

## TRANSMISSION APPLICATION CHECKLIST

The following documents would be required for the shares of the deceased to be registered in the name(s) of the administrators to the Estate.

- a) A formal letter from the Administrators/Executors introducing them and also, indicating their official address.
- b) 3 Photostat copies of the death certificate.
- c) 3 Photostat copies of the Probate or letters of Administration
- d) 3 Photostat copies of the Newspaper publication
- e) Specimen signature(s) of the Administrators to the Estate account confirmed by a Bank
- f) All relevant Original share certificates in the deceased name
- g) Original copy of the probate or letters of Administration for sighting. (For those outside Lagos a notary public must confirm that the photocopy is a certified true copy).
- h) The original copy of the newspaper advertisement placed by the court in respect of the application for letters of Administration.

A legal search will be conducted upon receipt of these documents. The legal search cost is **N12,000** across all geo-political zones while the transmission of shares fees varies as stated below-

- 1) For a value of shares of N5 million and below - 1% of the value +7.5% VAT
- 2) For a value of shares above N5 million - 0.5% of the value subject to a maximum of N200, 000.00 +7.5% VAT

The transmission of shares and issuance of new share certificates will be carried out if the legal search report confirms positively all claims as stated in the documents presented to us.

### **NOTE-**

- Payment is expected to be made into Access Bank Plc account number 0001638332 in favour of Coronation Registrars Limited
- VAT of 7.5% will be charged on Legal Search Fee also
- Statutory and Facilitation fee may apply

### **Coronation Registrars Limited**

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