

GENERAL PROCEDURE FOR TRANSFERRING SHARES FROM A DECEASED SHAREHOLDER TO THE BENEFICIARY

Documents Required

1. Certified copy of the Death certificate.
 2. Certified letters of administration from either;
 - High Court
 - Magistrate Court
 - Public trustee (AG Chamber)
 - County Commissioner
- (Please see point 12 below for which of the above you will need)
3. Certified copy of Certificate of confirmation of Grant from High/ Magistrates Court.
 4. Certified copy of Beneficiary & Administrator identity Card.
 5. Original share certificates and all dividend cheques not presented for payment.
 - If (5) above is available go to (6) then go to (12) & (13) as well.
 - If (5) above is no then go straight to (13).
 6. Obtain from Stockbroker or custodial bank or bank's branch a Sale & Purchase transfer form and duly fill it and present it with the other required documents.
 7. Certified copy of identification card or surrender form of the deceased.

Fees & Payments

8. Establish the fees and payments you need to make from your stockbroker or custodial bank and means of payment.

Forms to be obtained from the CDA (stockbroker or custodial bank)

9. CDS 2 to be signed by the Administrator(s)
10. CDS 7 to be signed by both the Administrator(s) & Beneficiary(ies)

Public trustee:

11. In case a client goes through a public trustee (County Commissioner OR Deputy County Commissioner), the following documents may be obtained in place of No. 2 & 3 above if the deceased died intestate and the gross value of the Estate does not exceed KSHS. 500,000/=
12. For cash value of shares and public trustee required
 - a. 0-100,000/= - County Commissioner

- b. 101,000/= - 500,000/= - AG Chambers
- c. 500,000/= and above - High Court

13. Required documents when client goes through a public trustee
- i. Letter of indemnity
 - ii. Certificate of Summary Administration

NOTE:

- **TRANSFER DOCUMENTS TO BE SUBMITTED THROUGH A CENTRAL DEPOSITORY AGENT (CDA) THAT IS A STOCKBROKER OR INVESTMENT BANK OR CUSTODIAN**