

Date: _____
Address: _____

Dear Sir/Madam
Company: _____
Subject: _____

We refer to your letter dated _____ and advise that you provide us with the following documents to enable us attend to your request.

(A) Registration of letters of Administration/Probate

- Photocopies of letters of Administration/Probate and original for sighting
- Photocopies of Death certificate and original for sighting.
- Original banker's confirmation of Administrator(s) signature (s) signed by two authorized bank signatories with their names/page numbers on the bank letter head.
- Means of Identification: Administrators to produce either (a) birth certificate (b) marriage certificate (c) Driver's license or (d) international passport
- Introduction letter from Administrator
- Payment of the specified sum for confirmation of letters of administration.
- All Original share certificates/dividend warrant for endorsement.
- Photocopy of Gazette/Newspaper Publication and original/certified copy for sighting.

(B) Registration for change of Name:-

- Introduction letter
- Photocopy of marriage certificate and original for sighting.
- Original copy of a sworn affidavit.
- Original banker's confirmation of your signature signed by two authorized Bank signatories with their, names/page numbers & with attached authenticated Passport Photo by bank.
- Original share certificate/dividend warrant for endorsement.
- Newspaper publication
- Means of identification

NOTE: The administrator(s) is/are expected to be physically present for proper identification. Legal fee for confirmation of the Probate/Letter of Administration as applicable is/are as follows:

	Below N500,000 of shares value	Above N500,000 of share value	Above N1,000,000 of share value
	NGR	NGR	NGR
A. Lagos State	3,500.00	5,000.00	1.5% of share value
B. Abuja FCT	6,000.00	9,000.00	" " " "
C. South West States	5,000.00	7,000.00	" " " "
D. South East States	7,000.00	9,000.00	" " " "
E. South South States	8,000.00	10,000.00	" " " "
F. North Central States	7,000.00	10,000.00	" " " "
G. North West States	9,000.00	12,000.00	" " " "
H. North East States	10,000.00	12,000.00	" " " "

■ **Lagos**

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■ **Abuja**

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■ **Port-Harcourt**

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Rivers State.

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