

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FIFTH SEMESTER – NOVEMBER 2009

BC 5502 - SECRETARIAL PRACTICE

Date & Time: 31/10/2009 / 9:00 - 12:00 Dept. No.

Max. : 100 Marks

Section-A

I. Answer all questions

10x2=20 marks

1. Who appoints company secretary?
2. What are the two major liabilities of a company secretary?
3. Mention the two major duties of a company secretary at the commencement of business stage.
4. When will a Secretary agree to convene extra-ordinary General Meeting?
5. What is meant by drafting and conveyancing?
6. Distinguish between interim dividend and final dividend
7. What is meant by statutory books?
8. State the contents of register of members
9. When does a company appoint cost auditor?
10. What is Dividend Mandate?

Section-B

II. Answer any Five

5x8=40 marks

11. Under what conditions the board of directors can revoke the declaration of dividend?
12. State the basic books of accounts that a company must maintain.
13. What is dividend warrant? What remedy will a shareholder have in case of loss of dividend warrant?
14. State the legal position of a company secretary
15. How are unclaimed or unpaid dividends treated by a company?
16. What is special Audit? Under what conditions is it undertaken?
17. Under what conditions are shareholders paid interest out of capital?
18. Write short notes on
 - (a) Part- Time Secretary
 - (b) Bonus shares
 - (c) Statutory Report
 - (d) Audit of Cost accounts

Section-C

III. Answer any two

2x20=40 marks

19. Examine fully the functions of a secretary of a Public Ltd company and indicate his duties and responsibilities.
20. State the provisions of Companies Act relating to the qualification, appointment, remuneration and removal of an auditor
21. What are the form and contents of an Annual Return of a company? When and in what manner and with whom has it to be filed?
