

**Notarial Fees - State of Victoria**  
**Applicable from 7th August 2017 Prescribed by the**  
**Society of Notaries of Victoria to operate on and**  
**after 7 August 2017. Fees do not include GST.**

The following scale of fees has been prepared by the Council of The Society of Notaries of Victoria Inc. by way of benchmark information for its members and the public.

The items in the scale do not include GST. The benchmark scale commenced on the 7th August 2017.

All Notaries are free to set their own fees. The Society has no control over fees charged.

**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) without preparing and completing a notarial certificate.	\$89.00
1.2	Administering an oath or affirmation, taking a declaration or attesting a signature and preparing and completing a notarial certificate.	\$158.00
1.3	For each additional deponent, declarant or signatory at the same time	\$68.00
1.4	Preparing and completing an exhibit note or annexure certificate.	\$68.00
1.5	Completing an exhibit note or annexure certificate prepared by others.	\$47.00
1.6	For each further original of any of the above item	Half of the original fee

**2. Certifying copy documents**

2.1	(a) Prepare and complete a notarial certificate certifying one individual copy document (of up to five pages)	\$137.00
	(b) For each further page of the individual document (beyond five pages)	\$7.00
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	\$179.00
	(b) for each additional copy document of up to five pages under the same certificate	\$47.00
	(c) for each further page beyond five pages of an individual document certified	\$7.00

**3. Other Notarial certificates**

3.1	Preparing and completing a certificate of good standing of an Australian corporation	\$420.00
3.2	Preparing and completing a certificate of Australian law:	
	(a) up to three folios;	\$294.00
	(b) for each folio beyond three	\$79.00
3.3	Preparing and completing a certificate in relation to any matter not otherwise specified in this scale:	
	(a) up to three folios;	\$158.00
	(b) for each folio beyond three	\$68.00

#### 4. Duplicates

4.1	For each of the first ten duplicate certificates provided	Half of the original fee
4.2	For each duplicate certificate provided after the tenth	One-quarter of the original fee

#### 5. Bills of Exchange

5.1	Notarial presentation of the bill of exchange	\$137.00 per quarter hour or part
5.2	Noting a bill of exchange and entering in register	\$179.00
5.3	Protesting a bill, including preparing one copy of the protest	\$273.00

#### 6. Ship's Protests

6.1	Noting a protest prepared by a Ship's Master and entering in the register and providing one copy	\$305.00
6.2	Each further copy	\$137.00
6.3	Preparation of Extended Protest	As per Supreme Court Scale

*Note: Fees may also be charged in accordance with Item 1 above*

#### 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	\$194.00
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	\$79.00 per folio

#### 8. Miscellaneous fees and charges

8.1	In relation to any matter not otherwise specified in the scale, a notary may charge fees in accordance with the First Schedule of the current <i>Victorian Practitioner Remuneration Order</i> in relation to matters such as: <ul style="list-style-type: none"><li>• preparing documents other than notarial acts, including affidavits and declarations</li><li>• providing photocopies</li><li>• correspondence and perusals</li><li>• attendances by telephone or otherwise</li><li>• searching title or other searches</li><li>• clerical work by staff members</li></ul>	
8.2	Notaries may recover all out-of-pocket expenses reasonably and properly incurred and paid.	