

DATE: _____

Dear Sir/Madam,

**COMPANY:
ESTATE/CHANGE OF NAME**

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, we would advise that the following documents be sent to use:-

- A. * Photocopy of the death certificate.
- * Photocopy of the Probate or letter of Administration.
- * For those outside Lagos a certified true copy thereof obtained from the probate registry.
- * Original banker's confirmation of the Administrator(s) signature(s) signed by two authorised bank signatories with their names/page numbers on the bank letter head paper. The administrators' bank account number is also required on the banker's confirmation letter with passport photocopy of the administrators Endorsed by the bank.
- * All original share certificates and dividend warrants for endorsement
- * One photocopy of the newspaper advertisement placed by the court in respect of the application for Letter of Administration of the state official gazette.
- * A covering letter stating the request and confirming all documents submitted and the current address to be used by the Administrators.
- * Power of Attorney (if any) with I.D. Card (International passport or Drivers license)
- * All original documents for sighting only.
- * Charges for confirmation: N.....

B. REGISTRATION OF CHANGE OF NAME:

1. A Covering letter stating the request and confirming all document submitted
2. Photocopy of marriage certificate or sworn affidavit
3. Original banker's confirmation of your signature signed by two authorised bank signatories with their names/page numbers & passport endorsed by your bank.
The Bank Account Number also required on the Banker's confirmation.
4. Original share certificates/dividend warrant for endorsement.
5. Newspaper publication
6. All original documents for sighting and return.

Your faithfully,

CARNATION REGISTRARS LIMITED

REGISTRAR