



**TRANSMISSIONS REQUIREMENTS**

(Tick Appropriately)

<b>FORMS</b> <i>(Duly completed and signed by beneficiaries/ administrators/ CDA)</i>	1. CDS 7 FORM ( <i>ID NO. OF DECEASED TO BE INDICATED</i> )	Forms found at any <b>CDA</b> (Stockbroker)	
	2. CDS 2 FORM		
	3. PURCHASE TRANSFER FORM (witnessed by an advocate)		
	4. SALE TRANSFER FORM (witnessed by an advocate)		
<b>ATTACHMENTS</b>	1. <b>Relevant Letters of Administration</b> <i>(Category depends on the value of shares)</i>	a. <=100,000 <b>From DC</b> - Letters of Indemnity originating from DC - Probate and Administration <b>OR</b>	
		b. <=3,000,000 <b>From Public Trustee</b> - Discharge and Indemnity originating from Public Trustee - Certificate of Summary Administration <b>(if copies, certification to be done by the issuing office) OR</b>	
		c. Any value- <b>From High Court</b> - Grant of Letters of Administration/Probate - Certificate of Confirmation of a Grant of Letters of Administration/Probate - A discharge and indemnity (attached) dully signed by the administrators and witnessed by any active LSK advocate <b>(if copies, certification to be done by the issuing office)</b>	
	2. Copy of death certificate certified by any active LSK advocate		
	3. Copy(ies) of ID(s) ( <b>verifiable on IPRS</b> ) of the beneficiary(ies) certified by an advocate		
	4. Copy(ies) of ID(s) ( <b>verifiable on IPRS</b> ) of the administrator(s) certified by an advocate (for cases administered at the High Court)		
	5. Original Share certificates. If lost, administrator to complete the indemnity for lost share certificate (attached). Please note that the indemnity should have a Kshs. 100 revenue stamp affixed and attach a deposit slip of Kshs. 120 deposited into the account <b>01240000024720</b>		
	6. Indemnity form for lost cheques (attached)		
	7. Discharge and Indemnity (originating from Co-op Bank) required as listed below Where estate is administered through Public trustee/DC (Indemnity not required) Where estate is administered through High Court (Indemnity for <b>transfer</b> required) Where Shares have been forwarded to Unclaimed Assets Authority (Indemnity for <b>Reunification</b> required)		
8. Other supporting documents E.g. Affidavits for name			
<b>SEARCH FEES</b>	For estates administered in: 1. Nairobi and Mombasa 5,500/= 2. Other regions in Kenya 3,500/=  (a search needs to be conducted by Legal Department to verify the authenticity of all the Letters of Administration)	Fees payable to Company Secretary account Co-operative Bank <b>01240000023127</b> *attach receipt(s)	
<b>OTHER FEES</b>	Discharge and Indemnity Ksh 200/= for stamp duty		