**INCREASE IN PAID-UP CAPITAL (RIGHT ISSUE)**

**Relevant provisions:** Section 73 and 86 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 Paid up Capital of the Company**

**STEP 2**

* **Issue circular u/s 86 to the shareholders alongwith letter offering shares proportionately to existing shareholders**
* **Simultaneously, File the circular u/s 86 with the Registrar Concerned alongwith prescribed filing fee**

**STEP 3**

 **Hold Board of Directors meeting to decide allotment of shares keeping in view response from the shareholders**

**STEP 4**

**File Form-3 alongwith prescribed filing fee with the Registrar Concerned within 30 days of the date of allotment.**

The detailed process for filing of statutory returns (i.e. Form-3, 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/)

The prescribed Forms may be accessed at link**:**

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