



**LOYOLA COLLEGE (AUTONOMOUS), CHENNAI – 600 034**

**B.Com. DEGREE EXAMINATION – COMMERCE**

**THIRD SEMESTER – NOVEMBER 2011**

**CO 3501 - COMPANY LAW & SECRETARIAL PRACTICE**

Date : 03-11-2011

Dept. No.

Max. : 100 Marks

Time : 9:00 - 12:00

**SECTION A**

Answer all the questions:

(10 X 2 =20)

1. What is Agenda?
2. What is statutory meeting?
3. What is the period for preservation of books of account by a company?
4. What is a Interim dividend?
5. What are the contents of a Notice?
6. What is a Ordinary Resolution?
7. State any four statutory books to be maintained by a Secretary.
8. What is foreign company?
9. What is QUORUM?
10. Define a Private company.

**SECTION B**

Answer any FIVE questions only.

(5 X 8 = 40)

11. State the duties of a Secretary regarding payment of dividend
12. Define a Company. Explain its characteristics.
13. Draft the notice of the Annual General Meeting of a Company.
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. What are the conditions for payment of interest out of capital?
18. Draft the agenda for a Board Meeting.

**SECTION C**

Answer any TWO questions only.

2 X 20 =40

19. Explain the procedure of incorporation of a company. What are the documents to be filed with the Registrar at the time of incorporation?
20. What is memorandum of association? What are its contents and how it can be altered?
21. What do you understand by 'Dividend'? State the legal provisions regarding payment of dividend.

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