

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam

Company: \_\_\_\_\_

Subject: \_\_\_\_\_

We refer to your letter dated \_\_\_\_\_ and advise that you provide us with the following document(s) to enable us attend to your request(s).

**(A) Registration of Letter of Administration/Probate:-**

- Two(2) photocopies of Letters of Administration / Probate and original for sighting.
- Two(2) photocopies of death certificate and original for sighting.
- Original banker's confirmation of the Administrator(s)/ Executor(s) signature (s) signed by two authorised bank signatories with their names/page numbers. The banker's confirmation of signature should also bear: (a) Date account opened (b) Bank account number © Duly endorsed passport photograph. **Note:** Disclaimer clause on Banker's Confirmation is not acceptable.
- Completed Request letter(enclosed herewith)
- Payment of the specified sum for confirmation of Letters of Administration/Probate.
- Original share certificate(s)/dividend warrant(s) for endorsement.
- Photocopy of gazette/newspaper publication.
- Physical presence of the administrators/ executors with valid means of identification in our office.

**(B) Registration of Change of Name:-**

- Photocopy of marriage certificate and original for sighting.
- Original copy of sworn affidavit to the change of Name.
- Original banker's confirmation of your signature signed by two authorised bank signatories with their names/page numbers. The banker's confirmation of signature should also bear: (a) Date account opened (b) Bank account number (c) Duly endorsed passport photograph. **Note:** Disclaimer clause on Banker's Confirmation is not acceptable and the date thereon should not be less than six months of opening of account.
- Original share certificate(s)/dividend warrant(s) for endorsement.
- Newspaper publication
- Valid means of identification

**(C) Registration of Change of Name of Company:-**

- Photocopy of certificate of incorporation and original for sighting.
- Covering letter signed by two authorised officers.
- Any other relevant document.

Thank You

Yours faithfully,

**First Registrars & Investor Services Limited**

For the Registrar

FORM DOC .01