

Fee Schedule

Executor or estate administrator



Please note: All fees are quoted inclusive of GST

Administration fees

Asset value gross	Asset based fee (% of assets)
On amounts less than \$750,000	3.96%
On amounts from \$750,000 to less than \$1m	3.30%
On amounts from \$1m to less than \$2m	1.65%
On amounts of \$2m and greater	0.99%

The asset based fee is applicable to all deceased estate administrations.

The minimum asset based fee is \$12,750.

Principal Place of Residence (PPR)

If the estate includes a property that was the PPR of a beneficiary prior to the administration of the estate and is transferred to that beneficiary, the asset based fee will be assessed at 1.10% on the value of the PPR.

Income fees

6.60% is charged on all income earned in the estate.

Litigation fees

The following litigation fees apply, in addition to the estate administration fee, where:

- There is any dispute in relation to the will or estate before obtaining probate (including where proof of the will in solemn form may be required or an urgent limited grant of representation is needed);
- The estate is involved in litigation; and/or
- There is negotiation settling a dispute where litigation is contemplated.

For the duration of the estate administration, but not including the first 12 months from the date the estate file is opened, the asset based fee will be applied to the gross value of the assets under management on a pro-rata per annum basis.

Taxation fees

Taxation fees, which we charge for preparing estate taxation matters, are charged in accordance with the current statement of taxation charges published on the company's website at the time that the work is performed.

Funds management fees

Funds management fees may apply where estate assets are managed in common funds.

Disbursements and other expenses

Please note the quoted fees do not include disbursements or other expenses incurred by the estate which may include:

- Real estate agent's fees, valuation fees and other disbursements associated with the sale of property;
- Property maintenance disbursements;
- External solicitors fees: We engage external solicitors to prepare the application to the Supreme Court for the grant of probate, prepare legal documents relating to the sale of any property and may engage external solicitors if required for any other legal issues if they arise; and/or
- Staff travel costs associated with the estate administration.

Administration fees are inclusive of the following tasks:

- Ascertaining the scope of the deceased's assets and liabilities, and the identity and whereabouts of beneficiaries;
- Instructing the estate solicitor to obtain a grant of probate and ongoing liaison with the solicitor in relation to the disposal of real estate;
- Assuming control and custody of all the assets of the deceased (including but not limited to lodging transmission applications with share registries, reconciling all holdings, calling in loans and securing certificates of title in relation to real estate) and collecting the income generated by those assets until distribution (including rental income and share dividends);
- Arranging valuations of real estate and personal items;
- Ensuring that all relevant insurances are in place to protect the assets of the deceased;

- Reconstructing Capital Gains Tax (CGT) information and preparations of Schemes of Appropriation (effecting the equitable distribution of assets and their underlying CGT) to ensure that all relevant CGT benefits flow through to the beneficiaries;
- Coordination of the collection and storage of personal items, and their subsequent sale at public auction or delivery to beneficiaries;
- Maintaining statements of account recording all income, expenditure and distributions to beneficiaries, and providing comprehensive statements to beneficiaries upon completion of the administration;
- Closing off all accounts and memberships, and attending to the payment of any consequent liabilities or collection of refunds;
- Ensuring the distribution of the estate in strict accordance with the deceased's will (or in accordance with intestacy provisions); and
- Liaising with the beneficiaries, including updates as to the progress of the administration at key points (for example, once probate has been granted).

Disbursements

Pursuant to s.601TBD of the Corporations Act, the company is entitled to be reimbursed out of an estate (whether acting as executor, administrator, trustee, attorney or otherwise) all disbursements properly made in the provision of the services.

More information

For more information, please call Equity Trustees on 1300 133 477.