



THE REGISTRAR-GENERAL'S DEPARTMENT  
THE COMPANIES ACT 1963  
**PARTICULARS OF A CONTRACT RELATING TO SHARES**

**FORM 6**

*Pursuant to Section 42 (2)*

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

TIN (Taxpayer Identification No.)

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No. of Company -----

<b>(A)</b>																				
Name of Company:																				
	LIMITED																			
Presented By:																				

<b>(B) Particulars of Contract Relating to Shares Allotted as Fully or Partly Paid up Otherwise than in Cash by the Company above stated</b>																				
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1. The number of shares allotted as fully or partly paid up otherwise than in cash																
2. The nominal amount of each such Share	GH¢															
3. The amount to be considered as paid up on each such share otherwise than in cash	GH¢															
4. If the consideration for the allotment of such shares is services, or any consideration other than that mentioned below in (5), state																
5. If the allotment is made in satisfaction or part satisfaction of the purchase price of property, give a brief description of such property and full particulars of manner in which the purchase price is to be satisfied.	1. Brief description of property															
	2. Purchase price ..... GH¢															
	(a) Total amount considered as paid on shares allotted otherwise than in cash.....GH¢															
	(b) Cash.....GH¢															

	( c) Amount of debt released or liabilities assumed by the purchaser. (including mortgages on property acquired) .....GH¢
	Total purchase price.....GH¢

**( C) Full Particulars of Property which is the subject of the sale, showing in detail how the total purchase price is apportioned between the respective heads**

Legal Estates in Freehold Property and Fixed Plant and Machinery and other fixtures thereon (a)																				
Legal Estate in Leasehold Property (a)																				
Fixed Plant and Machinery on Leasehold																				
Property (including Tenant’s trade and other fixtures)																				
Equitable interests in Freehold or Leasehold Property (a)																				
Loose Plant and Machinery, Stock-in-Trade and other Chattels (b)																				
Goodwill and Benefits of Contracts																				
Patents, Designs, Trademarks, Licenses, Copyright & ( C )																				
Books and Other Debts																				
Cash in hand and at Bank on Current Account, Bill Notes & ( C )																				
Cash on Deposit at Bank or elsewhere																				
Shares, Debentures and other investments																				
Other Property, viz																				

GH¢ .....

**(D) Declaration**

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**Name:**

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**Signature:**

(State whether the Director or Secretary)

**TIN**

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**Date:**

d	d	/	m	m	/	y	y	y	y		

***For Official Use Only***

Document Registration Date:											(dd/mm/yy)	
Registration No. Allotted:												
Office Description:	<p>-----</p>											

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

## NOTES

This Form must be signed by the Director/Secretary, and sent by post 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 A CONTRACT RELATING TO SHARES( FORM 6)

#### (\*)Mandatory Fields

#### Section A:

- (I) **Name of the Company:** Here state the full name of the company.
- (II) **Presented by:** Mention here who is presenting the contract.

#### Section B:

#### Particulars of Contracts Relating to Shares Allotted as fully or partly Paid up otherwise than in Cash

In this section of the form clearly mention the detailed account of **Particulars of Contracts Relating to Shares Allotted as fully or partly paid up otherwise than in Cash** in the provided columns. Fill in each column accurately in order to provide the required account of information about the contract.

#### Section C:

#### Particulars of Property

In this section of the form provide all the **Particulars of Property** against each mentioned column in order to endorse a complete detail of the property. Fill in each column appropriately so that everything included in property should be mentioned clearly and precisely in the contract.

#### Section D:

#### Declaration

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