



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

**B.com. DEGREE EXAMINATION – COMMERCE**

**THIRD SEMESTER – NOVEMBER 2013**

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

Date : 08/11/2013  
Time : 9:00 - 12:00

Dept. No.

Max. : 100 Marks

**PART – A**

ANSWER ALL QUESTIONS:

(10x2=20 marks)

1. Define a 'Government Company'.
2. What are Registered Companies?
3. Differentiate between private company and public company.
4. What do you mean by Doctrine of Ultra Vires?
5. What are Statutory books?
6. Who can inspect the books of accounts?
7. What is Interim Dividend?
8. What do you mean by Dividend Mandate?
9. Define 'minutes'.
10. What is meant by ordinary resolution?

**PART – B**

ANSWER ANY FIVE QUESTIONS:

(5x8=40 marks)

11. Define Company. Explain the characteristics of a Company.
12. Distinguish between Memorandum of Association and Articles of Association.
13. What do you mean by doctrine of indoor management? What are its exceptions?
14. Explain the duties of Company secretary regarding maintenance of statutory and other books.
15. What are the various returns that are to be filed with the Registrar?
16. Describe the secretarial duties regarding payment of dividend.
17. Explain the steps involved in drafting minutes.
18. State the circumstances under which special resolution is required.

**PART – C**

ANSWER ANY TWO QUESTIONS:

(2x20=40 marks)

19. Define Private Company and state the special privileges which it enjoys under the Companies Act, 1956.
20. What is Memorandum of Association? Describe its contents. Also discuss the importance of object clause.
21. Discuss briefly the rules regarding the payment of dividend.

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