

# Company Secretarial Practice

371

Roll No. ....

Time allowed : 3 hours.

Maximum marks : 100

Total number of questions : 8

Total number of printed pages : 4

- NOTE :**
1. Answer **SIX** questions including Question No.1 which is compulsory.
  2. All references to sections relate to the Companies Act, 1956 unless stated otherwise.

1. Draft Board resolutions for a listed company for **any five** of the following businesses :
- (i) A resolution of Aditya Ltd. for providing guarantee for ₹89 lakh in respect of a loan to be obtained by Mrs. Shankari, a director thereof from a housing finance company for construction of a residential house for her own use.
  - (ii) A resolution for filing of declaration of solvency in voluntary winding-up.
  - (iii) A resolution for approval of annual accounts and recommendation of dividend.
  - (iv) A resolution for vacation of office by director for contravening section 299.
  - (v) A resolution for appointment of the compliance officer of the company.
  - (vi) A resolution for obtaining a certificate of commencement of business under section 149(3).
- (4 marks each)
2. Explain **any four** of the following pair of terms to bring out their distinctions :
- (i) 'Voidable allotment' and 'void allotment'.
  - (ii) 'Registrar of Companies' and 'Regional Director' of Ministry of Corporate Affairs.
  - (iii) 'Reduction of share capital' and 'buy-back of shares'.
  - (iv) 'Corporate Governance' and 'corporate social responsibility'.
  - (v) 'Section 25 company' and 'producer company'.
- (4 marks each)
3. (a) Your company has total 12 directors as under :
- |                        |   |
|------------------------|---|
| Non-retiring directors | 3 |
| Retiring directors     | 5 |
| Additional directors   | 4 |
- State the number of directors liable to retire by rotation at the annual general meeting (AGM) and the total number of directors who shall vacate the office at the AGM.
- (4 marks)
- (b) In regard to e-form 25C, state —
- (i) The purpose;
  - (ii) Attachment(s) required;
  - (iii) Contents of the certificate required; and
  - (iv) Declaration required.

(1 mark each)

# Notes On Company Secretarial Practice

**H. W. Greengrass**



## Notes On Company Secretarial Practice:

*Company Secretarial Practice* Leslie Hall, 1965      **Corporate Secretarial Practice Compliance And Administration (UiTM Press)** Zubaidah Zainal Abidin, 2020-11-25 Corporate Secretarial Practice Compliance and Administration is a sequel to Corporate Secretaryship and Governance 2008 and Corporate Governance Practice of the Company Secretary 2010 and has been revised to accommodate the fundamental changes in the Companies Act 2016 This book provides comprehensive coverage from incorporation to winding up detailing the procedures associated with company formation and administration managing and altering share capital changes to the law on meetings reporting and auditing requirements corporate rescue rehabilitation and reorganisation This book focuses on the director s duties and responsibilities in the administration of the company and the governance role of the company secretary in ensuring compliance with the provisions of the Companies Act 2016 the company s Constitution the Bursa Malaysia Listing Requirements the Malaysian Code of Corporate Governance and other related laws and regulations In addition the new statutory forms are shown as Exhibits at the end of each chapter for easy reference      **Sri Lanka--its Company Law, Stock Exchange, Company Secretarial Practice** H. M. Fernando, 1995

**Bills, Cheques, and Notes** John Arthur Slater, 1926      Pitman's Journal of Commercial Education , 1912      **Outlines of Central Government, Including the Judicial System of England** , 1928      **How to Study for Examinations** Denis Cooper, 1927      *Foreign Exchange ...* Leonard Le Marchant Minty, 1928      The Economic Resources of the Empire Thomas Worswick, 1927      The Cotton World John Aiton Todd, 1927      Precious and Semi-precious Stones Michael Weinstein, 1930

Photoelectric Cells Norman Robert Campbell, Dorothy Ritchie, 1929      *The Law of Evidence* William Nembhard Hibbert, 1925      **The Discount Market in London** H. W. Greengrass, 1930      **Labour Organization** James Cunnison, 1930      Stores Accounts and Stores Control John Henry Burton, 1930      *Office Organisation and Management Including Secretarial Work* Lawrence Robert Dicksee, Sir Herbert Edwin Blain, 1914      *An Outline of Sales Management* Charles C. Knights, 1926      **Economica** , 1925      Business Balance Sheets, Their Construction and Criticism, by Francis R. Stead ... Francis Robert Stead, 1927

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