



THE COMPANIES ACT, 1963(ACT 179)  
**PARTICULARS OF ALTERATION IN THE STATED CAPITAL OF A  
 COMPANY UNDER SECTION 66(4) OF THE COMPANIES ACT, 1963 (ACT 179)**  
*(Section 66 (4))*

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

<b>(A)</b>												
Registration No. of Company												
Company TIN ( Taxpayer Identification No.)												
Name of Company:												
	LIMITED											
Presented by:												
To the Registrar of Companies:	P.O.Box 118,Accra											
<b>(B) Particulars of Increase or Reduction in the Stated Capital of.....</b> ..... 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)						
TIN:										Date:		
										d d / m m / y y y y		

For Official Use Only											
Date of Submission of Document:											{dd/mm/yyyy}
Transaction ID Number Allocated:											
International Standard Industrial Classification (ISIC) Code:											
Office Description:	(dd/mm/yyyy)										
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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 PARTICULARS OF INCREASE/ REDUCTION IN THE STATED CAPITAL (FORM 8)

(\*Mandatory Fields

#### Section A:

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

#### Section B:

##### Particulars of Increase/Reduction in the Stated Capital

- (i) Write 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) Mention the 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 the Date in the format provided.
- (ii) Provide the Signature of the Director or Secretary and also indicate clearly whether it is the Director or Secretary's signature.

##### For Official Use Only

This section is meant to be filled in by an official that is why it is labelled as "For Official Use Only". Please do not fill it.