

11. Distinguish between Memorandum of Association and Articles of Association.
 12. How and in what circumstances can a company reduce, increase and reorganise its share capital?
 13. What are the legal provisions for holding an annual general meeting of a company?
 14. Discuss the powers and duties of a Director of a Company under the Companies Act, 1956.
 15. What is meant by quorum? What are the statutory provisions relating to quorum for different kinds of company meetings?
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DISTANCE EDUCATION
B.C.S. DEGREE EXAMINATION, MAY 2011.
SECRETARIAL PRACTICE
(1999 onwards)

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions in about 200 words.

1. Who is company secretary? How is he appointed?
2. Shall company secretary be dismissed? If so, under what grounds?
3. Write a note on transfer and transmission of shares.
4. What is statutory report? Explain its contents.
5. What are the provisions of the companies Act, 1956 which particularly relate to the convening and holding of general meeting of a company on requisition?
6. Discuss the criteria for the removal of directors.
7. Briefly explain the procedure after winding up orders issued.
8. Write a note on defunct company.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions in about 400 words each.

9. “Company secretary plays a commendable role in company proceedings” – Discuss.
10. Explain the concept of registration of charges. Discuss the effects of non registration.