

DISTANCE EDUCATION**B.C.S. DEGREE EXAMINATION, DECEMBER 2010.****SECRETARIAL PRACTICE****(1999 onwards)**

Time : Three hours

Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions in about 200 words.

All questions carry equal marks.

1. Who is company secretary? How is he dismissed? Explain.
2. Distinguish between transfer and transmission shares. Under what circumstances they are made?
3. Discuss the effects of non-registration of charges.
4. Briefly explain the procedure for payment of dividends.
5. State the modes of removal of directors.
6. Define Board Meeting. Explain the circumstances in which Board Meeting is convened.
7. What is winding up of a company? State its procedure.
8. What are the duties of secretaries in respect of winding up?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions in about 400 words each.

9. Explain the role played by company secretary.
10. State and explain the secretarial procedure for issue of shares and allotment of shares.

11. Discuss the secretarial duties in connection with statutory meeting and annual general meeting.

12. What is extra-ordinary general meeting? Under what circumstances, it is convened? Is it mandatory? Explain.

13. Describe the secretarial procedure for the appointment of directors.

14. State and explain the procedure to be followed after winding up.

15. Explain the order of claims and preferential payments on winding up of a company.
