

**STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.**  
**(For candidates admitted during the academic year 2010-2011)**

**SUBJECT CODE : CM/MC/SP54**

**B.Com. DEGREE EXAMINATION NOVEMBER 2012**  
**CORPORATE SECRETARYSHIP**  
**FIFTH SEMESTER**

**COURSE : MAJOR – CORE**  
**PAPER : SECRETARIAL PRACTICE**  
**TIME : 3 HOURS** **MAX. MARKS : 100**  
**SECTION – A (10X3=30)**

**I. ANSWER ALL QUESTIONS:**

1. Define a Company Secretary.
2. What do you understand by Routine Secretary?
3. When is letter of Regret used?
4. What do you mean by forfeiture of shares?
5. What is a forged transfer?
6. What is transmission of shares?
7. Define the term “Quorum”.
8. What is agenda?
9. Write a short note on Dividend.
10. What is minute’s book?

**SECTION – B**

**II. ANSWER ANY FIVE QUESTIONS: (5x8=40)**

11. State the requisite qualifications needed for appointment of company secretary.
12. Explain General provisions regarding allotment of shares.
13. Distinguish between transfer and transmission of shares.
14. Explain provisions regarding the transmission of shares?
15. What is statutory report and what are its contents?
16. What is minutes and what are its contents?
17. Discuss briefly the dismissal of company secretary.

**SECTION - C**

**III. ANSWER ANY TWO QUESTIONS: (2x15=30)**

18. How is Company Secretary appointed? Briefly explain the duties of a Company Secretary.
19. What is the legal provisions regarding forfeiture of shares? Describe the secretarial work involved in the forfeiture of shares.
20. What are the requisites of a valid meeting?
21. State the rules regarding payment of Dividend.

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