

DISTANCE EDUCATION

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

SECRETARIAL PRACTICE

(1999 batch 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 a 'Secretary' under the company Secretaries Act 1980? Explain.
2. What is the secretarial procedure for the alteration of share capital of a company?
3. What do you mean by 'Annual Returns'? What are its contents? Explain the duties of a company secretary in this regard.
4. What accounts books are to be kept in a company as per law? What is the role of a company secretary in this regard?
5. Can the object clause of a Memorandum of Association be altered? What is the role of a company secretary in this regard?
6. State the secretarial duties relating to Board Meetings.
7. In how many ways can the directors of a company be removed?
8. Mention the different kinds of meeting held in the companies.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions in about 400 words each.

All questions carry equal marks.

9. Distinguish between shares and warrants. Explain the secretarial work involved in the issue of share warrants.
10. Enumerate the formalities to be observed by a Secretary of a public company in connection with the issue of share certificates and share warrants.
11. What do you mean by EGM? Who may convene such meetings? Explain the secretarial duties in connection with EGM.
12. What is interim dividend? State the procedure for the payment of interim dividend. Is there any time limit for payment of interim dividend?
13. “A qualified and trained secretary is an asset of a company”. Explain.
14. How is Private Company converted into a Public Company? Explain the duties of the company secretary regarding such a conversion.
15. Mention the different modes of winding up of a company. Explain the duties of a secretary relating to the members’ voluntary winding up.