

## **REQUIREMENTS FOR TRANSFER OF SHARES DUE TO DEATH OF A SHAREHOLDER OR DEATH OF ONE SHAREHOLDER FOR JOINT ACCOUNTS**

The next of kin will be required to forward to our office a letter of introduction from the DC, PC or advocate in absence of the Grant of Letters of Administration or Letters of indemnity from the DC/PC to seek information but for transmission the requirements are as below.

### **IMPORTANT DOCUMENTS.**

This transfer is facilitated by the Nairobi Stock Exchange's licensed stockbroker. The Administrator/Executor is advised to lodge the documents with a stockbroker of his/her choice.

- ✓ \*certified copies of Grant Letters of Administration and Certificate of Confirmation of Grant from the High Court. ***This is where the gross value of the estate exceeds Ksh. 500,000***

**OR** \*District Commissioner's Letter of Indemnity and Summary Letters of Administration. ***This is where the gross value of the estate does not exceed Kshs.500,000***

- ✓ Certified copy of death certificate of the deceased
- ✓ Clear Certified copy of ID card/valid passport of the administrator(s)/Executor(s) and beneficiaries(*certified on the face*)
- ✓ All the share certificates. If some are missing or lost, indemnity forms will be issued from our office and should be signed by the administrator(s)/ Executor(s) whose signature must be witnessed by a (see attached list) OR any judge/magistrate.
- ✓ A handling fee of between Ksh 500/- and Ksh 10,000/- is charged for replacement of share certificates and is payable in cash to our office **or** bank cheque (in favour of Custody and Registrar Services Ltd)
- ✓ Unpaid dividend cheques and/or, if the cheques are missing, an indemnity form issued by our office.
- ✓ Transfer forms obtainable from stockbrokers to be signed by both the administrator(s) and the beneficiary.

**All the above documents must be lodged with a stockbroker of choice to process.**

**NB:** The names of the shareholder must be the same in the share certificate, the court documents and the death certificate (***Sworn affidavits will be done by the administrator(s)/Executor(s) on behalf of the Estate***)

The names of the administrator and the beneficiary must be the same as in the ID/passport and all the related documents of administration

***In the event that any differs, a sworn affidavit must be obtained from the advocate/judge/magistrate to support that the said names refer to the same person.***

Copies of the death certificate, letters from the court, ID card or passport must be certified by an advocate/commissioner for oaths/notary public /magistrate.