



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**B.Com. DEGREE EXAMINATION – COMMERCE**

**THIRD SEMESTER – NOVEMBER 2018**

**CO 3501 – COMPANY LAW & SECRETARIAL PRACTICE**

Date: 23-10-2018

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

**PART -A**

**ANSWER ALL THE QUESTIONS:**

**(10 X 2 = 20)**

1. What is meant by private company?
2. Who is a promoter?
3. What is certificate of incorporation?
4. What is meant by Doctrine of Ultra vires?
5. What is Annual Return?
6. What is an interim dividend?
7. What is Unpaid Dividend Account?
8. What is ordinary resolution?
9. State the difference between agenda and minutes.
10. What is Extra Ordinary General Meeting?

**PART-B**

**ANSWER ANY FIVE QUESTIONS:**

**(5 X 8 = 40)**

11. What do you mean by Company? What are its characteristics?
12. What is Doctrine of Indoor management?
13. What are the restrictions on alteration of articles of association?
14. Explain the Statutory Books and Statistical books the public limited companies are required to maintain under Companies Act.
15. Explain the provisions relating to declaration of dividend out of company reserves.
16. What is meant by minutes? What are the rules to be observed while draft minutes?
17. Explain the requisites of a valid meeting.
18. enumerate his powers and duties of the Chairman of a company

**PART-C**

**ANSWER ANY TWO QUESTIONS**

**(2 X 20 = 40)**

19. Explain in detail the different types of companies.
20. What is Memorandum of Association? What are its contents?
21. What are the procedure involved in declaration and payment of final dividend? What are the secretarial duties towards payment of dividend?

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