

B.C.S. DEGREE EXAMINATION, MAY 2009.

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. Name some of the principal types of secretaries and briefly explain their functions.
2. What are all the legal provision and procedures to be followed for the appointment of company secretary? Draft the resolution for the purpose.
3. Explain the legal position of a company secretary.
4. What are the conditions under which a company is empowered to issue shares?
5. Explain requisites of a valid company meeting.
6. What are the legal provisions relating to Board of Directors Meeting? Explain the role of Secretary in holding the same.
7. What do you mean by notice of meeting? Explain.
8. Explain voluntary winding up of a company.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions in about 400 words each.

All questions carry equal marks.

9. What is an agenda? Why it is necessary? What are all the things that have to be considered while preparing agenda?
10. Discuss the voting right of members in a public company limited by shares with reference to both equity and preference shares capital.
11. What is meeting? Explain difference kinds of meetings of a company.
12. What is motion? Differentiate motion from resolution.
13. Draft a specimen of ordinary resolution and special resolution. Give an account of transactions requiring special resolution.
14. Explain the procedure relating to charges and consequences of non registration of charges.
15. Who is a Director? How he is appointed? What are his Qualifications? When he can be removed?

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