

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.