



213, Herbert Macaulay Way
Adekunle-Yaba
P.O. Box 51585,
Falomo-Ikoyi, Lagos
Phone: 01-2809250-4
Fax: 01-2702361
e-Mail: info@meristemregistrars.com
Website: www.meristemregistrars.com

PROBATE AND CHANGE OF NAME REQUIREMENTS

(A) REGISTRATION OF LETTERS 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 Administrator(s) signature(s) signed by two authorized bank signatories with their names/page numbers on the bank's letter-headed paper
- Photocopy of Gazette/Newspaper publication
- Request letter
- Valid means of identification of the Administrators/Executors
- Original share certificates/dividend warrant for endorsement
- Payment of the specified sum for processing.

(B) REGISTRATION OF CHANGE OF NAME:

- Original copy of a sworn affidavit
- Original banker's confirmation of your signature signed by two authorized bank signatories with their names/page numbers on the bank's letter-headed paper
- Newspaper publication
- Valid means of identification
- Request letter
- Original share certificates/dividend warrant for endorsement