

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](http://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. Estate Administration

**As specialists in estate administration, State Trustees deals with a diverse range of assets according to the needs of the particular estate. The wishes of our clients, as set out in their Will, may also specify how their estate's assets are to be administered.**

Estate Administration may include selling a house and its contents, carrying out instructions involving the proceeds of the sale of items, management or sale of businesses and dividing proceeds among the nominated beneficiaries. State Trustees may also act to administer estates where there is no Will. Under these circumstances, similar administration duties are carried out and proceeds are distributed according to law. State Trustees charges no capital commission on jointly held assets.

\* This rate is a legislated maximum and may be negotiated depending on the estate's value and complexity, and the amount of administration required.

Capital commission is charged on the gross value of any assets of the estate. Up to 5.5%\*

State Trustees also charges an income commission on all other income received in an estate for example, interest, dividends or rent.

Note: The same rates of commission and fees as set out above also apply to Agencies, Court-appointed Administrations, Statutory Administrations and Other Administrations.

Income commission is charged on the gross estate income received. Up to 6.6%

## 2. Informal Administration and Survivorship

**There are deceased estates where formal Court authorisation is not necessary. There are also instances where there is no deceased estate to be administered but some professional assistance may still be required e.g. where all the deceased's assets (including real estate) are jointly owned. Under these circumstances, an hourly rate is charged.**

The administration of a deceased estate where formal Court authorisation is not required and no capital commission is taken.

\$183 per hour

Assisting with a survivorship application where no deceased estate is administered.

\$183 per hour

## 3. Genealogical Services

**Genealogical Services identify and trace those people entitled to inherit from an estate, whether nominated in a Will or as the next of kin where there is no Will.**

Probate Genealogy

\$183 per hour

Other commercial research tasks, e.g. locating unidentified Fund members, biographical research for external commercial trustees etc.

Fees will be charged as agreed with the client.

#### 4. Common Funds (including inveST Funds)

When acting in its various capacities (executor, trustee, attorney, administrator, etc.), State Trustees may invest money in its hands in one or more of State Trustees' Common Funds.	<b>Management Fee on funds held in Common Funds.</b> Other direct fund expenses incurred such as audit and legal fees are also paid from the fund.	1.1% p.a.
<p><b>inveST Funds</b></p> <p>State Trustees' Common Funds include the inveST Funds, a range of managed funds issued by State Trustees. Before making an investment decision, please refer to the inveST Funds Product Disclosure Statements (PDSs) for further information relating to these products, including fees. Copies of the inveST Funds PDSs and Fact Sheets can be obtained by calling State Trustees on (03) 9667 6466, or you can visit our website at <a href="http://www.statetrustees.com.au">www.statetrustees.com.au</a>.</p> <p>Applications for investment can only be made via a form attached to a current <b>inveST Funds</b> PDS issued by State Trustees.</p>		

#### 5. Other charges

Depending on the nature of the client's affairs, State Trustees also provides other services for which fees are applicable. These may include:	For more information, refer to the Guides to Services, Fees & Charges for:
<ul style="list-style-type: none"> <li>• Legal Services: <ul style="list-style-type: none"> <li>• Conveyancing, e.g. where sale or purchase of real estate is involved.</li> <li>• Litigation and Legal advice services, e.g. where disputes around assets and liabilities need to be resolved.</li> </ul> </li> <li>• Financial Planning Services, e.g. where a financial plan is prepared.</li> <li>• Taxation Services, e.g. preparation and lodgement of income tax returns.</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of Legal Services.</li> <li>• Provision of Financial Planning &amp; Investment Services.</li> <li>• Provision of Taxation Services.</li> <li>• Other Services that you should know about.</li> </ul>

### Questions?

Call State Trustees  
**03 9667 6466**

Residents outside the Melbourne metropolitan area can call

**1300 138 672**

or visit  
[www.statetrustees.com.au](http://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](http://www.relayservice.com.au) and ask for 03 9667 6466

**State Trustees Limited**  
ABN 68 064 593 148  
AFSL N° 238037  
(Fees+Chgs\_AdminEstates\_web0711)

**Melbourne**  
168 Exhibition St  
Melbourne Victoria 3000

**Glen Waverley**  
Suite 22, Level 2  
40 Montclair Ave  
Glen Waverley Victoria 3150

**Dandenong**  
Shop 4, 157 Lonsdale St  
(corner of Foster St)  
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