

THE ADMINISTRATOR-GENERAL'S ACT

REGULATIONS  
(*under section 60*)

The Administrator-General's (Fees) Regulations, 1999

L.N. 166A/99  
59/2001  
43B/2004  
*See also*  
*Corrigendum*  
L.N. 43D/2004  
148D/2014.

## 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. 166A/1999  
59/2001  
43/2004

See also  
Corrigendum  
L.N. 43D/2004  
L.N.148D/2014.

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.

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

		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 market ... ..	.5% of value		
(b) Private companies owned or partly owned by the deceased ... ..	1% of value		
16. Preparing Deeds of Indemnity ... ..	\$1,500.00		

SCHEDULE, *cont'd.*

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 t h e r e o f
(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

SCHEDULE, *cont'd.*

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 fee ...	.75 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

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

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.