



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FOURTH SEMESTER – APRIL 2014

BC 4201 - CORPORATE SECRETARIAL PRACTICE

Date : 01/04/2014
Time : 01:00-04:00

Dept. No.

Max. : 100 Marks

PART - A

ANSWER ALL THE QUESTIONS:

(10x2=20Marks)

1. Define company secretary .
2. What is meant by a secretary?
3. Give the meaning of secretary of an embassy.
4. What is pre-incorporation contract?
5. Who is a promoter?
6. What is meant by voting by poll?
7. Explain about bonus share.
8. Write about the Quorum for meeting.
9. Define a Resolution.
10. Write about the dismissal of company secretary.

PART - B

ANSWER ANY FOUR QUESTIONS ONLY:

(4 x 10 =40 marks)

11. Discuss the fiduciary position of a promoter.
12. Enumerate the various documents to be filled with the registrar.
13. Briefly describe the duties of secretary relating to allotment of shares.
14. What are the different types of secretaries?
15. Explain the legal provisions relating to minutes of meeting.
16. What is an extraordinary general meeting? who can call it?
17. What is a notice? What are the requisites of a valid notice?

PART - C

ANSWER ANY TWO QUESTIONS ONLY:

(2 x 20 = 40 marks)

18. Explain the various stages involved in formation of a company.
19. Write in detail about the secretary's duties relating to Statutory Meeting.
20. Mention the overall rights and duties of company secretary.
21. Draft a suitable notice and agenda for the annual general meeting of a public company.
