

DE-3945

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DISTANCE EDUCATION

B.C.S. DEGREE EXAMINATION, DECEMBER 2008.

SECRETARIAL PRACTICE

(1999 onwards)

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions in about 200 words each.

All questions carry equal marks.

1. State the qualifications required for the appointment of company secretary.
2. Discuss the role of a company secretary as
 - (a) Statutory officer,
 - (b) Coordinator,
 - (c) Administrative officer.
3. What do you mean by registration of charges? Explain the consequences of non-registration of charges.
4. Bring out the duties of company secretary in connection with statutory meeting.
5. What are the duties of a company secretary before holding the Annual General Meeting?

6. What are the statutory provisions regarding payment of dividend?
7. How can director be removed from office?
8. What do you mean by “Winding up of a company”? What are the different modes of winding up?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions in about 400 words each.

All questions carry equal marks.

9. How is the secretary of a company appointed? Also state how the secretary can be dismissed?
10. What is meant by issue of shares? Explain the duties of a company secretary regarding issue of shares.
11. Enumerate the duties of the secretary of a company regarding
 - (a) Transfer of shares and
 - (b) Transmission of shares.
12. What is ‘Resolution’? Explain the different kinds of resolutions passed at company meetings.
13. What are the legal provisions relating to disposal of unpaid and unclaimed dividends?
14. Define ‘Director’. How are the directors of a company appointed?
15. Is it possible to restore to the Register of Members the name of a company which has been previously struck off? If so, how can this be done? What is the effect of such restoration?