

(6 pages)

Reg. No. :

Code No. : 12028 E Sub. Code : SACR 31/
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B.Com. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2022.

Third Semester

Corporate Secretaryship – Allied

COMPANY SECRETARIAL PRACTICE

(For those who joined in July 2017 – 2020)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. A qualified whole time company secretary need not be appointed in companies with having paid-up share capital of
(a) Less Rs. 10 lakh
(b) Less than Rs. 50 lakh
(c) Less than Rs. 1 crore
(d) Less than Rs. 10 crore
7. Annual General Meeting can be called by
(a) An aging director
(b) Shareholders
(c) Board of directors
(d) Company secretary
8. The company secretary failure to provide notice about Board meeting – Fine upto
(a) Rs. 2000 (b) Rs. 1000
(c) Rs. 1500 (d) Rs. 3000
9. A secretary appointed for the company must be
(a) A Corporate
(b) An individual
(c) A group of members
(d) A firm
10. The position of Company Secretary must not be vacant for more than
(a) 1 month (b) 2 months
(c) 4 months (d) 6 months

Page 3 Code No. : 12028 E

2. A company secretary must be a
(a) Member of ICS of India
(b) Member of ICA of India
(c) Member of ICWA of India
(d) Member of Parliament of India
3. Fully paid up shares can be convened into
(a) Share (b) Stock
(c) Debenture (d) Mutual fund
4. Deferred shares are also called as
(a) Equity shares (b) Preference shares
(c) Founder shares (d) Cumulative shares
5. The debenture holders of a company are company
(a) Owners (b) Creditors
(c) Customers (d) Partners
6. Which of the following statement is NOT TRUE?
(a) Equity Shareholders possess voting rights and select the company's management
(b) Equity shares are the not a main source of finance of firm
(c) Equity Shareholders not have voting rights
(d) Equity shares are not issued to the general public

Page 2 Code No. : 12028 E

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).
Each answer should not exceed 250 words.

11. (a) Describe the disqualification of a company secretary.
Or
(b) Explain the legal position of a company secretary.
12. (a) Difference between stock and share.
Or
(b) What are the various kinds of Listing of Shares?
13. (a) What are the documents required for Listing of Shares?
Or
(b) Difference between Shares and Debentures.
14. (a) Explain the objects and purpose of statutory meetings.
Or
(b) Discuss the concept of proxy.

Page 4 Code No. : 12028 E
[P.T.O.]

15. (a) Examine the procedures involved in declaration of solvency.

Or

- (b) Explain the benefits of Winding up of a Company.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b)
Each answer should not exceed 600 words.

16. (a) State the duties of a company secretary.

Or

- (b) Explain the procedure for appointment of a company secretary.

17. (a) Elaborate the secretarial practices relating to Allotment of Shares.

Or

- (b) Describe the procedures for issuing Share Certificate.

18. (a) Describe the various kinds of Classes of Debentures.

Or

- (b) Discuss the procedure for issue of debentures.

19. (a) Classify the various kinds of company meetings.

Or

- (b) Evaluate the requisites of a valid meeting.

20. (a) Explain the procedure for compulsory winding up of company.

Or

- (b) What documents are required for Winding up a Company?
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