



Formerly
Sterling Registrars

Pace Registrars Limited

Head Office: 24, Campbell Street,
(8th Floor) knight Frank Building, P. M. B 12735 Lagos.
Tel: 01-2790797-8, 01-2790799
Branch Office: 110, Muritala Muhammed way, kano.
Webmail: info@paceregistrars.com
www.paceregistrars.com

Date: _____

Dear Sir/Madam,

We refer to your letter datedfrom where we learnt of the death of the above named shareholder., Please accept our sympathy.

If you wish the shares of the deceased to be registered in your name, we would advise that the following documents to be submitted to our office:

- ❖ Two (2) Photostat copies of the death certificate
- ❖ Two (2) Photostat copies of the Probate Letter of Administration
- ❖ A specimen signature (s) of the Administration (s) confirmed by a Bank plus passport photos attached to it.
- ❖ All original share certificates for endorsement.
- ❖ The original copy of the newspaper advertisement placed by the court in respect of the application for Letter of Administration.
- ❖ A covering letter stating the request and confirming all documents submitted and the current address to be used by the administrator (s)
- ❖ Means of identification of Administrators/ Executrix
- ❖ Power of Attorney, if (applicable)
- ❖ All original documents for sighting.

NOTE:

- Legal fee for confirmation of the probate/ Letter of Administration as applicable.
- Please contact the Registrar for the rate applicable

AMOUNT APPLICABLE BASE ON REGION (N)			
Lagos	Other western State	East	North
15,000	20,000	25,000	30,000

Kindly contact the registrar for further enquiry

Thank you.

Help Desk Telephone No/Contact Centre Information
for Issue resolution or clarification: 01-2790797-8, 01-2790799

REQUIREMENTS FOR LETTER OF ADMINISTRATION/PROBATE

PLEASE TICK AS APPLICABLE		
TICK X	NAME OF COMPANY	SHARE HOLDER'S ACCOUNT NO.
	ACADEMY PRESS PLC	
	BIG TREAT PLC	
	CAPITAL TRUST BROKERS LTD.	
	CONTINENTAL REINSURANCE PLC	
	CAPITAL EXPRESS BALANCED FUND (Formerly Union Trustees Mixed Fund)	
	DUFIL PRIMA FOODS PLC	
	EXPLORE NOTE MINING & TRADING COMPANY	
	GOLDLINK INSURANCE PLC	
	JAPPAUL GOLD & VENTURES PLC	
	KEDARI INVESTMENT FUND	
	NIGERIA ENERGY SECTOR FUND (NESF) PLC	
	OPR-REFINING & PETROCHEMICAL CHEMICAL PLC	
	ORIENT PETROLEUM RESOURCES LIMITED	
	STERLING BANK PLC	
	STERLING BANK PLC - BOND	
	STERLING INVESTMENT MANAGEMENT SPV PLC	
	SFS REAL ESTATE INVESTMENT TRUST FUND PLC (Formerly Skye Shelter Fund Plc)	
	TETRAZZINI FOODS PLC	
	THE FRONTIER FUND	