

VERITAS REGISTRARS

(formerly Zenith Registrars)

RC: 510155

Plot 89A, Ajose Adeogun Street, P.O. Box 75315, Victoria Island, Lagos

Telephone: (01) 2708930-4, 2784167-8; Fax:(01)2704085

enquiry@veritasregistrars.com;

www.veritasregistrars.com

Date: _____

REQUIREMENTS FOR TRANSMISSION/LETTER OF ADMINISTRATION/PROBATE

1. Two (2) copies of Letters of Administration/Probate that **MUST** contain the listing of shares of the deceased.
 - ✗ *An amended copy of Letters of Administration is required where one of the Administrators/Executors/Executrices is dead.*
 - ✗ *The Letters of Administration **MUST** bear **ALL** the names of the deceased*
 - ✗ *All Administrators of the Estate **MUST** be present with their current passport photographs for identification.*
2. Two (2) copies of Death Certificate (either from the Hospital or National Population Commission)
3. Two (2) copies of the Gazette/Newspaper Publication
4. Banker's Confirmation of Signature of Administrator(s) opened in the Estate Account with the Administrator(s)' passport(s) duly endorsed on it.
5. Letter of request for transmission by the Administrators
6. Original Copies of all the required documents for sighting only
7. Original Share Certificates/Dividend Warrants for endorsement (if any)
8. Request letter for re-issuance of outstanding Share Certificates and/or Dividend Warrants.

FEES PAYABLE: 1.5% of Market Value of Shares

Fees payable for Confirmation of Letters of Administration shall be calculated as stated below based on the deceased shareholding but to a minimum of:

Lagos State: **N10,000.00** (*Ten Thousand Naira Only*)

Other States: **N15,000.00** (*Fifteen Thousand Naira Only*)

NB: Transmission fees to be paid into Zenith Bank A/C 1010615981 in favour of Veritas Registrars Limited.