

## Estate and trustee services fees

This fee schedule is dated 1 March 2021 and has been prepared for:

- 1 Executor services
- 2 Trustee services
- 3 Financial management, attorney and agency services.

A representative of Australian Executor Trustees Limited (AET) has been authorised to provide you with this fee brochure.

All fees disclosed in this fee brochure are **exclusive of GST** and effective from 1 March 2021.

### 1. Executor services

To perform the executor services outlined in the financial services guide (FSG), your estate will be charged an executor fee. The amount of this fee will be based on the value of your estate as outlined in the table below, unless agreed otherwise in writing.

Gross value of estate	Executor fee	Minimum fee
First \$500,000	4.00%	
Next \$500,000	3.00%	\$5,000
Over \$1 million	1.00%	

### Acting as co-executor

Where there is a co-executor appointed with us, we reserve the right to charge a co-executor premium of up to 0.40%, on the gross value of the estate.

### Acting as agent for an executor

If we are acting in the capacity of an agent for your executor, our fees will be agreed with your executor in writing and will vary depending on the circumstances of your estate.

### 2. Trustee services

We offer a personalised professional trustee service that includes investment management and asset administration services.

#### Testamentary trusts (by Will) and inter-vivos trusts

##### Establishment fee

For testamentary trusts where we are the executor, an establishment fee **will not** be charged.

For other trusts, an establishment fee will be charged to cover:

- Review, settlement and execution of the trust instrument
- Preparation of additional documentation to support the establishment of the trust
- Meetings with relevant parties in support of the establishment of the trust
- Meetings with investment advisers to establish an investment strategy for the trust
- Compliance review and settlement of the investment proposal for the trust
- Creation of files and records
- General administration relating to the establishment of the trust.

Our fee is up to 1.00% of the gross asset value of the trust, with a minimum fee of \$4,000.

## Ongoing fees

The annual trustee fee charged will be based on the value of the trust as outlined in the table below:

Gross value of trust	Annual trustee fee	Minimum fee
On first \$1 million	1.25% of gross value of the trust	\$3,750 pa
On next \$1 million	1.00% of gross value of the trust	
On next \$1 million	0.75% of gross value of the trust	
Over \$3 million	0.50% of gross value of the trust	

For larger value trusts, and those with unique circumstances, we will provide specific written quotes.

## Principal place of residence

If a property held in the testamentary trust was the deceased's principal place of residence, and continues to be utilised by a beneficiary under a life interest or right of residence, then the following discounted fees will be levied on the market value of the property.

Discounted fee	Minimum fee
0.50% of market value of the property	\$3,000 pa

## Charitable trusts

### Establishment fee

An establishment fee **will not** be charged for testamentary charitable trusts where we are the executor of the estate.

An establishment fee will be charged for charitable trusts established other than by Will.

Our establishment fee is \$4,000.

### Ongoing fee

The annual trustee fee charged will be 0.96% of the gross asset value of the trust.

For larger value trusts, and those with unique circumstances, we will provide specific written quotes.

## AET Foundation.

### Establishment fees

An establishment fee is not charged for AET Foundation accounts.

## Ongoing fee

The annual trustee fee charged is based on the value of the AET Foundation account as outlined in the following table:

Annual Management fee
0.80% + GST, capped at \$8,500 +GST

The annual trustee fee covers:

- General trust administration and compliance
- Grant administration: issuing receipts to donors, ensuring distributions to charities meet minimum requirements and meet PuAF guidelines
- Investment advice - establishing and implementation of investment strategy, ensuring annual review of assets is completed
- Accounting and audit expenses.

Those seeking granting advice or additional services (eg establishment and secretarial services for advisory committee), we will provide quotes on a case by case basis.

## Private ancillary funds (PAFs)

### Establishment fee

In providing professional trustee services for a private ancillary fund, an establishment fee will be charged to cover the following:

- Arranging for the preparation of the trust deed (including stamping of the deed where necessary)
- Lodging the PAF application with the Australian Taxation Office (ATO) - including applying for an ABN, applying for DGR endorsement, applying for income tax exemption and completing an 'Agreement to Comply with PAF Guidelines'
- Registering the PAF with the Australian Charities and Not for Profit Commission (ACNC)
- General administration in establishing the PAF and meeting fiduciary responsibilities – including establishing the PAF's bank account, accepting and processing the initial grant and overseeing the preparation and approval of an investment strategy.

Our establishment fee is \$4,000.

### Ongoing fee

The annual trustee fee charged will be based on the value of the PAF as outlined in the following table and assumes an investment strategy based on a model investment portfolio.

Annual Management fee	
Account balance	Annual Management fee
\$250,001 – \$500,000	\$3,500 per annum
\$500,001 – \$750,000	\$6,000 per annum
\$750,000 upwards	\$8,500 per annum

The annual trustee fee will cover the following:

- General administration and compliance
- Grant administration – issuing receipts to donors, ensuring distributions to charities meet minimum requirements and are in line with PAF Guidelines and the deed
- Investment compliance and administration.– establishing and adhering to a written investment strategy, ensuring an annual review of assets is completed and ensuring that ‘prudent person’ principles are considered at all times.
- Accounting – preparation of financial statements, lodgement of quarterly Business Activity Statement (BAS) and liaising with auditor. Audit fee is not included in annual management fee.

For those seeking investment advice we will provide a quote on a case-by-case basis.

Those seeking granting advice or additional services (eg establishment and secretarial services for advisory committee), we will provide quotes on a case by case basis.

For larger value trusts and those with unique circumstances, we will provide specific written quotes.

## 3. Financial management, attorney and agency services

### Compensation trusts

All compensation trusts will be quoted for on a case-by-case basis.

### Guardianship trusts and financial management/administration orders

#### Establishment fee

Upon commencement of our professional trustee or financial management/administration service, an establishment fee will be charged to cover the following:

- Review, settlement and execution of the trust instrument
- Preparation of additional documentation to support the establishment of the trust
- Meetings with relevant parties (including families and care providers) in support of the establishment of the trust

- Meetings with investment advisers to establish an investment strategy for the trust
- Compliance review and settlement of the investment proposal for the trust
- Creation of files and records
- General administration relating to the establishment of the trust.

Our fee is up to 1.00% of gross asset value of the trust with a minimum fee determined on a case-by-case basis.

#### Ongoing fee

Gross value of trust	Annual trustee fee	Minimum fee
On first \$1 million	1.50% of the gross value of the trust	\$4,500 pa
On next \$2 million	0.75% of the gross value of the trust	
Over \$3 million	0.50% of the gross value of the trust	

### Enduring power of attorney and agency services

#### Establishment fee

Upon commencement of our attorney or agency service, an establishment fee will be charged to cover the following:

- Writing to your service providers (including utilities) to direct all correspondence to our office
- Meetings with you or your carers/family to ensure your needs are fully understood
- Meetings with investment advisers regarding the establishment of an investment strategy
- Compliance review and settlement of the investment proposal
- Creation of files and records
- General administration relating to the establishment of the trust
- Sale of your house/property.

Our fee will be up to 1.00% of gross asset value of the trust, with a minimum fee of \$4,000.

#### Ongoing fee

The annual fee charged will be 1.00% of the gross asset value of the trust, with a minimum fee of \$4,000 per annum.

#### Principal place of residence

In providing our attorney or agency service, if you own residential real estate, then a management fee of 0.50% per annum will be levied on the market value of the property (in lieu of the 1% annual fee charged on the gross value of the trust).

## Additional services fees

If additional services are required to be performed as outlined in the FSG, the estate, trust or account will be charged an hourly fee in addition to other fees set out in this fee schedule.

At the date of this document, the hourly rate is:

Services provided by	Hourly fee
Legal counsel	\$330
Tax counsel	\$330
Manager of estate administration services	\$300
AET solicitor	\$275
Administrative officer	\$150

## Other professional expenses

If we engage any other service provider, including a related entity, they may be paid fees, commission or brokerage (including GST) in addition to any other fees payable to us. Services include:

- real estate and conveyancing fees
- external legal fees
- taxation and accounting fees (including services provided by us in our capacity as a registered tax agent)
- stockbroking
- investment advice and investment administration.

## Other expenses

We are entitled to reimbursement of all properly incurred expenses as part of any administration. Some examples include Government charges, stamp duty and courier costs.

## Cash account

Your Cash Account holding is pooled with that of other clients' and placed in interest bearing accounts with an authorised deposit-taking institution (ADI), the National Australia Bank, ABN 12 004 044 937.

The funds in your Cash Account earn interest. We retain a portion of the interest earned on the pooled cash assets and set a net interest to be credited to the Cash Account. The net interest rate is based on daily interest generated from the pooled cash assets, less the interest retained by us (indirect cost) for administering the Cash Account.

The target net rate for crediting to the Cash Account is the cash rate set by the Reserve Bank of Australia. This is often referred to as the official cash rate, which is currently 0.10% and is subject to change. Net interest is credited to your Cash Account monthly.

## Fees for acting as director

When it is necessary for one of our officers to act as a director of any private company as part of the administration of an estate or trust, a director fee may be charged in addition to any other fees that are disclosed in this document.

Our fees for acting in this capacity will be based on the hourly fees set out above for the provision of additional services.

The hourly fee for acting as a director will include the following duties:

- Performing all functions that by law are necessary to be performed by directors
- Preparation for, and attending, all board meetings that the company holds
- Attending to all administrative functions that a director must reasonably attend to.

## Further information

If you would like further information about any of the services listed in our fee schedule please call us on **1800 684 672** or visit our website **[www.aetlimited.com.au](http://www.aetlimited.com.au)**