

THE ADMINISTRATOR-GENERAL'S ACT

REGULATIONS
(under section 60)

THE ADMINISTRATOR-GENERAL'S (FEES) REGULATIONS, 1999

(Made by the Minister on the 3rd day of December, 1999)

L.N. 166/1999
59/2001
43/2004

See also
Corrigendum
L.N. 43D/2004.

1. These Regulations may be cited as the Administrator-General's (Fees) Regulations, 1999.

2. The fees specified in Column II of the Schedule are payable in respect of the services specified in Column I thereof which are undertaken by the Administrator-General's Department. Schedule.

3.—(1) A person who is unable to pay any fee specified in the Schedule may apply to the Administrator-General for a waiver from the payment of such fee.

(2) The Administrator-General may grant a waiver to a person who satisfies him as to his inability to pay the fee.

(3) The Administrator-General shall cause to be kept a record of—

- (a) the name and address of the person to whom a waiver is granted;
- (b) the service in respect of which the waiver of the fee is granted;
- (c) the amount of the fee waived.

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SCHEDULE		(Regulations 2 and 3)
Column I Service		Column II Fees
1.	Obtaining Grants of Administration	8% of Inventory Value
2.	Preparing and filing discharge of Mortgage—	
	(a) Mortgages up to \$25,000.00	\$1,200.00
	(b) Mortgages of \$25,001.00 to \$100,000.00	\$2,500.00
	(c) Mortgages of more than \$100,000.00	\$3,000.00
3.	Undertaking foreclosure proceedings... ..	1% of market value
4.	Preparing and serving notice on tenant	\$2,500.00
5.	Attendance at Resident Magistrate's Court—	\$3,500.00
	(a) Mention and Return Day	\$1,500.00
	(b) Trial Mention	\$1,500.00
6.	Preparing and filing Orders—	
	Resident Magistrate's Court	\$1,500.00
	Supreme Court	\$3,000.00
7.	Instructions to Bailiff	\$1,000.00
8.	Preparing Notice of Taxation and Bill of Costs	\$3,000.00
9.	Attendance at taxation	\$4,000.00
10.	Preparing demand letters for tenants and mortgagors	\$1,000.00
11.	Preparing Sale Agreements (each party to the Agreement pays one-half of the fee)	\$25,000.00
12.	Transfers to persons other than beneficiaries	3% of sale price
13.	Preparing Waivers of Entitlement	\$1,500.00
14.	Executing Change of Ownership for Insurance Policies	\$1,500.00
15.	Disposal of Shares—	
	(a) Listed on the stock market5% of value
	(b) Private companies owned or partly owned by the deceased	1% of value
16.	Preparing Deeds of Indemnity	\$1,500.00

SCHEDULE, *contd.*

Column I Service	Column II Fees
17. Closing letters subsequent to a sale— Letter to utility companies; letters of possession; (each party to the agreement to pay one-half of the fee)	\$4,000.00
18. Preparing and filing of Vesting Assents and Transfers to beneficiaries	\$8,500.00
19. Preparation, issue and service of Fixed Date Claim Form or other originating process	\$3,500.00
20. Appearances in Chambers—Supreme Court	
Non-contentious matters	
(a) Attendance in Chambers	\$6,000.00
(b) Attendance at Case Management Conferences	\$3,000.00 per hour or part thereof
(c) Attendance in an advisory capacity	\$1,500.00
Contentious Matters	
(a) Attendance at Mediation Hearings	\$3,000.00 for the first three hours or part thereof, there- after \$1,000.00 per hour or part thereof
(b) Attendance at Pre-Trial Review	\$5,000.00
(c) Attendance at all other chamber matters	\$12,000.00
21. Attendance at Supreme Court—	
(a) where matter adjourned without a hearing	\$10,000.00
(b) in all other instances	\$20,000.00
22. Preparing and lodging Common Law Conveyances	\$8,500.00
23. Application for Declaration of the Court in an—	
(a) <i>ex-parte</i> matter	\$3,000.00
(b) <i>inter-partes</i> matter	\$5,000.00
24. Negotiating settlements in respect of fatal accidents where initiated and followed through by in-house Attorney-at-law	20% of settle- ment or court ordered amount

[The inclusion of this page is authorized by L.N. 1/2006]

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SCHEDULE, *contd.*

Column I Service	Column II Fees
25. Fatal Accident Settlements (where negotiated by external Attorney-at-Law and approved by the Administrator-General upon receipt of settlement) ...	1% of settlement received
26. Application for Lost Title	\$10,000.00
27. Preparing Declarations for lost documents	\$1,500.00
28. Caveats—	
(a) Lodging of Caveat	\$4,000.00
(b) Discharge of Caveat	\$2,500.00
29. Preparing and lodging transmissions	\$7,000.00
30. Fact of death endorsement	\$3,500.00
31. Preparing Lease Agreements	\$3,000.00
32. Completing Revenue Affidavits	\$1,500.00
33. Preparing Contracts for Sale (Chattels)	\$2,500.00
34. Preparing Declaration to reconcile names	\$2,500.00
35. Processing advance for funeral expenses	\$1,500.00
36. Issuing Certificate of the Administrator General Under rule 68.19 of the Civil Procedure Rules, 2002 ...	\$2,000.00
37. Transfers of Motor Vehicles—letter to the relevant Tax Office pursuant to investigation of the matter	\$2,000.00
38. Postage, photocopying, stationery or intra-parish telephone calls	\$1,500.00 (per annum)
39. Inter-parish and overseas calls	Actual cost of call
40. Investment fee75% of 1% of principal sum invested for each investment period.

SCHEDULE, *contd.*

Column I Service	Column II Fees
41. Property Management Fee	3% of expenditure outlay on the particular property
42. Legal Opinions (in house)	Such amount as may be determined by the Administrator-General having regard to the complexity but not exceeding \$6,000.00
43. Taking of formal possession and producing status report	\$2,500.00
44. Letters to Embassies and other organizations stating beneficial interest and assets	\$1,500.00
45. In-house Opinions of Value	Minimum fee of \$3,500.00 for market value up to \$2,000,000.00 next \$3,000,000.00 (of market value).25% of market value; next \$3,000,000.00 of (market value).2% of market value exceeding \$8,000,000.00, .1% of market value
46. Preparation of Petitions for Waiver of Crown Rights	\$2,000.00
47. Preparation of Statutory Declarations	\$1,500.00
48. Preparation of Letters of Undertaking to Stamp Commissioner	\$1,500.00

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SCHEDULE, *contd.*

	Column I Service	Column II Fees
49.	Preparation of Notices of Disclaimer under section 322 of the Companies Act	\$4,000.00
50.	Monitoring of businesses which form part of the assets of an estate	1% per annum of value of assets of the business.