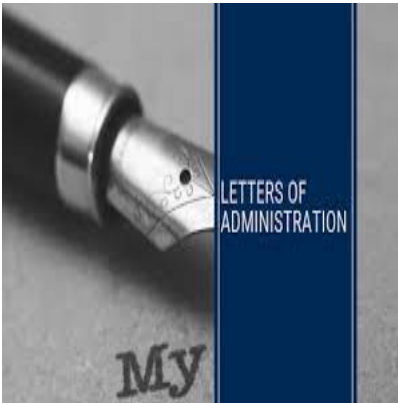




## Cost, Requirements, And Procedure For Obtaining a Letter Of Administration in Abuja, FCT

### Description

Losing a loved one is undoubtedly challenging, and dealing with legal matters afterward can add to the burden.

One such legal process is obtaining a Letter of Administration, especially in Abuja, the Federal Capital Territory (FCT) of Nigeria.

This document is essential for managing and distributing the estate of a deceased person who did not leave a will.

In Abuja, this process is overseen by the Probate Registrar at the FCT High Court Maitama.

This guide aims to simplify the process by breaking down the necessary requirements, the steps involved, and the costs associated with obtaining a Letter of Administration.

### Understanding the Basics: What is a Letter of Administration?

Before delving into the requirements and procedures, it is crucial to understand what a Letter of Administration entails.

Essentially, it is a legal document issued by the court that grants authority to manage and distribute the estate of a deceased person who did not leave a will.

This document plays a vital role in settling financial affairs and distributing assets according to the law.

### **Requirements for Obtaining a Letter of Administration:**

1. **Death Certificate:** An original and a photocopy of the deceased's death certificate are required. This document serves as proof of the individual's passing and is essential for initiating the probate process.
2. **Letter of Introduction of Next of Kin:** A formal letter from the deceased's workplace or office introducing the rightful next of kin to the Probate Registrar is necessary. This letter helps establish the identity of the person entitled to apply for the Letter of Administration.
3. **Marriage Certificate**(if applicable): If the deceased was married, their marriage certificate is needed to validate their marital status. This document helps determine the rights of the surviving spouse in the estate.
4. **Identification of Next of Kin:** At least two next of kin must be identified to act as administrators of the estate. Each next of kin needs to provide a passport photograph and a photocopy of a valid ID such as an Int'l. passport, national ID card, voter's card, or driver's license. They also need to appear in person.
5. **Sureties:** Two individuals residing in Abuja will act as sureties to guarantee the administration process. Each surety needs to provide a passport photograph and a

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photocopy of a valid ID. They also need to appear in person.

6. **Pension Details:** Information about any pension schemes the deceased was part of, including the name(s) of the pension manager(s) and the pension number, is required. If available, the pension certificate should be provided.
7. **Bank Account Information:** The names of the deceased's bank account(s) and their respective account numbers need to be listed. This information is crucial for managing the deceased's financial affairs.
8. **Landed Property Documentation:** Original and photocopies of documents related to any landed property owned by the deceased are required. Additionally, a 2% fee based on the declared or assessed value of the deceased's personal and real assets, excluding pension funds, must be paid.
9. **Life Insurance and National Housing Fund Details:** Documentation and identification numbers of any life insurance policies or contributions to the National Housing Fund by the deceased should be provided.

### Procedural Guidelines:

Once all the required documents are gathered, follow these steps:

- Ensure all original documents are available for verification.
- File opening hours are from 8:00 am to 2:00 pm.
- Submit the application along with the necessary fees to the Probate Registrar at the FCT High Court Maitama.

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## Summary of Cost Breakdown for obtaining a Letter of Administration In Abuja, FCT.

### Item

Application Fee

Publication Fee

Declared or Assessed Value of Assets

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**Note:** The 2% fee is variable and contingent upon the assessed value of the deceased's personal and real assets, excluding pension funds.

### Conclusion:

Obtaining a Letter of Administration in Abuja, FCT, may seem daunting, but with the right guidance and understanding of the process, it can be manageable.

By fulfilling the necessary requirements, following procedural guidelines, and meeting the associated costs, individuals can navigate the probate process with confidence and ensure the efficient administration of the deceased's estate.

Seeking professional assistance from legal experts can also simplify the process and alleviate any potential challenges along the way.

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## Category

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