



Liechtenstein Chamber of Notaries Fee Guidelines

The Plenary Assembly of the Liechtenstein Chamber of Notaries hereby issues, based on Art. 21, para. 3 of the Notaries Act of 3 October 2019, Liechtenstein Legal Gazette (LGBI) No. 2019.306, the following fee guidelines:

Scope of application

Art. 1

The Liechtenstein Chamber of Notaries observes the following methods for calculating fees (hereafter referred to as fee guidelines) as fair remuneration pursuant to art. 21, para. 3 of notarial law (NotarG) of 3 October 2019, Liechtenstein Legal Gazette (LGBI) No. 2019.306.

Art. 2

The fee guidelines apply to any notarial services, provided that the remuneration for said service is not stipulated by law or regulations, or if the application of the fee guidelines is agreed in advance.

These fee guidelines do not affect the right to freely agree a Notary's fair remuneration in accordance with art. 21, para. 2 of NotarG.

General information

Art. 3

- 1) In the absence of any other agreement, the fee shall be calculated primarily based on the value of the subject matter to which the activity relates, without deduction of debts, cash expenditure and other charges.
- 2) For legal acts with services of differing value, the value of the subject matter is calculated based on the higher value service.
- 3) The time at which the document or certification is created is relevant for determining the calculation basis.
- 4) For legal transactions in foreign currency, and for publicly traded securities, the share sale price on the day before the date the document is created shall be relevant.
- 5) If several legal acts are being certified in one document, then the fees can be calculated for each legal act or transaction.
- 6) Art. 5, 10, 11 and 17 of the Legal Fees Act (RATG), as well as sections 3 and 4 of the Liechtenstein Bar Association Fee Guidelines, 23 November 2020 version, are all applicable when determining the value of the subject matter.



7) These fee guidelines relate to the notarial services pursuant to notarial law NotarG. The process of creating documents complies with the terms of the Legal Fees Act and Regulations (RATG and RATV) and the Liechtenstein Bar Association Fee Guidelines, and can be invoiced separately.

Time required

Art. 4

- 1) If the fees cannot be calculated based on the value of the subject matter, if there are other factors to take into consideration, or if there is a corresponding agreement, then the fees can be calculated based on the time required to complete the necessary act.
- 2) An hourly fee of CHF 300.00 to CHF 1,000.00 per hour is reasonable. As a general guideline, CHF 450.00 per hour is a benchmark reference figure.
- 3) When billing by time, the rate is calculated based on started units of 10 minutes. This relates to the time required to complete the notarial activity itself, and should not include archiving or invoicing (however, see art. 13). Secretarial work is included within the notarial fees and should not be billed separately.

Increasing fees

Art. 5

Fees can be reasonably increased when calculating the value of the subject matter (section 3) and the time required (section 4),

- 1) if the Notary act required clearly exceeds the usual scope of work necessary for a job of this kind, in terms of the nature, extent and complexity of the work, the amount of responsibility assumed or the amount of time required;
- 2) if the certification must be made in a foreign language or in accordance with foreign law;
- 3) if the Notary act takes place outside of working hours;
- 4) if more than two parties are involved in the certification or attestation proceedings.
- 5) In cases corresponding to paragraphs 2 and 3, the fee can be increased by 20%; cases corresponding to paragraph 4 can be increased by 5% per additional party, up to a maximum of 50%. Paragraph 1 can only be applied by the Notary if they inform the party liable for the fees of the unusual scope of work required once they become aware of the circumstances, and therefore the fact that a higher fee will be required.



Reducing fees

Art. 6

Fees can be reasonably decreased when calculating the value of the subject matter (section 3) and the time required (section 4),

- 1) if the notarial act is not successfully completed;
- 2) if the Notary has several similar legal acts to certify for the same client;
- 3) if the act required is significantly less than the usual scope of work necessary for a job of this kind, in terms of the nature, extent and complexity of the work, the amount of responsibility assumed or the amount of time required;

Outside of business premises

Art. 7

When completing notarial activities outside of the Notary's legal office premises, additional fees shall apply over and above the fair remuneration amount for completing the activity; the following travel costs and compensation for time spent shall apply if the place at which the notarial act is to take place is located more than 25 kilometres from the Notary's usual legal office premises:

- 1) Travel costs
 - a) the costs of travelling by public transport in accordance with the usual policy for business travel expenses;
 - b) the costs of travelling by motor vehicle, using the Notary Public's own vehicle, applying a standard mileage allowance;
- 2) accommodation costs if the Notary is required to spend the night away from their usual place of residence, for a reasonable amount per night as is common for accommodation in the area.
- 3) compensation for time spent travelling if it exceeds half an hour, to the amount of CHF 150.00 for each hour begun travelling to or from the place where the notarial act is to be carried out, or time spent at said place, not including the time required to carry out the notarial act itself. Domestic travel time is not included.

Expenses and VAT

Art. 8

- 1) Expenses for travel, postage, materials, stamps and postal fees, and other expenses are not included in the notarial act fees and must be reimbursed. The reimbursement of essential additional fees can be calculated at a flat rate of 3% of the notarial fees.



2) VAT and any other taxes or duties due outside of Liechtenstein are not included in the notary fees and must be reimbursed separately.

Payment obligation

Art. 9

All parties who instructed the Notary Public or who were involved in the legal act are responsible for paying the notarial fees for the document, certification or attestation made with their agreement. If there is more than one party involved, then all parties shall be jointly and severally liable for the fees.

Due dates and advance payments

Art. 10

The Notary Public can request payment immediately after the notarial act has been completed.

The notarial act can be carried out after a reasonable advance payment has been made.

Right of retention

Art. 11

Documents, certified copies, excerpts, certifications and private documents drawn up by the Notary Public can be held by the Notary Public until the fees and expenses due for the work have been paid, or a suitable guarantee provided.

Recording fees

Art. 12

The Notary Public shall receive payment for work involved in calculating fees or drawing up the fees invoices for the parties.

Archiving

Art. 13

The Notary Public shall not receive any additional payment for archiving in accordance with art. 36. If a longer period of time is agreed for archiving, then a surcharge of 5% per decade commenced can be requested in addition to the fees charged.



Tariffs

Fees Art. 14

- 1) The fees for certifications and attestations are based on the attached table.
- 2) If the fees are based on the value of the subject matter or the statutory capital and this value is disproportionately difficult to determine with enough certainty due to unclear valuation rules or specific circumstances, and the Notary Public bills for no more than five hours' worth of work, then the Notary Public can instead calculate the fees based on an hourly rate of CHF 450.00 per hour.

Liechtenstein Chamber of Notaries

23. November 2020



APPENDIX

Fees table in accordance with Art. 14 of the Liechtenstein Chamber of Notaries
Fee Guidelines of 23/11/2020

The fees are based on the calculation methods below, with minimum and maximum values. The method below shall be used as the basis for calculation if there is no other value determined by the client's interests or other specific circumstances. The amounts here are given in CHF.

I. Certifications

1. Assembly decisions pursuant to Art 37 NotarG

Calculation method	Amount per hour	Min.	Max.
Statutory capital	0.1 ‰	450.00	1,000.00

2. Certification of facts pursuant to Art 38 NotarG

Calculation method	Amount	Min.	Max.
Value of subject matter	1 ‰	400.00	20,000.00

3. Documents under foreign law, pursuant to art. 39 NotarG

Calculation method	Amount	Min.	Max.
Value of subject matter	1 ‰	400.00	50,000.00

4. Oath taking pursuant to art. 40, paras. 1 and 2 NotarG

Calculation method	Amount per hour
Time required	450.00

5. Sworn witness statement pursuant to art. 40, para. 3 NotarG

Calculation method	Amount per hour
Time required	450.00

6. Constitution or amendments to constitution of a legal entity

Calculation method	Amount	Min.	Max.
Statutory capital	0.5 ‰	600.00	20,000.00



7. Merger plan pursuant to art. 531a, para. 3 of Private and Company Law (PGR)

Calculation method	Amount	Min.	Max.
Statutory capital after merger	1.00 ‰	5,000.00	25,000.00

8. Foundation of a legal entity¹

Calculation method	Amount per hour	Min.	Max.
Statutory capital	0.1 ‰	450.00	1,000.00

9. Other legal acts

Calculation method	Amount per hour	Min.	Max.
Statutory capital	0.1 ‰	450.00	1,000.00

II. Certifications

1. Signature attestations pursuant to Art 42 NotarG notarial law

Per signature 80.00

2. Certified copies pursuant to Art 43 NotarG notarial law

First page 50.00
, each subsequent page 2.00

3. Certified copies pursuant to Art 44 NotarG notarial law

Per page 150.00

4. Certified extracts pursuant to Art 45 NotarG notarial law

Per page 250.00

5. Translations pursuant to Art 46 NotarG

Checked personally by the Notary Public Per hour 450.00
Proof-reading by assisting translator First page 150.00, each subsequent page 50.00

6. Date attestations pursuant to Art 47 NotarG

Per document 50.00

7. Registration in the public registers at the Department for Justice

Per registration 500.00

¹ Points 6 and 8 can occur simultaneously.



III. Alternative hourly rates

If the value of the subject matter is difficult or impossible to determine and the Notary Public is not billing for more than five hours' work, then they can charge based on an hourly rate of CHF 450.00 per hour.

IV. Surcharges

Subject matter	Surcharge in addition to fees
1. Certification of documents in a foreign language	
English	5%
Other languages	10%
2. Certification with an expert witness (pursuant to art. 31 NotarG)	10%
3. Extension to archiving period per decade commenced	5%
4. Additional document creation during certification (more than once per party)	CHF 30.00
5. Executable documents pursuant to Art 41 NotarG	1‰ of the value of the subject matter min. 450.00 / max.
6. Request for an essential notarial act on Saturdays, Sundays or bank holidays pursuant to art. 18, para. 2 of Labour Law, or on working days between 19:00 and 07:00.	10% min. 450.00 / max. 2,000.00

V. Creation of documents

1. The fees for document creation shall be in line with the terms of legal fee laws RATG and RATV, and the Liechtenstein Bar Association Fee Guidelines, even if the Notary Public is not a lawyer.
2. If the Notary has created the documents and invoiced for them separately in line with legal fee laws RATG, RATV and the Bar Association's Fee Guidelines, then a discount should be applied in the following cases, without going below the minimum charge.

Subject matter	Fee discount
1. Documents under foreign law, pursuant to art. 39 NotarG	20%
2. Oath taking pursuant to art. 40, paras. 1 and 2 NotarG	20%
3. Constitution or amendments to constitution of a legal	20%
4. Merger plan pursuant to art. 351a, para. 3 of Private and	30%
5. Foundation of a legal entity	20%