

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 :