



LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.com., B.B.A. DEGREE EXAMINATION – BUSINESS ADMIN. & COMMERCE

FOURTH SEMESTER – NOVEMBER 2016

BC 4201 – CORPORATE SECRETARIAL PRACTICE

Date: 11-11-2016

Dept. No.

Max. : 100 Marks

Time: 01:00-04:00

SECTION – A

ANSWER ALL THE QUESTIONS:

10 X 2 = 20 MARKS

1. Who appoints a company secretary?
2. Who is the promoter of a company?
3. Give the meaning of bonus shares.
4. Explain EGM.
5. List out any two rules relating to drafting of Agenda.
6. Who is a practicing Company Secretary?
7. When can a public company commence its business?
8. Give the meaning of Rights shares.
9. What is meant by Quorum?
10. What is a Loophole Agendum?

SECTION – B

ANSWER ANY FOUR QUESTIONS:

4 X 10 = 40 MARKS

11. What are the qualifications required to become a Company Secretary?
12. What are the documents that are required to be submitted to the ROC for incorporation?
13. What are the ways in which a person can become a member?
14. Briefly discuss the rules relating to Notice.
15. Explain the different types of Resolutions with examples.
16. Briefly explain the different types of shares that can be issued by companies.
17. Discuss the duties of a Chairman.

SECTION – C

ANSWER ANY TWO QUESTIONS:

2 X 20 = 40 MARKS

18. Discuss the duties of a Company Secretary.
19. What are the various stages in the formation of a Company? Explain the duties of a Company Secretary regarding this.
20. What are the provisions relating to AGM? Also discuss the Secretarial duties relating to this.
21. Draft a Notice and Agenda for the eleventh AGM of your company. Also draft the Resolutions relating to it.
