

Notarial Scale of Fees for Victoria

This scale of fees has been approved by the Council of The Society of Notaries of Victoria Inc. as a benchmark scale for notaries and the public with effect from 1 July 2021.

Victorian notaries are free to set their own fees as the Society does not control fees that notaries may charge.

The items in the scale are listed “Without GST” and “With GST”

| | Without GST | With GST |
|---|-------------|---------------------------------|
| 1 – Oaths, Declarations and Attestations | | |
| 1.1 Administering an oath or affirmation, taking a declaration or attesting a signature (including, where applicable, completing a jurat or pre-printed acknowledgement or the like) <i>without preparing and completing a notarial certificate</i> | \$110.00 | \$121.00 |
| 1.2 Administering an oath or affirmation, taking a declaration or attesting a signature and preparing and <i>completing a notarial certificate</i> | \$180.00 | \$198.00 |
| 1.3 For each additional deponent, declarant or signatory at the same time | \$80.00 | \$88.00 |
| 1.4 Preparing and completing an exhibit note or annexure certificate | \$70.00 | \$77.00 |
| 1.5 Completing an exhibit note or annexure certificate prepared by others | \$50.00 | \$55.00 |
| 2 – Certifying Copy Documents | | |
| 2.1 (a) Preparing and completing a notarial certificate certifying one individual copy document (of up to five pages) | \$180.00 | \$198.00 |
| (b) For each further page of the individual document (beyond five pages) | \$10.00 | \$11.00 |
| 2.2 Where appropriate and acceptable in the receiving jurisdiction: | | |
| (a) certifying two to five individual copy documents (of up to five pages each) under one notarial certificate | \$190.00 | \$209.00 |
| (b) for each additional copy document of up to five pages under the same certificate | \$50.00 | \$55.00 |
| (c) for each further page beyond five pages of an individual document certified | \$10.00 | \$11.00 |
| 3 – Powers of Attorney in Private Form | | |
| 3.1 Attesting a Power of Attorney in private form for use overseas and identifying the donor; and | | |
| 3.2 Preparing and completing a notarial certificate as to the attestation of a Power of Attorney and certification of the donor’s identity | \$220.00 | \$242.00 |
| 4 – Australian Academic Documents | | |
| 4.1 Verifying an Australian testamur, academic document or record; and | | |
| 4.2 Preparing and completing a notarial certificate as to the verification of an Australian testamur, academic document or record and certifying a copy thereof | \$220.00 | \$242.00 |
| 5 – Other Notarial Certificates | | |
| 5.1 Preparing and completing a certificate of good standing of an Australian corporation | \$450.00 | \$495.00 |
| 5.2 Preparing and completing a certificate of Australian law: | | |
| (a) up to three folios | \$330.00 | \$363.00 |
| (b) for each folio beyond three | \$80.00 | \$88.00 |
| 5.3 Preparing and completing a certificate in relation to any matter not otherwise specified in this scale: | | |
| (a) up to three folios | \$180.00 | \$198.00 |
| (b) for each folio beyond three | \$80.00 | \$88.00 |
| 6 – Duplicates | | |
| 6.1 For each of the first ten duplicate certificates provided | | Half of the original fee |
| 6.2 For each duplicate certificate provided after the tenth | | One-quarter of the original fee |
| 7 – Authentic Form Documents | | |
| 7.1 Completing a notarial act in authentic form prepared by others, including one copy for the client and one copy for retention in the notary’s protocol | \$360.00 | \$396.00 |
| 7.2 Preparing a notarial act in authentic form, including one copy for the client and one copy for retention in the notary’s protocol <i>per folio</i> | \$120.00 | \$132.00 |
| 8 – Ships’ Protests | | |
| 8.1 Noting a protest prepared by a Ship’s Master and entering in the register and providing one copy | \$385.00 | \$423.50 |
| 8.2 Each further copy | \$176.00 | \$193.60 |
| 8.3 Preparation of Extended Protest | | As per Supreme Court scale |
| <i>Note: Fees may also be charged in accordance with Item 1 above</i> | | |
| 9 – Miscellaneous Fees and Charges | | |
| 9.1 In relation to any matter not otherwise specified above, a notary may charge according to the First Schedule of the current Victorian Practitioner Remuneration Order in relation to matters such as: | | |
| • attending at DFAT and at Consulates (including uplifting documents) | | |
| • filing documents with DFAT by post | | |
| • preparing documents other than notarial acts, including affidavits and declarations | | |
| • dealing with foreign language documents and translations | | |
| • making and supply of photocopies and scanning of documents | | |
| • reviewing of documents prior to appointments | | |
| • receiving and sending emails advising about notarial procedures | | |
| • other correspondence and perusals | | |
| • attendances by telephone or otherwise | | |
| • searching title or other searches | | |
| • clerical work by staff members | | |
| 9.2 Notaries may recover all out-of-pocket expenses incurred in the supply of notarial services. | | |