



# David Thomas

Notary Public

## NOTARIAL FEES (Effective 1 October 2016)

No	Item	Fee
<b>1</b>	<b>Oaths, declarations and attestations</b>	
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
<b>2</b>	<b>Certify copy documents</b>	
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
<b>3</b>	<b>Other notarial certificates</b>	
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
<b>4</b>	<b>Duplicates</b>	
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
<b>5 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	\$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
<b>6 Attendances to procure authentication</b>		
6.1	Arrange appointment and attend at DFAT Adelaide to apply for apostille, or authentication, and uplift thereafter:	
	(a) for one document	\$80.00
	(b) for each document after the first, on the same attendance	\$40.00
6.2	All work in and about application to an embassy or consulate for legalisation	See Item 7
<b>7 Items not otherwise specified</b>		
7.1	Prepare documents other than notarial acts, including affidavits and declarations, per ¼ page	\$34.00
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, 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	\$24.00
7.8	File or deliver, per attendance	\$24.00
7.9	Vehicle use, per km travelled	\$1.00
<b>8 Disbursements</b>		
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 each side of an A4 sheet of paper upon which text or imagery is represented.