

# Official Notification to Registrar for Capital Increase

To: The Registrar of Companies  
Date: [Date]  
Company Name: [Legal Name of the Company]  
Registration No.: [Company Registration Number]  
Registered Address: [Company Registered Address]

## Subject: Notification of Capital Increase

Dear Sir/Madam,

Pursuant to the provisions of the Companies Act and in accordance with the resolutions passed by the shareholders at the [General / Extraordinary General Meeting] held on [Date of Meeting], we hereby notify your office of the capital increase as described below:

Previous Registered Capital: [Amount in figures and words]  
Additional Capital Increased: [Amount in figures and words]  
Total Registered Capital after Increase: [Amount in figures and words]  
Type of Shares: [Ordinary / Preference, etc.]  
No. of Shares Added: [Number of shares]  
Nominal Value Per Share: [Amount]

Kindly update your records to reflect the above changes and acknowledge receipt of this notification.

Authorized Signatory: [Name]  
Designation: [Director / Company Secretary]  
Contact Information: [Phone, Email]  
Date: [Date]

## Important Notes

- Ensure all particulars provided are accurate and consistent with company records.
- Attach certified copies of relevant shareholder resolutions and supporting documents.
- Follow all statutory timelines for notifying the registrar.
- Retain acknowledgment and copies for company records.
- This document must be signed by an authorized officer of the company.