

Requirements for Administration of Estates

SERVICES OFFERED	REQUIREMENTS FROM CUSTOMERS	CHARGES	TIME LINE
1. Opening of an estate file	<ul style="list-style-type: none"> • Two certified copies of death certificate • Report of Death Form (Signed and witnessed) • Certified copies of National Identity Cards/Birth Certificates • Copies of title documents/Log Books/Share Certificates • Details of bank accounts and other investments 	Kshs.2,500.00 administration deposit for estates where no funds have been received by the Public Trustee	2 days
2. Advertisement for notice for claims	<ul style="list-style-type: none"> • Timely submission of list of heirs • Consent forms (Signed and witnessed) • Co-operation from the heirs 	Varied (Paid from the estate account)	30 days
3. Preparation of Certificates of Summary Administration of estates whose gross value is Kshs.3,000,000/- and below	<ul style="list-style-type: none"> • Requirements in (1) and (2) above • Full disclosure as to the actual value of the estate • Valuation of immovable assets 	Nil	7 days
4. Petition for Grant of Letters of Administration	<ul style="list-style-type: none"> • Requirements in (1) above • Full disclosure as to the actual value of the estate • Valuation of immovable assets 	An average of Kshs.1,200/- per estate paid from the estate account	7 days
5. Application for Confirmation of Grants of Letters of Administration	<ul style="list-style-type: none"> • Consent Forms for Confirmation of Grant (signed and witnessed) • Consent Forms to the mode of distribution (signed and witnessed) 	Kshs.825/-paid from the estate account	7 days
6. Preparation of documents for transfer of assets	<ul style="list-style-type: none"> • Original Title documents/Share Certificates/Log Books • Requirements in (3) or (5)above 	Varied and paid from the estate account	7 days
7. Distribution of Estates	<ul style="list-style-type: none"> • Discharge and Indemnity (signed and witnessed) • Requirements in (3) or (5) above 	12% on first Kshs.4,000/- 7% on next Kshs.6,000/- 5% on next Kshs.80,000/- 4% on next Kshs.300,000/- 2% on next Kshs. 600,000/- 1% on the balance	A Distribution Account shall be drawn within 15 days

		(Public Trustee fees payable on finalization)	
8. Handing over of estates to Administrators	<ul style="list-style-type: none"> • Indemnity and Discharge (signed and witnessed) • Certified copy(ies) of the National Identity Card of the administrator/s • Copies of Petition for Letters of Administration documents certified by the court of filing • Original Kenya Gazette Notice or copy of Gazette Notice certified by court of filing • Letter from the administrator/s requesting for handing over • Certified copy of the Grant of Letters of Administration certified by issuing court • Report of Death Form (signed and witnessed) • 2 certified copies of Death Certificate • List of heirs from the Deputy County Commissioner • A copy of the receipt for filing the Petition certified by the issuing court 	<p>There is no fee charged but in cases where the heirs have consented to administration of the estate by the Public Trustee, fees is charged at half the rate indicated at (7)</p>	<p>A Handing Over Account shall be drawn within 15 days</p>