

ADMINISTRATION/PROBATE REQUIREMENTS

We require the documents as listed below to enable us incorporate your name(s) as the Administrator(s) of the deceased's estate on the register of shareholders:

1. Original copy of Death Certificate for sighting and a certified true copy.
2. Original copy of letter of Administration/Probate for sighting and two certified true copies.
3. A certificate of additional assets obtained from the probate division of a High Court if the Letter of Administration does not indicate that the deceased acquired the shares in any company.
4. All share certificate(s) acquired by the deceased in your possession for endorsement.
5. A Confirmation of Signatures(s) of the Administrators(s) by his / her / theirs(s) Banker(s). This confirmation(s) should be on the Bank's Letter Head Paper and Signed by two Authorised Officials of the bank who should indicate their names/page numbers on the Bank's Signature Book.
6. Confirmation fees for Probate/Letters of Administration as applicable.
 - i. If issued in Lagos Area - Visit the Registrar Office
 - ii. If issued in Western Area - Visit the Registrar Office
 - iii. If issued in Other Area - Visit the Registrar Office

Please note that original of items 1, 2, and 3 will be returned to you immediately after sighting. Also, item 4 will be returned after all registration procedures.