



GENERAL REGISTRY (MISCELLANEOUS FEES) ORDER 2013

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Statutory Document No. 0148/2013



Fees and Duties Act 1989

GENERAL REGISTRY (MISCELLANEOUS FEES) ORDER 2013

Approved by Tynwald: 18 June 2013
Coming into Operation: 1 July 2013

The Treasury makes the following Order under section 1(1) of the Fees and Duties Act 1989.

1 Title

This Order is the General Registry (Miscellaneous Fees) Order 2013.

2 Commencement

If approved by Tynwald¹, this Order comes into operation on 1 July 2013.

3 Miscellaneous Fees in the General Registry

For each of the numbered matters set out in the Schedule there shall be charged the fee set out in the Fee column in respect of each matter.

4 Method of Payment

Any fee payable under this Order must be paid either in cash or by cheque in favour of "Isle of Man Government", or by any other means that the Chief Registrar may permit.

5 Revocation

The General Registry (Miscellaneous Fees) Order 2009² is revoked.

¹ Tynwald approval is required by section 1(4) of the Fees and Duties Act 1989

² SD 92/09

MADE 15th May 2013

W E TEARE
Minister for the Treasury



SCHEDULE

[Article 3]

FEES PAYABLE

No	Transaction Description	Fee	VAT ³
1	For making a photocopy of a document (per page)		
	(a) Printed on A4 size paper -		
	(i) black & white copy	£0.30	Std
	(ii) colour copy	£1.20	Std
	(b) Printed on A3 size paper -		
	(i) black & white copy	£1.20	Std
	(ii) colour copy	£6.50	Std
2	Electronic ⁴ delivery of permitted documents or recordings		
	(a) Document sent by e-mail attachment (per request)	£5.00	
	(b) Copy of a document or recording of any court or other proceedings recorded to a memory stick storage device provided by the customer - per request (data size limits may apply)	£15.00	
3	Certification of a copy	£4.50	

³All fees are outside the scope of VAT unless shown otherwise in the 'VAT' column. Photocopying service provisions shown under fees number 1, (a) to (c), of the Schedule are subject to VAT at the standard rate ('Std') unless the copies can be properly described as books, booklets, brochures, pamphlets, leaflets etc. or as amended by Isle of Man Customs & Excise VAT guidance from time to time.

⁴The service provisions shown under fee number 2 are not applicable to the service provisions shown under fee number 5, i.e. for a copy of the Isle of Man Electoral Register. The supply of documents and recordings are subject to the provisions of the appropriate legislation and / or policy (as amended from time to time) in operation at the time of the service request.

<p>4</p>	<p>Apostilles⁵ - attesting or legalising a signature and seal for Hague Convention countries and for the rest of the world</p> <p>(a) standard service⁶ - within 2 working days</p> <p>(b) premium service⁷ - within 90 minutes (additional cost to article 4 (a))</p> <p>The stated processing time for services (a) and (b) commence from the date and time-stamp recorded on the receipt. Please note that fees are non-refundable once applications have been submitted.</p>	<p>£25.00</p> <p>£50.00</p>	<p>Std</p>
<p>5</p>	<p>Copy of the Isle of Man Electoral Register</p> <p>(a) unedited version - electronic data format copy (CD-ROM) to licensed credit reference agencies⁸ -</p> <p>(i) the full register</p> <p>(ii) per constituency (or part of)</p> <p>(b) edited version – provided in electronic data (CD-ROM) or paper format⁹ (optional) -</p> <p>(i) per full edited register</p> <p>(ii) per constituency (or part of)</p>	<p>£1,000.00</p> <p>£100.00</p> <p>£350.00</p> <p>£35.00</p>	
<p>6</p>	<p>Enrolment of any Commission or Appointment (per application)</p>	<p>£25.00</p>	

⁵ Applications made for the services shown under fee number 4 will not be processed in accordance with the service standards referred to in footnotes ‘6’ and ‘7’ below if they are considered not to be straightforward (at the discretion of the Chief Registrar), including: incomplete application forms; unclear instructions; documents not suitable for legalisation; and applications that necessitate additional work to confirm a signature’s authenticity.

⁶ ‘Standard service’ processing time for applications received on a Friday or on the day immediately before a bank/public holiday will exclude weekend and bank/public holiday dates for these purposes.

⁷ ‘Premium service’ is applicable to straightforward applications only. Applications received after 1pm will not ordinarily be eligible for the premium service (at the discretion of the Chief Registrar).

⁸ In accordance with the provisions of regulation 8 of the Registration of Electors Regulations 2003, pursuant to section 5 of the Fees and Duties Act 1989.

⁹ In accordance with the provisions of section 6.5(b) of the Registration of Electors Regulations 2003, pursuant to section 5 of the Fees and Duties Act 1989.

EXPLANATORY NOTE

(This note is not part of the Order)

This Order, made under the Fees and Duties Act 1989, increases the fees to be collected in relation to various miscellaneous services provided by the General Registry. The Order, in some cases, has removed obsolete fees, that are no longer applicable, and in other cases has introduced new fees due to changes in technologies and operational demand. The fees were last updated in 2009.

Fees have been reviewed and increased above the rate of inflation to reflect the actual costs of the provision of such services by Government and to recover a greater percentage of costs in delivering these services. Appropriate fees have been updated to reflect contemporary electronic methods of service delivery.

The Order also introduces a simplified formula for charging for copies of the Isle of Man electoral register. A customer is now able to request a premium service for the faster turnaround, at extra cost, for Apostilles services, i.e. the legalisation of documents for Hague Convention countries and for the rest of the World. These fees were previously included in the Fees and Duties (Government Fees) Order 2010 (and previous versions thereof) and have been transferred to the General Registry (Miscellaneous Fees) Order 2013, as other Departments do not have the designated competent authority status for Hague Convention reasons.