



RC 510155

REQUIREMENTS FOR TRANSMISSION

1. Two (2) copies of Letters of Administration/Grant of Probate that must contain the listing of shares held by the deceased
 - All Administrators/Executors of the Estate must be present with their current passport photographs and copy of their valid means of identification for submission
 - The Letters of Administration/Grant of Probate must bear all the names of the deceased
 - An amended copy of Letters of Administration/Grant of Probate is required where any of the Administrators/Executors is deceased
2. Two (2) copies of Death Certificate (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 Administrators/Executors passports duly endorsed on it. Kindly note that:
 - The Estate's Bank account must have been in operation for a minimum of six months.
 - There must be no exemption clause in the letter from the bank.
5. Letter of introduction of Administrators/Executors and request for transmission of shares jointly signed by Administrators/Executors.
6. Originals of all the required documents for sighting only
7. Original Share Certificates/Dividend Warrants (if any)

Fees payable shall be calculated and summed up to include:

- a. Transmission Fee
 - i. For a value of shares of N5 million and below – 1% of the value plus 7.5% VAT;
 - ii. For a value of shares above N5 million – 0.5% of the value subject to a maximum of N200,000.00 plus 7.5% VAT
- b. Confirmation fee of N12,000 plus 7.5% VAT for reconfirmation of Grant of Probate/Letters of Administration from the issuing Court
- c. Reimbursable expenses of N5,000

The fees are to be paid into the Bank account provided below:

Zenith Bank A/C 1221193438 in favour of **VERITAS REGISTRARS LIMITED A/C 2**

For further enquiries kindly call: **0201-2784158 or 0201-2784172**

Name of Company	Shareholder's Account No.	Units
Dangote Sugar Refinery Plc		
Guinness Nigeria Plc		
May & Baker Nigeria Plc		
Zenith Bank Plc		
Arдова Plc (Delisted)		
Nigerian Bottling Co. (Delisted)		