

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:

	<b>Below N500,000 of shares value</b>	<b>Above N500,000 of share value</b>	<b>Above N1,000,000 of share value</b>
	<b>NGR</b>	<b>NGR</b>	<b>NGR</b>
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**

220B, Ikorodu Road, Palmgrove  
Lagos.  
Tel: 01-8401153

■ **Abuja**

11, Lafia Close,  
Area 8, Garki, Abuja.  
Tel: 09-8701645

■ **Port-Harcourt**

Plot 137, Oluobasanjo Road  
(2nd floor), Port Harcourt,  
Rivers State.

E-mail: [info@aficaprudentialregistrars.com](mailto:info@aficaprudentialregistrars.com)  
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