

Document Class:	EXEMPTIONS
Document Name:	Others
Document Description:	Appointment of New Trustee
Document Code:	EX

Introduction

This guide note refers to an Appointment of New Trustee that records either the:

- retirement of a trustee;
- appointment of a new trustee; or
- appointment of a further trustee.

Where there is both an Appointment of New Trustee document together with a Memorandum of Appointment of New Trustee, both documents can be stamped under this document type.

What *documents* can I stamp under this document heading?

The document can be in the form of:

- an Agreement (usually titled Appointment of New Trustee or Memorandum of Appointment of New Trustee); or
- a Deed (usually titled Appointment of New Trustee or Memorandum of Appointment of New Trustee).

What types of *transactions* can I stamp under this document heading?

An Appointment of New Trustee is deemed **suitable** for self-stamping under this document heading where:

- there is no change in the relative beneficial interest of the trust property by the beneficiaries;
- the document evidences the retirement of a trustee and/or the appointment of a new trustee; or
- the instrument evidences the appointment of a further trustee.

What stamp duty is payable on this document?

Exempt.

What evidence do I need to retain for audit purposes?

For audit purposes, you will need to retain the following documentation:

- a copy of the stamped document;
- a copy of the stamped Deed establishing the trust; and
- a copy of any Amending/Variation Deeds (if applicable).

What section of the SD act applies?

Schedule 2, Part 2, General Exemption 28.