

6Y BCom

COMPANY SECRETARIAL PRACTICE - I

NOTE: 1. Following is the list of questions given in the point of view of examination.

2. Answer any six questions of the following from each module.

MODULE 1:

1. Define Company. Explain the features of a Company.
2. Explain the types of company as per Companies Act, 2013.
3. Who is a Company Secretary? Explain the qualifications of a Company Secretary.
4. Discuss the qualities of Company Secretary in detail.
5. Explain the procedure for appointment of a company secretary.
6. Discuss the procedure of Removal of Company Secretary.
7. Explain the role of a Company Secretary as a Statutory Officer , a Co-ordinator, an administrative officer.
8. Discuss the rights and duties of Company Secretary.
9. Explain the Statutory and Contractual Liabilities of a Company Secretary.
10. Discuss various career options available for a company secretary.

MODULE 2:

1. Explain the role of company secretary as an advisor to Chairman and Board.
2. Explain the role of company secretary as a liaison officer between company and stock exchange.
3. Explain the company secretary as a liaison officer between company and depository participant.
4. Explain the role of company as a liaison officer between company and Registrar of Companies.
5. Discuss various representative services of company secretary with regards to:
 - a) Representation before Company Law Board.
 - b) Representation before Consumer Forum.
 - c) Representation before SEBI.

- d) Representation before Arbitration and Conciliation Services.
- e) Representation before Cyber Law Compliance.

6. Explain the Secretarial Standards issued by ICSI.
7. Explain the advantages and disadvantages of secretarial audit.
8. Explain the procedure for appointment of company secretary in practice for secretarial audit.
9. Discuss the scope of Secretarial Audit.
10. What is secretarial audit? Explain its importance.

MODULE 3:

1. What is Memorandum of Association? Explain various clauses of MoA.
2. Explain in detail the doctrine of ultra-vires.
3. What is Articles of Association? Discuss the contents of the same.
4. Distinguish between Articles of Association and Memorandum of Association.
5. What is Prospectus? What are its contents?
6. Write a short note on Statement in Lieu of Prospectus.
7. What is Misleading Prospectus? Explain its effects.
8. Explain the stages in Company Formation.
9. Explain the secretarial duties during all the stages of company formation.
10. Explain the secretarial procedure of conversion of a private company into public company.
11. Explain the secretarial procedure of conversion of a public company into a private company.
12. Explain the secretarial procedure of reconversion of public companies into private companies.

MODULE 4:

1. Explain the secretarial correspondence with shareholders.
2. Explain the secretarial correspondence with debenture holders.

3. Explain the secretarial correspondence with Registrar of Companies.
4. Explain the secretarial correspondence with the stock exchange.
5. Explain the secretarial correspondence with SEBI.
6. Explain the secretarial correspondence with the Company Law Board.
7. Discuss the role of technology in secretarial correspondence.
8. Give the specimen of letter to stock exchange for listing of shares.
9. Give a specimen of a circular letter to shareholders on Bonus Shares.
10. Give a specimen of a circular letter to shareholders on Rights Issue.
11. Give a specimen letter to Registrar of Companies for alteration in clauses of Memorandum of Association and Articles of Association.
12. Give a specimen letter to Government for conversion of company from public limited to private limited.
13. Give a specimen letter to bank for requirement of overdraft facility.