



REPUBLIC OF ZAMBIA

HOW TO APPLY FOR A GRANT OF LETTERS OF ADMINISTRATION IN ZAMBIA

FIRST STAGE

INITIAL PREPARATION

Provide all original documents relating to the deceased namely National Registration Card (NRC), Death Certificate, Burial permit, or any other authentic documents to prove the death of the deceased.

SECOND STAGE

WHAT IS FILED IN COURT

- Ex parte Originating Summons and
- Affidavit in Support
- Skeleton arguments and list of authorities
- Declaration of the deceased's estate
- Fee Sheet
- Consent from priority beneficiaries
- Administration Bond
- Oath of the Intended Administrator
- Lodgment Schedule

THIRD STAGE

EXTRACTION OF GRANT OF LETTERS OF ADMINISTRATION

If all the required documentation has been filed In Court, an order will be granted to the applicant for leave to obtain letters of administration. The applicant or their lawyer will then be able to extract the Grant of Letters of Administration.



REPUBLIC OF ZAMBIA

THE HIGH COURT OF ZAMBIA

Family and Children's Division

A GUIDE ON WHAT SHOULD BE CONTAINED IN THE AFFIDAVIT IN SUPPORT OF ORIGINATING SUMMONS FOR AN APPLICATION FOR THE GRANT OF LETTERS OF ADMINISTRATION

- ☆ The relationship the applicant had with the deceased or the capacity in which the applicant sues
- ☆ Full names of the deceased
- ☆ Date and place of death
- ☆ Whether the deceased died intestate
- ☆ Names, addresses, marital status and description of all surviving spouse(s) and children of the deceased
- ☆ Whether there is a minor or a person suffering from a mental disorder
- ☆ An inventory and an estimate of all the assets and liabilities of the deceased
- ☆ Consent from priority dependants or family resolution authorizing the applicant to obtain letters of administration.