

Atlas Registrars Limited

34, ERIC MOORE ROAD, IGANMU
(BAGCO BUILDING)
P. O. BOX 3554, SURULERE,
LAGOS, NIGERIA.

(RC 642704)

TELEPHONE: 0817 542 5054, 0810 872 4445

Website: www.atlasregistrars.com
email: atlasregistrars@yahoo.com
registrars@atlasregistrars.com

TRANSMISSION REQUIREMENTS

1. Two photocopies of the Letters of Administration or Probate
2. A photocopy of his/her death certificate
3. A photocopy of Newspaper publication of Letters of Administration
4. All original documents for sighting (in case the original documents are not available, nos 1 & 2 should be certified true copies)
5. A letter of Banker's Confirmation of specimen signature(s) of the Administrator(s)
6. All the dividend warrant(s) in your possession for E – payment
7. All share certificate(s) in your possession for endorsement
8. CSCS Statement
9. Covering letter stating the documents submitted

We advise that the administrator(s) open an account with a firm of Stockbrokers so that the certificates can be dematerialized.

Enclosed is an E – Mandate Activation Form to be completed, signed by the administrator(s) and affix his/her/their passport photograph(s) on it. The form should be taken to the bank, to be stamped, signed and uploaded to us to enable us pay outstanding dividends and subsequent ones directly into the estate's bank account.

Our administrative fees for confirmation of the Letters of Administration/Probate from the court is at the back of this letter. The relevant amount should be made payable to Atlas Registrars Limited in cheque / bank draft.

Yours faithfully,
Atlas Registrar Limited
(Formerly Flour Mills Registrar Ltd)

Registrar

Directors: Mr. Baba Alokolaro, Mr. Babajimi Ayorinde, Mrs. Mary O. Olulana

REVIEW OF FEES- CONFIRMATION OF LETTERS OF ADMINISTRATION

LAGOS AREA

	Value of shares				Amount Charged	7.5% Vat Charges	Amount to be Paid
Value Below	N20,000			-	N3,000	N225	N3,225
" Between	N20,001	-	N100,000	-	N4,500	N337.50	N4,837.50
" "	N100,001	-	N200,000	-	N6,000	N450	N6,450
" "	N200,001	-	N500,000	-	N7,500	N562.50	N8,062.50
" "	N500,001	-	N2M	-	N15,000	N1,125	N16,125
" "	N2,000,001	-	N4M	-	N22,500	N1,687.50	N24,187
" "	N4,000,001	-	N5M	-	N30,000	N2,250	N32,250
" "	N5,000,001	-	N10M	-	N37,500	N2,812.50	N40,312.50
" "	N10,000,001	-	N40M	-	N45,000	N3,375	N48,375
" Above	N40M				N75,000	N5,625	N80,625

OUTSIDE LAGOS

	Value of Shares				Amount Charged	7.5% VAT Charges	Amount to be Paid
Value Below	N50,000			-	N7,500	N562.50	N8,062.50
" Between	N50,001	-	N200,000	-	N15,000	N1,125	N16,125
" "	N200,001	-	N500,000	-	N22,500	N1,687.50	N24,187
" "	N500,001	-	N2M	-	N30,000	N2,250	N32,250
" "	N2,000,001	-	N4M	-	N37,500	N2,812.50	N40,312.50
" "	N4,000,001	-	N5M	-	N45,000	N3,375	N48,375
" "	N5,000,001	-	N10M	-	N60,000	N4,500	N64,500
" "	N10,000,001	-	N40M	-	N75,000	N5,625	N80,625
" Above	N40M				N112,500	N8,400	N120,900

Power of Attorney - Lagos - N3,000
 Sworn Affidavit - Lagos - N3,000

Power of Attorney - Outside Lagos - N5,000
 Sworn Affidavit - Outside Lagos - N5,000

Yours Faithfully,
 Atlas Registrar Ltd
 (Formerly Flour Mills Registrars Ltd)