



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.B.A. DEGREE EXAMINATION – BUSINESS ADMINISTRATION

FIFTH SEMESTER – NOVEMBER 2013

BU 3501 – COMPANY LAW AND SECRETARIAL PRACTICE

Date : 08/11/2013
Time : 9:00 - 12:00

Dept. No.

Max. : 100 Marks

PART – A

Answer **ALL** the questions:

(10x2=20 marks)

1. Define a company.
2. What is Memorandum of Association?
3. What is a public company?
4. What are provisional contracts?
5. What are statutory books?
6. Bring out any four differences between dividend and interest?
7. Give the meaning of minutes?
8. What is dividend warrant?
9. What is a resolution?
10. Write a short note on the persons responsible for keeping the books of accounts of a company.

PART – B

Answer any **FIVE** questions:

(5x8=40marks)

11. What are the characteristics of a company?
12. Explain the rules applicable to a Government Company.
13. Differentiate between Memorandum of Association and Articles of Association.
14. What is doctrine of indoor management? Discuss the exceptions to the doctrine of indoor management.
15. Explain the secretarial duties regarding maintenance of statutory and other books of a company.
16. What are the contents of minutes?
17. Discuss the provisions relating to payment of interest out of capital?
18. Explain the duties of a secretary regarding payment of dividend.

PART – C

Answer any **TWO** questions:

(2x20=40marks)

19. Explain the various kinds of resolutions.
20. Discuss the special privileges of a private company.
21. Explain the procedure for the alteration of the name clause and the objects clause in the Memorandum of Association.

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