

## **Requirements for Transmission/Letter of Administration/Probate**

- Two (2) photocopies of Letters of Administration/Probate
- Two (2) photocopies of Death Certificate
- Two (2) photocopies of the Gazette/Newspaper Publication
- Banker's Confirmation of Signature of Administrator(s) opened in the Estate Account with the Administrator(s) passports duly endorsed on it
- Letter by the Administrators asking for Transmission
- Originals of all the required documents for sighting only
- Original Share Certificates for endorsement (if any)
- Fees payable for confirmation of letters of Administration shall be calculated based on the deceased share holding but not lesser than  
**N15, 000.00 (Outside Lagos State)**  
**N10, 000.00 (Within Lagos State)**

For more enquiries kindly call 01-2784158 or 01-2784172.

Thank you.