



THE REGISTRAR-GENERAL'S DEPARTMENT
THE COMPANIES ACT 1963

**PARTICULARS OF ALTERATION IN THE STATED CAPITAL OF
COMPANY UNDER SECTION 66(2) OF THE COMPANIES ACT**

Pursuant to Section 66 (2)

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS
PLEASE SPELL OUT ALL WORDS –NO ABBREVIATIONS
*INDICATES MANDATORY FIELD

No. of Company -----

(A)													
TIN:													
Name of Company:													
	LIMITED												
Presented by:													
To the Registrar of Companies:	P.O.Box 118, Accra												

(A) Particulars of Increase/ Reduction in the Stated Capital of.....

Limited, a Company registered in Ghana

	Amount of Increase or Reduction									
(a) Total proceeds of shares issued, for Cash (including any amounts paid on calls made on shares with unpaid liability)	GH¢:									
(b) Total value of consideration (as stated in Agreement) received for the issue of shares otherwise than for cash.	GH¢:									
(c) Total amount transferred to Stated Capital from Surplus	GH¢:									
New Stated Capital: GH¢:										

Name
Signature
(State whether Director or Secretary)

Date:

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For Official Use Only						
Document Registration Date:						(dd/mm/yy)
Official Description:						

(For instructions as to signing etc., see Notes under

NOTES

This Form must be signed by the Director/Secretary and sent by post, e-mail or electronically delivered to the Registrar of Companies, P. O. Box 118, Accra, within 28 days after any change in any of the particulars registered.

Failure, without reasonable excuse, to furnish the Registrar with the required statement of any change in the particulars registered within 28 days of such change will entail liability on conviction to a fine not exceeding GHC 10.00 for every day during which the default continues and any statement which contains any person signing it will entail liability on conviction to imprisonment for a term not exceeding six months or to a fine not exceeding GHC 500.00 or to both such imprisonment and fine.

INSTRUCTIONS TO FILL IN PARTICULARS OF INCREASE/ REDUCTION IN THE STATED CAPITAL (FORM 8) **(*)Mandatory Fields**

Section A:

- (i) **TIN:** Write here carefully the accurate TIN (Taxpayer Identification Number) of a company.
- (ii) **Registration No.:** Provide the complete registration number in the designated column
- (iii) **Company Name:** Here state the full name of the company.

Section B:

Particulars of Increase/Reduction in the Stated Capital Limited, A Company Registered in Ghana

- (i) Write here accurately the **Total proceeds of shares issued for cash** (It should be the difference between the old stated capital and the new stated capital)
- (ii) Next state clearly **Total Value of Consideration** received for issue of shares otherwise than the cash. It could be land, sweat equity etc.
- (iii) And here mention **Total Amount Transferred to Stated Capital from surplus.**
- (iv) At the end of this section state **New Stated Capital** in **GHC.**

Section C:

Declaration

- (i) State **Date** in the provided space as per format.
- (ii) Provide **Signature** of the **Director** or **Secretary** and also mention clearly whether its a Director or Secretary's signature

For Official Use Only

This section is meant to be filled in by an official that is why labelled as **For Official Use Only**. Do not fill it in please.