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10 December 2013 [shall come into force on 1 January 2014];

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3 December 2019 [shall come into force on 1 January 2020];

7 April 2020 [shall come into force on 10 April 2020];

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14 December 2021 [shall come into force on 1 January 2022].

If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 737

Adopted 3 September 2013

**Regulations Regarding Rates of Remuneration of Sworn Notaries and the Procedures for the Determination Thereof**

*Issued pursuant to*

*Section 165, Paragraph one of the Notariate Law*

**I. General Provisions**

1. The Regulation prescribes the rates of remuneration of sworn notaries and the procedures for the determination thereof.

2. If the draft documents referred to in Paragraphs 6, 6.2, 7, 8, 9, 10, 11, 12, 14, 17, 26, 27, and 37 of this Regulation are drawn up by a person without any assistance of a sworn notary and his or her staff, the rate of remuneration of the sworn notary shall be 75 % of the rate provided for in this Regulation.

[*11 August 2020*]

3. If a document prepared by a sworn notary as a notarial deed or a certification consists of more than four pages, the sworn notary shall add a remuneration in the amount of 10 % for each subsequent page to the rate provided for in Paragraphs 7, 8, 9, 10, 11, 12, 14, 19, 20, 21, 32, 36, 37, 38, and 39 of this Regulation.

4. If a sworn notary certifies a signature under a deed written in a foreign language or prepares a certification in a foreign language, the rate of remuneration of the sworn notary shall be 50 % higher than the rate specified in this Regulation, but where a sworn notary certifies a signature under a deed written in several foreign languages, the sworn notary shall receive a double rate of remuneration unless it has been laid down otherwise in this Regulation.

4.1 If a sworn notary, upon request of a client, performs official duties outside the office hours, the rate of remuneration of the sworn notary shall be 50 % higher than the rate of remuneration specified in this Regulation.

[*18 June 2019*]

4.2 The rate of remuneration specified in Paragraphs 53.1, 53.2, and 53.3 of this Regulation shall not be collected in addition to the rate provided for in Paragraphs 6, 33, 43, and 52 of this Regulation.

[*18 June 2019*]

5. Sworn notaries shall, in accordance with the amount specified in the Law on Value Added Tax, add the sum of value added tax to the remuneration of a sworn notary specified in this Regulation.

**II. Rate of Remuneration for the Preparation of Notarial Deeds**

6. Preparation of a notarial deed for a transaction shall be 0.5 % of the sum of the transaction but not less than EUR 80 (the rate shall include the rate of remuneration of the sworn notary for the official duty referred to in Paragraphs 33, 45, 46, 47, 47.3, 51, 53.1, 53.2, and 53.3 of this Regulation).

[*14 December 2021*]

6.1 Preparation of a notarial executive deed:

6.1 1 on commitments directed towards payment settlements – in the amount of 50 % of the rate referred to in Paragraph 6 of this Regulation, using the sum to be recovered as the basis for the calculation;

6.1 2. on single or periodic family maintenance payments – EUR 7.83;

6.1 3. on other liabilities – EUR 39.13.

[*10 December 2013*]

6.2 Preparation of the study and student credit agreements (the rate shall include the rate of remuneration of the sworn notary for the official duty referred to in Paragraph 47.3 of this Regulation):

6.21. for the amount of the agreement up to EUR 5000 (inclusive) – EUR 60;

6.22. for the amount of the agreement from EUR 5001 to EUR 10 000 (inclusive) – EUR 68;

6.23. for the amount of the agreement from EUR 10 001 to EUR 15 000 (inclusive) – EUR 75;

6.24. for the amount of the agreement over EUR 15 001 – 0.5 % of the sum of the transaction.

[*14 December 2021*]

7. Preparation of a marriage contract – 80 EUR.

[*18 June 2019*]

8. Preparation of a power of attorney:

8.1. universal power of attorney – EUR 39.13;

8.2. general power of attorney – EUR 20.35;

8.3. special power of attorney – EUR 15.65;

8.4. power of attorney in order to receive a pension, benefit, means of support – EUR 1.42;

8.5. power of attorney in order to represent the interests of minors – EUR 4.27.

9. Preparation of a notarial deed if it does not have the nature of permanent liabilities (for example, a request, a notification, a certification, a permit) – EUR 7.00.

[*18 June 2019*]

10. Preparation of a notarial deed if the sum of the transaction has not been determined (for example, an agreement on the procedures for the use, an inheritance contract) – EUR 80.00.

[*18 June 2019*]

11. Amendment to the terms and conditions of a transaction – EUR 9.39, but if the amendment includes an increase in the sum of the transaction, the rate referred to in Paragraph 6 of this Regulation, or in the case of amendments to study and student credit agreements – the rate referred to in Paragraph 6.2 of this Regulation, shall be applied in relation to the difference in the sum of the transaction.

[*11 August 2020*]

12. Preparation of a will – EUR 36.

13. Storage of a will and preparation of a respective notarial deed – EUR 51.65.

14. Acceptance and delivery deed of a vessel – EUR 23.48.

14.1 Examination of an application for the release of a natural person from his or her debt liabilities – EUR 100.

[*14 December 2021*]

**III. Rate of Remuneration for the Preparation of a Certification**

15. Certification of the authenticity of a signature – EUR 11.

[*18 June 2019*]

16. Certification of the authenticity of a signature in the case provided for in the law On National Referendums, Legislative Initiatives and European Citizens’ Initiative and the Law on Political Parties – EUR 2.

[*18 June 2019*]

17. Certification of authenticity of a signature and of capacity to act on applications and requests to public registers – EUR 18.78, but where a document is signed by more than two persons – EUR 4.70 for the signature of each subsequent person.

17.1 Certification of a notification submitted on the website of the Council of Sworn Notaries of Latvia – EUR 15.00.

[*18 June 2019*]

18. Certification that a person is alive – EUR 4.70.

19. Certification of a sea protest – EUR 9.39.

20. Promissory note and cheques protest deed – 50 % of the rate referred to in Paragraph 6 of this Regulation.

21. Collection of a protested promissory before the protest – 0.1 % of the collected amount but at least EUR 7.83.

22. Certification of a transcript, a copy, and an extract of a passport – EUR 2 for each page, making of a transcript, a copy, and an extract of a passport – EUR 0.50 for each page.

[*18 June 2019*]

22.1 Certification of a transcript of a document – EUR 2.00 for each page, making of a transcript of a document – EUR 3.50 for each page.

[*18 June 2019*]

23. Issuing of the second and subsequent transcripts of a notarial deed book and of the second and subsequent transcripts of notarial deeds – EUR 3.50 for each page of the deed book and EUR 2 for each page of the register’s transcript.

[*18 June 2019*]

24. Certification of the date when documents were presented – EUR 0.94 for each page, recording of documents in a deed book – EUR 3.13 for each page recorded in the book.

25. Certification of authenticity of a translation – EUR 3.91 for each page.

26. Revoking of an authorisation – EUR 9.39.

27. Submission of a notification – EUR 6.26.

28. Issuing of a notification certificate – EUR 2.35 for each notification and each response.

29. A certificate regarding appearance or non-appearance of contracting parties at the place of practice of the sworn notary – EUR 2.00 for each person and EUR 15.00 for each hour, counting less than an hour as a full hour in respect of hearing the explanations by the persons who have appeared and indication thereof in the certificate.

[*18 June 2019*]

30. Certification of the content of safes and other depositories – EUR 23.48 per hour.

31. Certification of the course of meetings, actions, and events – EUR 23.48 per hour.

32. Certification of the provision of a submission, notification (declaration), and testimony – EUR 20.35.

32.1 Legalisation of a public document with a certificate (*apostille*) – EUR 18.00.

[*18 June 2019*]

**IV. Rate of Remuneration for Accepting Money, Securities, Valuables, Objects, and Documents for Bailment by the Sworn Notary**

33. If money is submitted for bailment – 0.3 % of the amount submitted for bailment, but not less than EUR 50. If the bailment period exceeds one month – EUR 10.00 per month for the second and each subsequent month.

[*18 June 2019*]

33.1 If securities, valuables, objects, or mortgage bonds are submitted for bailment – 40 % of the rate referred to in Paragraph 6 of this Regulation.

[*18 June 2019*]

34. If other documents or closed envelopes are submitted for bailment – EUR 10 per month for each document or envelope.

[*18 June 2019*]

35. Deposit interest received for the bailment money transferred into the account of a sworn notary in a credit institution shall be added to the remuneration of the sworn notary referred to in Paragraph 33 of this Regulation.

**V. Rate of Remuneration for Conducting Inheritance Matters**

36. A certificate of reading of the last will instruction instrument – EUR 23.48.

37. Certification of an inheritance submission or a submission of the surviving spouse regarding the share of the property of the spouse in the joint spousal property – EUR 15.65.

37.1 A notarial deed regarding the establishment of trusteeship on an estate – EUR 23.48.

[*17 June 2014*]

38. A certificate regarding the share of the property of the spouse – EUR 16.43, but where the value of this property exceeds EUR 4980 – another 0.3 % of the property value exceeding EUR 4980 shall be added to the rate.

39. An inheritance certificate irrespectively of the grounds for inheritance:

39.1. from the spouse and the first, second, and third class heirs living together with the estate-leaver – EUR 31.30 but where the value of the property to be inherited (without excluding debts) exceeds EUR 11 383 – another 0.25 % of the value of the property to be inherited exceeding EUR 11 383 shall be added to the rate;

39.2. from other first and second class heirs – EUR 46.95 but where the value of the property to be inherited (without excluding debts) exceeds EUR 8537 – another 0.5 % of the value of the property to be inherited exceeding EUR 8537 shall be added to the rate;

39.3. from other third class heirs – EUR 58.69 but where the value of the property to be inherited (without excluding debts) exceeds EUR 3557 – another 1.5 % of the value of the property to be inherited exceeding EUR 3557 shall be added to the rate;

39.4. from other fourth class heirs – EUR 58.69 but where the value of the property to be inherited (without excluding debts) exceeds EUR 1067 – another 5 % of the value of the property to be inherited exceeding EUR 1067 shall be added to the rate;

39.5. from other heirs – EUR 70.43 but where the value of the property to be inherited (without excluding debts) exceeds EUR 854 – another 7.5 % of the value of the property to be inherited exceeding EUR 854 shall be added to the rate.

40. Rate in the amount of 50 % of the rate referred to in Paragraph 36 and Sub-paragraphs 39.1 and 39.2 of this Regulation shall be applied if minors inherit from their closest ascending relatives.

40.1 A notarial deed on termination of the inheritance matter – EUR 31.30.

[*10 December 2013*]

40.2Making of a European Certificate of Succession:

40.21. if proceedings in a cross-border inheritance matter are initiated by a sworn notary of Latvia and they are completed by issuing a European Certificate of Succession, the rate referred to in Paragraphs 39 and 40 of this Regulation shall be applied;

40.22. if an application for issuing a European Certificate of Succession has been submitted in a completed inheritance matter – 50 % of the rate referred to in Paragraphs 39 and 40 of this Regulation;

40.23. if an application for issuing a European Certificate of Succession has been submitted by the executor of the will or the administrator of the estate for proving his or her status and authority – EUR 78.26.

[*29 September 2015*]

40.3 If a sworn notary applies a foreign law (including he or she adjusts the rights *in rem*) in a cross-border inheritance matter, the rate of remuneration of a sworn notary shall be 50 % higher than the rate indicated in Sub-paragraphs 40.21 and 40.22 of this Regulation.

[*29 September 2015*]

40.4 Certification in respect of authentic instrument in an inheritance matter – EUR 54.78.

[*29 September 2015*]

**VI. Rate of Remuneration for the Drawing up of a Property Division Draft and for Services Outside the Place of Practice**

41. Drawing up of a property division draft – EUR 18.78 but where the value of the property to be divided exceeds EUR 5691 – another 0.3 % of the value of the property to be divided exceeding EUR 5691 shall be added to the rate.

42. For services outside the place of practice of a sworn notary – EUR 4.70 per full hour but not more than EUR 20.35 per 24 hours by adding the respective sum to the remuneration of a sworn notary referred to in this Regulation for each official duty.

**VII. Rate of Remuneration for Drawing up Drafts**

43. Drawing up of a transaction (for example, earnest money agreement, loan agreement, lease agreement, etc.) draft if the latter is not followed by a notarial deed – EUR 100.00.

[*18 June 2019*]

44. Drawing up a draft document which does not have the nature of permanent commitment if the draft document is not followed by a notarial deed – EUR 8.00.

[*18 June 2019*]

**VIII. Rate of Remuneration for Legal Aid**

45. Corroboration of rights and security of rights in the Land Register (submission of documents to the respective Land Register Office and receipt of documents therefrom) – EUR 4.70 per each full hour but not more than EUR 20.35 per 24 hours.

46. Requesting and receipt of a permit, certificate, and other documents in order to close and corroborate the deeds to be made and certified by a sworn notary – EUR 6.26 for each permit, certificate, or other document.

47. Complete supervision on the implementation of a transaction (complex activities fully covering the activities referred to in Paragraphs 45 and 46 of this Regulation) – 50 % of the remuneration of a sworn notary specified for the certification of the deed to be executed.

47.1 [14 December 2021]

47.2 [14 December 2021]

47.3 Processing of the data of information systems, except for the Notaries Information System, necessary for the performance of official duties – EUR 3.00 for each person or property.

[*14 December 2021*]

48. [18 June 2019 / See Paragraph 2 of amendments]

49. [18 June 2019 / See Paragraph 2 of amendments]

50. Appealing of the decisions of judges of the Land Register Office referred to in Section 97 of the Land Register Law (preparation and submission of a complaint) – EUR 4.70 per each full hour.

51. Submission of a document to and receipt of a document from the Commercial Register – EUR 4.70 per each full hour but not more than EUR 20.35 per 24 hours.

51.1 Inclusion of information on a foreigner in the Register of Natural Persons – EUR 20 for each person, updating of information on a foreigner in the Register of Natural Persons – EUR 10 for each person.

[*22 June 2021*]

52. Consultation regarding notarial matters if it is not followed by a notarial deed or certification – EUR 20 per each full hour, counting less than an hour as a full hour. If consultation is provided in a foreign language, the rate of remuneration of the sworn notary shall be 50 % higher than the rate of remuneration specified in this Paragraph.

[*18 June 2019*]

53. Oral translation by the sworn notary – EUR 10 per page, written translation – EUR 25 per page.

[*18 June 2019*]

53.1 Customer due diligence based on risk assessment – EUR 60 per full hour, but not less than EUR 240, if the geographical origin of a natural person or a legal person is outside the European Economic Area and measures for the prevention of money laundering and terrorism financing must be taken on the grounds of law (for example, ascertaining of the economic essence of transactions, ascertaining of the beneficial owner, ascertaining of the politically exposed person, verification of the origin of the monetary funds and welfare).

[*18 June 2019*]

53.2 Customer due diligence based on risk assessment – EUR 40 per full hour, but not less than EUR 160, if the administrative bodies of a legal person registered in Latvia or the structure of owners or beneficial owners include a person the geographical origin whereof is outside the European Economic Area and measures for the prevention of money laundering and terrorism financing must be taken on the grounds of law (for example, ascertaining of the economic essence of transactions, ascertaining of the beneficial owner, ascertaining of the politically exposed person, verification of the origin of the monetary funds and welfare).

[*18 June 2019*]

53.3 Customer due diligence based on risk assessment – EUR 20 per full hour, but not less than EUR 80, if the geographical origin of a natural person or a legal person is in the European Economic Area and measures for the prevention of money laundering and terrorism financing must be taken on the grounds of law (for example, ascertaining of the economic essence of transactions, ascertaining of the beneficial owner, ascertaining of the politically exposed person, verification of the origin of the monetary funds and welfare).

[*18 June 2019*]

53.4 If a sworn notary, upon request of a client, prepares the opinion of customer due diligence in writing based on risk assessment, the rate of remuneration of the sworn notary shall be 50 % higher than the rate of remuneration specified in Paragraphs 53.1, 53.2, and 53.3 of this Regulation.

[*18 June 2019*]

**IX. Rate of Remuneration for Conducting Divorce Matters and Mediation**

[*2 August 2016*]

54. For conducting divorce matters (use of State information systems, preparation of a divorce application, and issuing of the first and second transcript from the notarial deed book, drawing preparation of a divorce certificate and issuing of the first and second transcript from the notarial deed book or termination of the divorce matter and informing the other spouse thereof) – EUR 71.14.

54.1Conducting of mediation – according to agreement with persons who are using mediation, but not more than EUR 100 per hour.

[*2 August 2016*]

**X. Final Provisions**

55. Cabinet Regulation No. 747 of 15 September 2008, Regulations Regarding Rates of Remuneration of Sworn Notaries and the Procedures for Determination Thereof (*Latvijas Vēstnesis*, 2008, No. 152; 2011, No. 8), is repealed.

56. The Regulation shall come into force on 1 January 2014.

Acting for the Prime Minister – the Minister for Welfare Ilze Viņķele

Minister for Justice Jānis Bordāns