FORM 7

THE REGISTRAR-GENERAL'S DEPARTMENT
THE COMPANIES ACT 1963

RETURN OF ISSUE OF SHARES (OTHER THAN RE-ISSUE OF TREASURY SHARES)

Pursuant to Section 43

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

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 Authorized 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:	
(c) Debentures:	

(4b) Amount Paid on Issued Shares of Each Class for other Consideration:

*(a) Ordinary Shares:	**GH¢:**
(b) Preference Shares:	

(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) Preferencs Shares:													
(c) Debentures:													

Full Name

Signature
(State whether Director or Secretary)

Date: d d / m m / y y y y

For Official Use Only									
Document Registration Date:									d d / m m / y y y y
Official Description:									

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

NOTES

This Form must be signed by a 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 RETURN OF ISSUE OF SHARES FORM

(*)Mandatory Fields

Section A:

(i) **Company Name:** Here state the full name of the company.
(ii) **Date Return of Issue of Shares:** please write here 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) Write here accurately the **Total Amount of Stated Capital**.
(a) Total issue of shares for cash: **Write the Total Issue of Shares** as at **Date of Return**
(b) Next state clearly Total Value of Consideration received for issue of share otherwise than cash (for eg hand, sweat equity) as at **Date of Return**
(c) And here mention **Total Amount Transferred to Stated Capital from surplus** as at **Date of Return**
(d) In next provided columns state clearly all the relevant details for all three types of shares including **Ordinary shares**, **Preferences Shares** and **Debentures**.
(e) The **Signature** of **Director or Secretary** needs to be taken here.