

(4)

9. State the different kinds of meetings of shareholder of a public limited company and discuss the work of a secretary in connection with each. 10

**A**

**(Printed Pages 4)**

Roll No. \_\_\_\_\_

**CH-4/2832**

**B.Com. (Hons.) (Fourth Semester)**

**Examination, 2015**

**COMMERCE**

**Secretarial Practices**

**(BCH-406)**

*Time Allowed : Three Hours ] [ Maximum Marks : 70*

**Note :** Answer **five** questions in all. Question **No.1** of short-answer type is **compulsory** which carries 30 marks. Attempt **one** question from each unit which are of 10 marks each.

1. Write short notes on the following:  $3 \times 10 = 30$
- Duties of companies secretary
  - The doctrine of indoor management
  - Preincorporation of Contract
  - Underwriting commission
  - Define Transmission of shares

(2)

- (vi) Lien on shares
- (vii) Dematerialisation of shares
- (viii) Minutes of meeting
- (ix) Buy Back of shares
- (x) Content of statutory report

**Unit - I**

2. While the directors are the brain of a company, the secretary is its ears, eyes and hands'. In the light of this statement discuss the main duties of a company secretary. 10
3. What is the significance of a Company Secretary? Explain the statutory provisions regarding appointment of a company secretary. 10

**Unit - II**

4. What do you understand by the forfeiture of shares? Describe the procedure of forfeiture of shares and the reissue of forfeited shares. 10

CH-4/2832

(3)

5. What do you understand by a 'call'? What are the legal restriction on making a valid call? Describe the duties of a company secretary in this connection. 10

**Unit - III**

6. What are the circumstances under which a duplicate share certificate can be issued and subject to what conditions? 10
7. Write short notes on:  $5 \times 2 = 10$
- (a) Memorandum of Association
  - (b) Distinction between ordinary resolution and special resolution

**Unit-IV**

8. What are the requisite of a valid Board meeting? Describe the role of a company secretary in calling and conducting a Board meeting. 10

CH-4/2832

P.T.O.