

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2011-12 & thereafter)

SUBJECT CODE : 11CM/MC/SP44

B.Com(CS) DEGREE EXAMINATION APRIL 2014
CORPORATE SECRETARYSHIP
FOURTH SEMESTER

COURSE : MAJOR – CORE
PAPER : SECRETARIAL PRACTICE
TIME : 3 HOURS

MAX. MARKS : 100

Section A

Answer ALL questions.

(10 x 3 = 30)

1. Define the term “Company Secretary”.
2. Mention any three duties of a Company Secretary.
3. What is “prorata allotment”?
4. What is “Listing of Shares”?
5. What is “Statutory Meeting”?
6. What is “Quorum”?
7. When is a duplicate share certificate issued?
8. Write a note on Alteration of minutes.
9. What is a “Forged Transfer”?
10. Explain “Agenda”.

Section B

Answer Any FIVE questions.

(5 x 6 = 30)

11. Explain the Qualifications required of a Company Secretary.
12. How and when can a Company Secretary be validly dismissed?
13. List the duties of a Company Secretary with regard to transfer of shares.
14. Draft a “letter of Regret” to be issued in case of rejection of application for shares.
15. What are the steps to be followed for issue of Duplicate Share Certificate?
16. Explain the duties of a company secretary regarding “Unclaimed Dividend”.
17. What are the duties, with regard to filing of statutory report, required of a Company Secretary?

Section C

Answer Any TWO questions.

(2 x 20 = 40)

18. Explain in detail the various differences between Transfer And Transmission of shares.
19. Explain in detail the various duties of a Company Secretary relating to Application and Allotment of Shares.
20. Explain in detail the legal position and duties of a Company Secretary, when the Company is under Liquidation.
21. Explain briefly the Secretarial Duties in connection with convening an AGM – Annual General Meeting?
