

EVENT BASED COMPLIANCES

Change in Share Capital

Document Checklist for Event Based Compliances

For increasing or altering the authorised/paid-up share capital of the company.

Documents Required

- Certificate of Incorporation and existing MOA/AOA of the company
- PAN card of the company
- Board Resolution approving the change in share capital
- Special/Ordinary Resolution passed at the General Meeting (as applicable)
- Altered Capital Clause of the MOA
- List of allottees, if capital increase is through fresh allotment
- Valuation report, if applicable (for allotment at a premium)
- Digital Signature Certificate (DSC) of a Director

Note: The above list indicates commonly required documents. Additional documents may be requested by the Ministry of Corporate Affairs (MCA), Registrar of Companies (ROC) or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.