



THE COMPANIES ACT, 1963 (ACT 179)

**RETURN OF ISSUE OF SHARES OTHER THAN RE-ISSUE OF TREASURY SHARES**

(Section 43)

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

Registration No. of Company:																			
Company TIN (Taxpayer Identification Number):																			
Name of Company:																			
																			LIMITED
Date of Return of issue of Shares:										dd / mm / yyyy									
(1) Amount of Stated Capital attributable to										GH¢									
(a) Total issue of shares for cash (including any amount paid on calls made on shares issued with an unpaid liability) without deductions for expenses and commissions	GH¢:																		
(b) Total Value of Consideration (as stated in the agreement) received for issue of shares other than cash:	GH¢:																		
(c) Total Amount Transferred to Stated Capital from Surplus:	GH¢:																		
(2) Number of Authorised Shares of Each Class:																			
* (a) Ordinary Shares:																			
(b) Preference Shares:																			
(c) Debentures:																			
(3) Total Number of Issued Shares of:																			
* (a) Ordinary Shares:																			
(b) Preference Shares:																			
(c) Debentures:																			
(4) Amount Paid on Issued Shares of Each Class for Cash:																			
* (a) Ordinary Shares:	GH¢:																		
(b) Preference Shares:	GH¢:																		
(c) Debentures:	GH¢:																		

(4b) Amount Paid on Issued Shares of Each Class for other Consideration:												
*(a) Ordinary Shares:	GH¢:											
(b) Preference Shares:	GH¢:											
(c) Debentures:												
(5) Amount Due on each Share Issued:												
Presently Due to be Paid:	GH¢:											
Not yet Due:	GH¢:											
(6) Total Number of Treasury Shares of Each Class:												
(a) Ordinary Shares:												
(b) Preference Shares:												
(c) Debentures:												

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<p>Full Name (State whether Director or Secretary)</p>	<p>Signature</p>
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TIN:												
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Date: 

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*(For instructions as to signing etc., see Notes on subsequent page)*

## NOTES

This Form must be signed by a Director or Secretary and sent by post to the Registrar of Companies, P. O. Box 118, Accra, be electronically delivered or hand delivered to the Offices of the Registrar-General's Department within twenty eight days after any change in any of the particulars registered.

Where the company defaults in delivering to the Registrar with the required statement of any change in the particulars registered within twenty eight days of the change, the company and every officer of the company who is in default is liable to a fine of not more than twenty five penalty units for each day that the default continues.

A person who willfully makes a false statement on this document and knows it to be false commits an offence and is liable on conviction to imprisonment for a term of not more than two years or to a fine of not more than five hundred penalty units or to both the imprisonment and the fine.

### INSTRUCTIONS TO FILL IN RETURN OF ISSUE OF SHARES FORM (\*Mandatory Fields)

#### Section A:

- (i) Company Name: State the full name of the company.
- (ii) Date Return of Issue of Shares: Indicate the Date of Return of Issues in the specified format of (dd/mm/yy) in provided columns.

#### Section B:

##### Return of Issue of Shares

- (i) Indicate accurately the Total Amount of Stated Capital.
- (ii) Total issue of shares for cash: Write the Total Issue of Shares as at Date of Return.
- (iii) State clearly Total Value of Consideration received for issue of share otherwise than cash (for example Land, sweat equity) as at Date of Return
- (iv) Indicate the Total Amount Transferred to Stated Capital from surplus as at Date of Return
- (v) In subsequent columns provided, clearly state all the relevant details for all three types of shares including Ordinary shares, Preferences Shares and Debentures.
- (vi) The Signature of Director or Secretary should be indicated.