	For each additional deponent, declarant or signatory at the same time	\$60.00
1.4	Exhibit note or annexure certificate	\$60.00
1.5	Complete an exhibit note or annexure certificate prepared by others	\$40.00
1.6	For each further original of any of the above items	Half the original fee
2	Certify copy documents	
2.1	(a) Prepare and complete a notarial certificate certifying one individual copy document (of up to five A4 pages)	\$150.00
	(b) For each further A4 page of the individual document (beyond five A4 pages)	\$6.00
2.2	Where appropriate and acceptable in the receiving jurisdiction:	
	(a) Certify two to five individual copy documents (of up to five A4 pages each) under one notarial certificate	\$195.00
	(b) Each additional copy document of up to five A4 pages under the same certificate	\$40.00
	(c) Each further A4 page beyond five A4 pages of an individual document certified	\$6.00
3	Other notarial certificates	
3.1	Prepare and complete a certificate of good standing of an Australian corporation	\$400.00
3.2	Prepare and complete a certificate of Australian law:	
	(a) up to ½ page	\$280.00
	(b) for each ¼ page thereafter	\$70.00
3.3	Prepare and complete a certificate in relation to any matter not otherwise specified:	
	(a) up to ½ page	\$150.00
	(b) for each ¼ page thereafter	\$60.00
4	Duplicates	
4.1	For each of the first ten duplicate certificates provided	Half the original fee
4.2	For each duplicate certificate provided after the tenth	Quarter the original fee

No	Item	Fee
5 Authentic form documents		
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	\$180.00
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	\$70.00
6 Attendances to procure authentication		
6.1	Arrange appointment, complete Document Legalisation Request Form and attend at DFAT Adelaide to apply for apostille, or authentication, and uplift thereafter: (a) for one document (b) for each document after the first, on the same attendance	\$80.00 \$40.00
6.2	All work in and about application to an embassy or consulate for legalisation	See Item 7
7 Items not otherwise specified		
7.1	Prepare documents other than notarial acts, including affidavits and declarations, per ¼ page	\$35.00
7.2	Engross documents, when copying or scanning is not appropriate, per ¼ page	\$5.00
7.3	Peruse documents, per ¼ page	\$6.00
7.4	Print, photocopy or scan, per A4 page printed, photocopied or scanned	\$1.00
7.5	Attendance, involving skill (including attendance as a Commissioner to administer an oath or affirmation, or take a declaration for Australian domestic purposes), per 6-minute unit	\$37.00
7.6	Attendance, not involving skill, and travelling, per 6-minute unit	\$22.00
7.7	Correspondence, by any means, per ¼ page	\$25.00
7.8	File or deliver, per attendance	\$25.00
7.9	Vehicle use, per km travelled	\$1.00
8 Disbursements		
8.1	All out-of-pocket expenses, reasonably and properly incurred (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.