**INCREASE OF AUTHORIZED CAPITAL**

**Relevant provisions:** Section 92/94 and 172 of the Companies Ordinance, 1984

**Mode of documents submission**: Both online and offline

**STEP 1**

**Pass resolution in Board of Directors meeting for increase in Authorized Capital of the Company**

**STEP 2**

* **Hold Extraordinary General Meeting (EOGM) of shareholders.**
* **Pass special resolution for increase in Authorized capital of the Company in EOGM (sample of special resolution is attached as annexure 1)**

**STEP 3**

**File following documents with the Registrar Concerned. These documents can be filed online through eservices, as well as, manually/offline.**

1. **Copy of special resolution on Form-26 within 15 days of passing special resolution in EOGM**
2. **Form-7 (Notice of increase in nominal share capital) within 15 days of passing special resolution in EOGM**
3. **Amended copy of Memorandum & Articles of Association**
4. **Paid ‘original’ challan of prescribed fee for increase in Authorized capital and filing fee of Form-26 & Form-7 (paid challan is not required to be filed in case of online filing)**

The detailed process for filing of statutory returns (i.e. Form-26, Form-7 etc.) online through eservices may be accessed at link: [**https://eservices.secp.gov.pk/eServices/**](https://eservices.secp.gov.pk/eServices/)

The detailed guide about ‘filing of statutory guide’ may be accessed at link:

[**http://www.secp.gov.pk/media-center/guide-books/**](http://www.secp.gov.pk/media-center/guide-books/)

The schedule of fees may be accessed at link:[**http://www.secp.gov.pk/company-formation/fee-calculator/schedule-of-feesixth-schedule/**](http://www.secp.gov.pk/company-formation/fee-calculator/schedule-of-feesixth-schedule/)

Fee calculator for calculating fee for increase in authorized capital (for both online & offline filing) may be accessed at link: <http://www.secp.gov.pk/company-formation/fee-calculator/authorized-share-capital-enhancement-fee-calculator/>

The prescribed Form-26 & Form-7 may be accessed at link**:**

<http://www.secp.gov.pk/company-formation/formsapplications-schedule-of-filling-of-returns/statutory-forms/>

**ANNEXURE 1**

**Special Resolution for increase in Authorized capital**

Resolved that: -

1. The authorized capital of the company be increased from Rs….. divided into…shares of Rs…./each to Rs….. divided into…shares of Rs…./each .
2. Clause V of Memorandum of Association and relevant clause of Articles of Association be amended accordingly.
3. Chief executive be authorized to take steps necessary for filing of documents with Registrar Concerned for increase in authorized capital.