

# **Office of Public Trustee/Official Receiver**

**Telephone No. +592-226-4946/+592-231-7388**



## **Things needed to Administer the Estate**

- Original Death Certificate
- Identification Card/ Passport (ID) for deceased and applicant (if residing abroad only valid passport)
- A copy of Marriage Certificate
- A copy of Birth Certificates for all children
- A copy of Birth Certificates for the siblings (if the deceased had no children)
- Consent to apply for Letters of Administration

## **Assets/Items owned by the deceased**

- Place of employment
- A copy of Transport>Title/Lease for land (current valuation and valuation as of date of death)
- A copy of Vehicle Registration (current valuation and valuation as of date of death)
- Bank Statement/Bank Book/Account No. Etc.
- Share (s) certificate (if any)
- Original Funeral Receipt (s)
- Original Act of Renunciation if needed (must be registered at the Deeds Registry)
- Will (if any)
- Witness Affidavit

## **Fees**

- Admin Expense \$4,000.00 (Declaration, Oath Leading to Grant, Assets and Liabilities, Supplementary affidavit)
- Republic Bank \$5,000.00
- GBTI \$3,000.00
- N.B.S \$1,000.00
- Compliance Tax (0.5 %)
- Public Trustee Fee (8% of the first \$10,000.00 and 5% of the remainder) if estate has liquid asset/cash
- Application for Letters of Administration- \$3500
- Probate -\$ 4500

## **How did you become aware of the Office of the Public Trustee?**

- a. Social Media pages: FB  Instagram  WhatsApp
- b. Radio  c. Television  d. Bank  e. Funeral Home
- Other (Please State) \_\_\_\_\_

**Notes :**