S.Y.B. COM

Company Secretarial Practice

M94 2016

Con. 15-16.

KP-4762

	(3 Hours)		[Total Marks: 100	
N.I	3. : (1)	Attempt any five questions.		
		Figures to the right indicate full marks.	44.00	
	50.5			
1.	(a) V	ho is a "company secretary"? State his duties.	10	
	(b) D	istinguish between a private company and a public company.	10	
Section 1			Auto es	
2.			10	
	(b) W	hat is a "statutory meeting"? When and how is it held?	10	
-0.0			1.4	
3.	(a) Briefly explain the different methods of voting.		10	
	(b) What is "Allotment of shares"? Explain the procedure of allotment of shares.			
3.4	3.0			
4.		hat is "Memorandum of "Association"? What are its contents?		
	(b) E	xplain the different types of shares.	10	
5.	/-> TE	ow can the membership of a company be acquired and terminate		
		ate the duties of a chairman of a company meeting.	xd ? 10	
	(0) 3	ate the duties of a chairman of a company meeting.	10	
6.	(a) What are the duties of a company auditor?			
	(b) Who is a "Proxy" ? What are his powers ?			
7.	(a) W	hat is a share certificate ? Explain its contents.	10	
LE-COSCO-		oplain the procedure of transfer of Shares.	10	
660	83033			
8.	Distinguish between any two of the following :-		20	
	(a			
	(b			
	(c		653	
	(d) Forfeiture and surrender of shares.		
	-			
У.	Give specimen of any two of the following :- (a) Dividend Warrant		20	
	100			
	(b			
	(d			
7	(0) A Share Certificate.		
10.	Write	short notes on any four of the following :-	20	
	(a		20	
	(c		192	
	(e		#17 - 284 - 1544 # 000 000 000 000 000 000 000 000 000	
			[TURN OVER	

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