

State Trustees offers a diverse range of professional products and services to help protect and grow your assets. We understand when it comes to trusting someone with your personal and financial affairs you need to know you're getting professional and expert advice with your interests at heart. This guide provides you with information about some of our services and the fees we charge. If you would like more information about all our services, fees and charges, please contact us on (03) 9667 6466 and our staff can explain these in greater detail or visit our website www.statetrustees.com.au.

The fees contained in this guide are made under the provisions of the Trustee Companies Act 1984 and the State Trustees (State Owned Company) Act 1994. The details of our fees are lodged with the Treasurer of Victoria and with the Director of Consumer Affairs Victoria and are published in the Victorian Government Gazette.

'Per Annum' is referred to throughout this document as 'p.a.'. All fees are inclusive of GST. The new fees and charges, and new rates for existing fees and charges, as set out in this Guide will be charged by State Trustees on and from 1 July 2011.

1. Trust Administration and Establishment

State Trustees has a Trustee Services group that is able to establish and administer a wide range of trusts, such as Minors' Trusts, Life Interest Trusts, Family Trusts, Disability Trusts and Charitable Trusts.

Trust Establishment includes client consultation, drafting and/or vetting trust deeds, conducting due diligence on tax, and financial planning services. State Trustees can act as the trustee of a new Trust or may accept appointment as a new trustee of existing Trusts where the existing trustee wishes to retire.

The effective administration of a trust involves:

- being fully acquainted with the intentions, purpose and terms of the Trust
- managing the trust assets in the best interests of all beneficiaries
- exercising care, diligence and prudence in all actions and decisions
- complying with accounting, reporting and audit requirements

To protect consumers, legislation specifies the maximum fees that a trustee company may charge. State Trustees adopts a flexible pricing approach, based on Trust value and complexity, within these prescribed limits.

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| Capital commission. Charged on the gross value of any assets of the Trust. | Up to 5.5%* |
| * This rate is a legislated maximum and may be negotiated depending on the trust's value and complexity, and the amount of administration required. | |
| Income commission. Charged on the gross trust income received. | Up to 6.6% |
| Charitable Trusts: administration fee (instead of income/capital commission) | Up to 0.495% |

2. Other charges

Other charges:

Depending on the nature of the trust, fees other than the income and capital commission may apply in the course of the administration. These may include:

- Legal Services:
 - Conveyancing, e.g. where sale or purchase of real estate is involved.
 - Litigation and Legal advice services, e.g. where disputes around assets and liabilities need to be resolved.
- Financial Planning Services, e.g. where a financial plan is prepared.
- Taxation Services, e.g. preparation and lodgement of income tax returns.
- Investment Services, e.g. Common Funds.

These fees have been included for your reference.

3. Legal Services

State Trustees' Legal Services group provides the legal services set out below. State Trustees also has the option of obtaining legal services from external law firms as required. This can happen where State Trustees has insufficient capacity to deal with the particular legal task, or where the legal task is outside the range of legal tasks normally undertaken by State Trustees. If this work is outsourced to an external law firm, the fees charged by that law firm apply and are paid by the client or their trust. State Trustees does not add on any fee for the outsourcing of the legal task.

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| In its capacity as Trustee, State Trustees may need legal advice and representation to act in its clients' best interests. Litigation may be a necessary step in resolving legal issues affecting the affairs of State Trustees' clients. State Trustees will engage in many forms of alternative dispute resolution to resolve our clients' legal problems, however in some circumstances, litigation is the most appropriate way to protect our clients' interests. | Legal fees, for services such as document preparation, legal advice and litigation: | | |
| | • Senior Lawyer | \$422 per hour | |
| | • Lawyer | \$319 per hour | |
| | • Junior Lawyer | \$194 per hour | |
| | • Articled Clerk/ Para-Legal/Law Clerk | \$183 per hour | |
| Conveyancing Fees are charged in relation to the legal activities required when dealing with real estate. Any disbursements involved are charged to the trust. | | | |
| State Trustees may need to sell or purchase a property. | • Sale or purchase of residential real estate | \$826* per sale/purchase | |
| | • Sale or purchase of commercial real estate | \$953* per sale/purchase | |
| | • Sale or purchase of retirement village property | \$1,073* per sale/purchase | |
| | * Fee includes one Transfer of Land and one Discharge of Mortgage (but does not include the Sundries fee below). | | |
| Where the property concerned needs to be transferred to the beneficiaries or a third party. | Transfer of Land. | \$377 | |
| Caveats are registered on Certificates of Title to protect an interest in the property, e.g. as a life tenant in accordance with the terms of the Will. A caveat prevents the registered owner from dealing with the property without first obtaining the Caveator's consent. | Caveat or withdrawal of Caveat over property. | \$153 | |
| A discharge of mortgage is obtained from the Lender when the loan is discharged. | Arranging the discharge of the mortgage with the Lender. | \$189 | |
| Statutory Declarations may be required to support a property transaction, e.g. the owner's name differs on the certificate of title and on the Will and therefore a statutory declaration is required to clarify the client's true and correct name. | Supporting Statutory Declarations. | \$98 | |
| | Obtaining a replacement Certificate of Title where the original has been lost, stolen or misplaced. This fee includes the provision for three statutory declarations ordinarily required for these applications. | Lost Title Application. | \$1,054 |
| | State Trustees may be required to formally issue a Notice of Rescission where the sale or purchase of real estate is cancelled during the period of the contract of sale. | Notice of Rescission. | \$371 |

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3. Legal Services (continued)

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| State Trustees charges a once-off flat fee for all sundries – e.g. photocopying, faxing, binding of contracts, postage, etc. | Sundries. | \$28 per matter (flat fee) |
| Where State Trustees is required to provide a Certificate of Title and/or miscellaneous document to a third party to facilitate a property transaction. (This fee is paid by the party requesting the documents.) | Production of Certificate of Title or other documentation for a third party. | \$77 per document |
| | Any other Conveyancing Service not listed above. | \$183 per hour or as otherwise agreed |

4. Taxation Services

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| State Trustees is one of Australia's largest tax agents, providing a wide range of taxation services. | | |
| Our expert tax consultants can offer individuals informed advice on all taxation and accounting matters. | | |
| Our taxation services include: <ul style="list-style-type: none"> • Tax planning • Annual administrative review and, if required, preparation of non-lodgement advice to the Australian Taxation Office • Preparation and lodgement of tax returns, Business and Instalment Activity Statement (BAS/IAS) • Advice on Goods and Services Tax (GST) • Assistance with Capital Gains Tax, including cost base reconstructions | Taxation Services | |
| | Accountant, Trainee Accountant. | \$183 per hour |
| | Senior Accountant, Intermediate Accountant. | \$219 per hour |
| The following services are provided for trusts under State Trustees' administration: | | |
| Computer-assisted reviews for trusts under State Trustees' administration. | | \$92 per review |

5. Financial Planning Services

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| The services and fees explained below are for Trusts and Other Administrations. | | |
| Where the investment assets are valued at \$30,000 to \$75,000: Standard Plan/Reviews are conducted for new or existing trusts under State Trustees' administration. A Standard Plan is based on a pre-set asset allocation, according to certain criteria. Standard Plan/Reviews are conducted on an annual basis. | Standard Plan/Review Fee | |
| | Where investment assets such as superannuation, allocated and other superannuation pensions, direct shares, securities or property are held. | \$171 per Plan/Review |
| | In all other cases (basic investment assets, including managed funds). | \$85.50 per Plan/Review |
| Where the investment assets are valued at over \$75,000: When a plan is prepared, a Plan Preparation Fee is charged according to the time taken to prepare the plan. | Plan Preparation Fee: | |
| | Where the investment assets are valued over \$75,000 but not more than \$250,000. | \$183 per hour |
| | Where the investment assets are valued at over \$250,000. | \$205 per hour |

5. Financial Planning Services (continued)

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| Where an existing plan is reviewed, a Plan Review Fee is charged according to the time taken to review the plan. Plans are reviewed on an annual basis. | Plan Review Fee: | |
| | Where the investment assets are valued over \$75,000 but not more than \$250,000. | \$183 per hour |
| These fees apply to specific advice and other services that do not include the preparation of a plan or review of a plan. | Where the investment assets are valued at over \$250,000. | \$205 per hour |
| | Property advice | \$183 per hour |
| | Corporate actions | \$183 per hour |
| | Superannuation advice | \$183 per hour |
| | Ancillary services | \$183 per hour |

All investment entry fees received by State Trustees are rebated to the trust.

External Fund Managers pay State Trustees a trail commission expressed as a percentage per annum of the amount of the funds invested.

Trail commission is rebated wherever possible.

Financial Planning Services for other clients (clients not part of the above).

There is a range of fee options available for this group of clients. Details are agreed upon in advance with the trust.

The options available are set out in State Trustees' current Financial Services Guide (FSG) for Financial Planning, which is available from State Trustees' website (www.statetrustees.com.au) or by contacting us on (03) 9667 6371.

6. Common Funds (including inveST Funds)

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| When acting in its capacity as trustee, State Trustees may invest money in its hands in one or more of State Trustees' Common Funds. | Management Fee on funds held in Common Funds. Other direct fund expenses incurred such as audit and legal fees are also paid from the fund. | 1.1% p.a. |
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Questions?

Call State Trustees

03 9667 6466

Residents outside the Melbourne metropolitan area can call

1300 138 672

or visit

www.statetrustees.com.au



A phone solution for people who are deaf or have a hearing or speech impairment

TTY users phone **133 677** then ask for 03 9667 6466

Speak and Listen users phone **1300 555 727** then ask for 03 9667 6466

Internet relay users connect via www.relayservice.com.au and ask for 03 9667 6466

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40 Montclair Ave
Glen Waverley Victoria 3150

Dandenong

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Dandenong Victoria 3175

Bendigo

74 Pall Mall
Bendigo Victoria 3550

State Trustees aims to provide you with the best service at all times. If you have any comments on our service, or concerns, please contact the Client Relations Manager on (03) 9667 6200