

This brochure sets out the commissions, fees and charges that apply to State Trustees' services relating to:

- Preparation of wills, enduring powers of attorney and appointment of medical treatment decision makers
- Administration of enduring powers of attorney, trusts, deceased estates, and other non-VCAT appointments
- Legal, taxation and financial planning services and common funds

For the commissions, fees and charges in relation to the administration of the financial and legal affairs of a represented person see our separate brochure titled **State Trustees' commissions, fees & charges (VCAT appointments)**.

All fees are inclusive of GST.

## WILL PREPARATION\*

State Trustees appointed as sole executor	\$200 <sup>†</sup> (under 75 years of age) \$97 <sup>†</sup> (75 years of age and over)
All other executor appointments	\$330 <sup>†</sup> (under 75 years of age) \$200 <sup>†</sup> (75 years of age and over)

\*All fees are based on an appointment time of 1 hour. Couples will be booked for two appointments (2 hours). Any additional time required will be charged at \$300 per hour (pro-rata).  
† Seniors card holders are entitled to a 10% discount.

## PREPARATION OF ENDURING POWER OF ATTORNEY AND APPOINTMENT OF MEDICAL TREATMENT DECISION MAKER

### Enduring power of attorney for financial matters<sup>°</sup>

Enduring power of attorney for financial matters (State Trustees appointed as sole attorney for financial matters)	\$123 <sup>†</sup>
Enduring power of attorney for financial matters (State Trustees not appointed as sole attorney for financial matters)	\$155 <sup>†</sup>

### Other appointment types

Enduring power of attorney for personal matters <sup>°</sup>	\$155 <sup>†</sup>
Appointment of medical treatment decision maker	\$155 <sup>†</sup>

### Package price where State Trustees is appointed as sole attorney for financial matters in the enduring power of attorney<sup>°</sup>

1. Enduring power of attorney for financial matters (State Trustees appointed as sole attorney for financial matters)	\$363 <sup>†</sup>
2. Enduring power of attorney for personal matters	
3. Appointment of medical treatment decision maker	

\*Enduring power of attorney: where you are appointing one or more attorneys for financial matters and personal matters, both appointment types may be made in one document, or each appointment type may be made in a separate document.  
† Senior card holders are entitled to a 10% discount.

## OTHER RELATED WILL AND POWER OF ATTORNEY PREPARATION SERVICES

Travel fee per appointment (servicing Victoria only)	
Travel within 30km from the closest State Trustees office	\$224 <sup>°</sup>
Travel greater than 30km from the closest State Trustees office	\$446 <sup>°</sup>

\*Travel fee is waived if State Trustees is appointed as sole executor, or as sole attorney for financial matters. Seniors card holders are entitled to a 10% discount.

If State Trustees is appointed as sole executor, or attorney for financial matters, the client will be reimbursed for the cost of engaging a NAATI accredited interpreter.

Interpreter services	Arranged by the client at client's cost
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Certifying a copy of a document as a true copy of the original	
For the first document (1 or 2 sided) that is certified	\$4.95 <sup>°</sup>
For any subsequent document that is certified in the same appointment	\$2.95 <sup>°</sup>

\*Certification fees will be waived for clients with Centrelink or Department of Veteran Affairs pensioner concession cards.

## ENDURING POWER OF ATTORNEY ADMINISTRATION

<b>Capital commission</b> Calculated on the gross value of the asset	Up to \$500,000	3.3%
	Greater than \$500,000 and up to \$1,000,000	\$16,500 plus 1.5% of the amount over \$500,000
	Greater than \$1,000,000 and up to \$3,000,000	\$24,000 plus 0.55% of the amount over \$1,000,000
	Greater than \$3,000,000	\$35,000 plus 0.44% of the amount over \$3,000,000
<b>Income commission</b> Calculated on the gross income received by the estate	On pension and allowances received from Centrelink and/or Department of Veterans Affairs	3.3%
	On all other income	6.6%

Depending on the nature of the client's affairs, State Trustees also provides other services for which fees are applicable. 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.

The above fees are included in this document for your reference.

## VICTORIAN WILL BANK

Storage of Will document, enduring document (e.g. enduring power of attorney), Appointment of Medical Treatment Decision Maker or supportive attorney appointment document Free

## VICTORIAN WILL AND POWERS OF ATTORNEY REGISTRY

Records of Will document, enduring document (e.g. enduring power of attorney), Appointment of Medical Treatment Decision Maker or supportive attorney appointment document storage location Free

## DECEASED ESTATE ADMINISTRATION

<b>Capital commission</b> The amount of capital commission applied to the estate, is the lesser of: (a) the aggregate of the Asset-based and Service Fee components; and (b) 5.5% of the gross value of the estate.	<b>Asset-based component</b> Applied to the gross value of assets	Principal Place of Residence	1.1%
		All other Assets	3.85%
	<b>Service Fee component*</b>	Level 1	\$5,170
		Level 2	\$8,470
		Level 3	\$12,870
Level 4		\$18,370	
<b>Income commission</b>	Charged on gross income received by the estate	6.6%	

\* Service Fee is based on measures of estate's complexity and the level of administration required. It is calculated by first attributing points as follows:

- 1 point for each beneficiary in excess of three
- 2 points for each beneficiary residing overseas in the course of the administration
- 2 points if a genealogy service is provided
- 4 points for each real estate asset transferred
- 5 points if the administration involves a complex matter or legal issue (e.g. transfer, wind up or conduct a business, litigation, etc.)
- 7 points for each real estate asset sold

The total points attributed then determine the Service Fee level, as follows:

**Level 1:** 0 points | **Level 2:** 1 to 5 points | **Level 3:** 6 to 10 points | **Level 4:** 11+ points

**Informal deceased estate administration**, where formal Court authorisation is not required and no capital commission is taken \$216 per hour

Administration fee charged for the **transfer of jointly owned assets to survivor/s** \$880

**Assisting with a survivorship application** \$216 per hour

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- 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.

The above fees are included in this document for your reference.

**ADMINISTRATION OF INTESTATE ESTATES vesting pursuant to the Administration & Probate Act 1958, section 19**

Services provided in respect of an estate that has vested in State Trustees Limited pursuant to section 19 of the <b>Administration and Probate Act 1958</b> (Vic.), including, but not limited to, holding, managing and distributing any monies.	Senior Lawyer	\$550 per hour
	Lawyer	\$446 per hour
	Junior Lawyer	\$350 per hour
	Para-Legal/Law Clerk	\$265 per hour
	Legal Secretary/Administrative Support	\$223 per hour

**TRUSTS****Trust administration**

<b>Capital commission</b> Charged on the gross value of any assets of the trust	5.5%
<b>Income commission</b> Charged on the trust's gross income received	6.6%

*Note: The same rates apply to agencies, court-appointed administrations, statutory administrations and other administrations*

**Charitable Trusts:****State Trustees Australia Foundation**

A public charitable trust largely funded by individuals via bequests or by donation.

<b>Administration fee</b>	Up to 1.056% per annum
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**Private charitable trusts**

Established through a will or trust deed

<b>Administration fee</b>	Up to 1.056% per annum
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**Commercial trusts**

State Trustees acts as custodial trustee for a number of public companies and government bodies. As Custodian, State Trustees holds the funds or other assets of the trust and manages them according to the provisions of the trust deed.

<b>Custodian trustee / administration fee</b>	Charged in accordance with the amounts set out in the trust deed (or other governing document) as agreed with the client
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**Trust documentation:** Fees for legal services, including preparation of trust documentation, are charged according to the hourly legal services rates set out on this page.

**Depending on the nature of the estate, State Trustees also provides other services for which fees are applicable. 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.

The above fees have been included in this document for your reference.

**LEGAL SERVICES**

Senior Lawyer	\$550 per hour
Lawyer	\$446 per hour
Junior Lawyer	\$350 per hour
Para-Legal/Law Clerk	\$265 per hour
Legal Secretary/Administrative Support	\$223 per hour

Outcome-dependent fee where insufficient funds (for litigious matters):  
Where, in relation to a claim brought by State Trustees on behalf of and for the benefit of an estate (including the estate of a represented person):

- (a) legal services are reasonably required; and
- (b) the estate has insufficient funds to pay for those legal services;

State Trustees may opt to provide those legal services on the basis that:

- (a) subject to (c), if the bringing of the claim does not result in a successful outcome for the estate, State Trustees will not charge for the provision of those legal services; and
- (b) if the bringing of the claim results in a successful outcome for the estate, the fees that State Trustees will charge for the provision of those legal services will consist of:
  - (i) the fees otherwise payable for those legal services (determined on the basis set out in respect of 'Legal fees' above); and
  - (ii) an additional fee not exceeding 25% of the total amount of the fees payable under (i) above.
- (c) if State Trustees' appointment by VCAT to administer a person's legal and financial affairs ends or is discharged prior to an outcome being reached, the fees set out in (i) above will become payable, but not the additional fee in (ii), unless a new arrangement is made to continue the claim.

Photocopying for the legal services of document preparation, legal advice and litigation:	\$0.50 per page
Probate fees	Fees charged in accordance with current Supreme Court (Administration and Probate) Rules

*If this work is outsourced to an external law firm, the fees charged by the law firm apply and are paid by the client. State Trustees does not add on any fee for the outsourcing of the legal task.*

### Conveyancing Fees

Sale of residential real estate	\$969* per sale
Purchase of residential real estate	\$1,185* per purchase
Sale of commercial real estate	\$1,118* per sale
Purchase of commercial real estate	\$1,333* per purchase
Sale of retirement village property	\$1,260* per sale
Purchase of retirement village property	\$1,474* per purchase

*\*Fee includes one transfer of land and one discharge of mortgage (but does not include the sundries fee below).*

Transfer of Land –	
Where the property concerned needs to be transferred to the beneficiaries or a third party.	\$446
Caveat or withdrawal of caveat over property –	
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.	\$180
Arranging the discharge of the mortgage with the Lender –	
A discharge of mortgage is obtained from the lender when the loan is discharged.	\$266
Application by Personal Representative or Survivorship Application –	
When State Trustees is the executor in order for the property to be sold or subsequently transferred to a beneficiary. In the case of a property owned by joint tenants a survivorship application may be required.	\$314
Supporting Statutory Declaration –	
Statutory declarations may be required to support a property transaction, e.g. the owner's name differs on the certificate of the title and on the Will and therefore a statutory declaration is required to clarify the client's true and correct name.	\$117
Lost Title Application –	
Obtaining a replacement certificate of title where the original has been lost, stolen or misplaced.	\$1,235
This fee includes the provision for three statutory declarations ordinarily required for these applications.	
Notice of Rescission –	
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.	\$436
Sundries –	
State Trustees charges a once-off flat fee for all sundries – e.g. photocopying, faxing, binding of contracts, postage, etc.	\$33 per matter (flat fee)
Production of Certificate of Title or other documentation for a third party –	
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.)	\$198 per document
Release deposit for sale of real estate	\$88
Preparation of pension exemptions form	\$88
Preparation of principal place of residence form	\$88
Off-site settlement fee –	
Where the location selected for a settlement is in the Melbourne CBD (not at State Trustees Head Office)	Mortgaged titles: Nil Unmortgaged titles: \$110
Any other conveyancing services not listed above	\$218 per hour or as otherwise agreed

## TAXATION SERVICES

### Tax returns

Individual tax return (including for the beneficiary of a trust)	\$385 per standard return (1.1 hours)*
Deceased estate or trust tax return (other than for a life interest trust)	\$495 per standard return (1.3 hours)*
Life interest trust tax return	\$611 per standard return (2 hours)*
Date of death tax return	\$726 per standard return (2 hours)*
Deceased estate or trust final tax return	\$907.50 per standard return (3 hours)*

\* The time stated is the threshold for the given category of standard return. Any additional time required will be charged at \$363 per hour (pro-rata).

### Tax reviews

Final tax review for a deceased estate or trust	\$726 per standard review (2 hours)*
Automated tax review for an estate or client† with assets valued at:	
• less than \$10,000	Free
• between \$10,000 and \$20,000 inclusive	\$69 per review
• greater than \$20,000	\$116 per review
Tax review (other than those stated above)	\$286 per review

\* The time stated is the threshold for the standard review. Any additional time required will be charged at \$363 per hour (pro-rata).

† For deceased estates, trusts, powers of attorney, and represented persons' affairs administered by State Trustees.

### General tax and accounting services

IAS tax return	\$217.80 per instalment activity statement
Franking credits refund	\$69 per application
BAS tax return	\$616 per business activity statement

### Specialised taxation and accounting services

Capital gains reconstruction	\$616 per asset
Taxation preliminary advice service	\$217.80 per advice
Tax advice hourly fee	\$363 per hour
Account by administrator preparation	\$726 per document

### Other taxation services

Automated imputation credit refund application*	\$69 per application
Taxation services not otherwise stated	\$363 per hour

\* For deceased estates, trusts, powers of attorney, and represented persons' affairs administered by State Trustees.

## FINANCIAL PLANNING SERVICES

### Financial planning hourly rate

Financial planner	\$354.30 per hour
Paraplanner, planning assistant	\$247.50 per hour

### Financial planning automated review

Automated standard plan annual review (for clients with assets valued between \$30,000 and \$100,000 inclusive)	\$108.85 per review
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### Review for clients with assets valued between \$30,000 and \$100,000 inclusive:

1. where all investment assets are solely invested in one or more of State Trustees' common funds:	\$262.90 per review
2. where one or more investment assets are invested outside State Trustees' common funds	\$571 per review

### Financial planning reviews:\*

#### Review for clients where all investment assets are solely invested in one or more of State Trustees' common funds, and the total value of the investment assets is:

1. greater than \$100,000 and up to \$250,000:	0.5648% of the value of the investment assets, per review
2. greater than \$250,000 and up to \$2,000,000:	\$1,412, plus 0.0308% of the amount by which the value of the investment assets exceeds \$250,000, per review
3. greater than \$2,000,000:	\$1,951 per review

**Review for clients where one or more investment assets are invested other than in State Trustees' common funds, and the total value of the investment assets is:**

1. greater than \$100,000 and up to \$250,000:	0.6511% of the value of the investment assets, per review
2. greater than \$250,000 and up to \$2,000,000:	\$1,627.75, plus 0.1232% of the amount by which the value of the investment assets exceeds \$250,000, per review
3. greater than \$2,000,000:	\$3,783.75 per review

\* For the purposes of the review fee calculations above, 'investment assets' includes any superannuation account(s) held by the client.

**GENEALOGY SERVICES**

Senior Genealogy Researcher	\$265 per hour
Genealogy Researcher	\$223 per hour

**COMMON FUNDS**

State Trustees may invest money in its hands in one or more of State Trustees' Common Funds when acting as executor, trustee, attorney, administrator etc.

Management Fee on funds held in a Common Fund	0.88% per annum
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Other direct Fund expenses e.g. audit and legal fees are paid from the Fund.

**OTHER SERVICES**

<b>Advances</b>	Interest charged is no greater than the interest rate fixed under Section 2 of the Penalty Interest Rates Act 1983, less 2.5%
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Hourly fee: For any of its administrative services, other than those provided under court or tribunal appointments, State Trustees has the discretion to negotiate an hourly fee or alternative commission, in lieu of the commission to which it is otherwise entitled.

The rates and types of commissions, fees and charges are subject to change from time to time. Some of State Trustees' fees, commissions and charges are governed by Victorian legislation, including the State Trustees (State Owned Company) Act 1994 (Act) and the Trustee Companies Act 1984 (in the form preserved by s 20A of the Act). For information about the commissions, fees and charges that may apply in relation to the administration under an order of VCAT of the financial and legal affairs of represented persons, please refer to our separate brochure titled **State Trustees' Commissions, Fees and Charges (VCAT appointments)**.

The full scale of charges is lodged with the Treasurer of Victoria and with the Director of Consumer Affairs Victoria, and published in the Victorian Government Gazette.

**Questions?**

Call State Trustees

**03 9667 6444**

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 6444

**Speak and Listen users** phone **1300 555 727** then ask for 03 9667 6444

**Internet relay users** connect via [www.relayservice.com.au](http://www.relayservice.com.au) and ask for 03 9667 6444

**State Trustees Limited**

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