



LOYOLA COLLEGE (AUTONOMOUS) CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – CORPORATE SECRETARYSHIP

FOURTH SEMESTER – APRIL 2025



UBC 4502 – COMPANY LAW AND SECRETARIAL PRACTICE - I

Date: 02-05-2025

Dept. No.

Max. : 100 Marks

Time: 09:00 AM - 12:00 PM

SECTION A - K1 (CO1)

	Answer ALL the Questions	(10 x 1 = 10)
1.	Answer the following.	
a)	What is meant by a Small Company?	
b)	Who is a Company Secretary?	
c)	What is Memorandum of Association?	
d)	State the meaning of Preference shares.	
e)	What is meant by Prospectus?	
2.	Fill in the blanks.	
a)	Companies are created by the process of _____.	
b)	A Company Secretary is appointed by the _____.	
c)	The Articles of Association can be altered by a _____ resolution of the shareholders.	
d)	Equity shareholders are entitled to receive _____ declared by the company.	
e)	A prospectus must be filed with the _____ before it is issued to the public.	

SECTION A - K2 (CO1)

	Answer ALL the Questions	(10 x 1 = 10)
3.	True or False.	
a)	A company can be formed with a minimum of one member.	
b)	The appointment of a company secretary must be approved by the shareholders in a general meeting.	
c)	The Articles of Association can be altered by a simple (ordinary) resolution of the shareholders.	
d)	A company can issue shares at a discount.	
e)	The company and its directors can be held liable for any misstatements in the prospectus.	
4.	Match the following.	
a)	Articles of Association	- Constitution of a company
b)	Prospectus	- Management of a company
c)	Directors	- Registration of a company
d)	Incorporation	- Invitation document
e)	Memorandum of Association	- Internal Rules

SECTION B - K3 (CO2)**Answer any TWO of the following in 100 words each.****(2 x 10 = 20)**

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| 5. | List out the features of a Limited Liability Partnership. |
| 6. | Bring out the importance of a Company Secretary. |
| 7. | Explain the various types of Shares. |
| 8. | Bring out various types of Prospectus. |

SECTION C – K4 (CO3)**Answer any TWO of the following in 100 words each.****(2 x 10 = 20)**

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| 9. | Examine the characteristics of a company. |
| 10. | Elucidate the functions of Promoters. |
| 11. | List out the Qualifications of a Company Secretary. |
| 12. | Distinguish between preference shares and equity shares. |

SECTION D – K5 (CO4)**Answer any ONE of the following in 250 words****(1 x 20 = 20)**

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| 13. | Summarise the various types of companies. |
| 14. | Elaborate the rights, duties and liabilities of a company secretary in detail. |

SECTION E – K6 (CO5)**Answer any ONE of the following in 250 words****(1 x 20 = 20)**

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| 15. | Explain the contents of Memorandum of Association and procedure of alteration of various clauses in detail. |
| 16. | List out the contents of Prospectus and explain the provisions regarding misstatements in prospectus. |
