

LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034

B.Com. DEGREE EXAMINATION – COMMERCE

THIRD SEMESTER – APRIL 2010

CO 3501 - COMPANY LAW & SECRETARIAL PRACTICE

Date & Time: 26/04/2010 / 1:00 - 4:00 Dept. No.

Max. : 100 Marks

SECTION – A

Answer ALL the questions:

(10 X 2 =20 marks)

1. What is a private limited company?
2. Who is a Promoter?
3. What is the period for preservation of books of account by a company?
4. What is a dividend warrant?
5. What are the contents of a Notice?
6. What is a Special Resolution?
7. State any four statutory books to be maintained by a Secretary.
8. What is Certificate of Incorporation?
9. What are the effects or consequences of registration of a company?
10. Define a Government Company.

SECTION – B

Answer any FIVE questions only.

(5 X 8 = 40 marks)

11. Discuss the doctrine of Ultra Vires with reference to the affairs of the company.
12. Define a Company. Explain its characteristics.
13. What are the documents to be filed with the Registrar at the time of incorporation?
14. What is Articles of Association? What are its contents?
15. What are the Secretarial duties regarding maintenance of statutory and other books of a company?
16. State the restrictions imposed on the choice of a name for a company. How can a company change its name?
17. State the duties of a Secretary regarding payment of dividend.
18. Draft the agenda for a Board Meeting.

SECTION – C

Answer any TWO questions only.

(2 X 20 =40 marks)

19. What is Memorandum of Association? What are its Contents? How can it be altered?
20. What do you understand by 'Dividend'? State the legal provisions regarding payment of dividend.
21. Draft the notice of the Annual General Meeting of a Company.

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