



Date: 23-10-2018  
Time: 09:00-12:00

Dept. No.

Max. : 100 Marks

**PART A (10x2= 20)**  
ANSWER **ALL** QUESTIONS

1. Define a Company Secretary.
2. When a company Secretary can be dismissed?
3. What is the difference between Stock and Shares?
4. What is Renunciation of shares?
5. What is a Blank Transfer?
6. Explain transmission of shares.
7. When class meetings are conducted?
8. What is a proxy?
9. State minutes of the meeting.
10. Loophole agendum.

**PART B (4x10=40)**  
ANSWER **ANY FOUR** QUESTIONS

11. Distinguish between a routine secretary and an executive secretary.
12. Write a note on a) return as to allotment b) Sweat equity shares.
13. Explain the power of directors to reject a transfer.
14. What is an extra ordinary general meeting? Who can call it?
15. Describe the duties of a secretary relating to transmission.
16. Explain the kinds of Minutes.
17. Discuss the registration of resolutions.

**PART C (2x20=40)**  
ANSWER **ANY TWO** QUESTIONS

18. What are the different types of Secretaries? What functions do they perform?
19. What are Bonus Shares? When are they issued? State the procedure to be followed for the issue of Bonus Share.
20. Explain the scope and nature of different kinds of meetings and state how each is convened.
21. Discuss the kinds of Resolutions.

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