

Code No. : 12093 E Sub. Code : CMCR 32

B.Com (CBCS) DEGREE EXAMINATION,
NOVEMBER 2022.

Third Semester

Corporate Secretaryship – Core

SECRETARIAL PRACTICE –I

(For those who joined in July 2021 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer.

1. The institute of Company Secretaries of India is set under
 - (a) The companies Act, 1956
 - (b) The companies Act, 2013
 - (c) Act of Parliament
 - (d) Act of State Assembly
6. When an unlisted company issue shares first time to the public is called is
 - (a) Right issue Offering
 - (b) Bonus issue Offering
 - (c) Initial Public Offering
 - (d) First Time pub Offering
7. If a company allotted shares, the share certificate must be delivered within
 - (a) One moth
 - (b) Two months
 - (c) Three months
 - (d) Four months
8. Who is the current Chairman of SEBI?
 - (a) Mr. Amitsha
 - (b) Mr. Ajithkumar
 - (c) Mr. Ajay Tyagi
 - (d) Mr. Mukesh Ambani
9. The SEBI was constituted on
 - (a) 10/07/1991
 - (b) 12/04/1988
 - (c) 11/10/1989
 - (d) 01/01/2011

2. Which one of the following is/are a statutory duties of a Company Secretary?
 - (a) Signing the annual return
 - (b) Ensuring that the requirements of the Companies Act are complied with
 - (c) Signing and completing a form of application to register a business name of a company
 - (d) All of the above these
3. "Speak the truth and abide by law" is the Institute of Companies Secretaries of India's
 - (a) Vision
 - (b) Mission
 - (c) Motto
 - (d) Value
4. Power or duties of Auditors apply to company secretary in practice conducting secretarial audit
 - (a) Mutatis Mutants
 - (b) Mutatis Mutandis
 - (c) Matadis Mutandis
 - (d) Mutandis Mutatis
5. Which one of the following is a correct sequence for issuing the shares of a company?
 - (a) Receiving application, allotment of shares and issue of prospectus
 - (b) Receiving application, issue of prospectus and allotment of shares
 - (c) Issue of prospectus, receiving application and allotment of shares
 - (d) Issue of prospectus, allotment of shares and receiving application

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10. Unlisted companies are
 - (a) The public companies whose shares are on a recognized stock exchange for public trading
 - (b) The public companies whose shares are not recognized on stock exchange
 - (c) The public companies whose debentures are not on a recognized bank for public trading
 - (d) The public companies whose names are not on a recognized blogger for public trading

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) Explain the role of company secretary
Or
(b) Distinguish between the company secretary and company director.
12. (a) List any five duties of Company Secretary at the promotion stage.
Or
(b) What are the procedure to appoint a company secretary?

13. (a) Specify the rights and powers of a company secretary.

Or

- (b) Enumerate the role of company secretary for forfeiture of shares.

14. (a) Write short notes: (i). bonus shares (ii). right issue.

Or

- (b) Distinguish between equity shares and preference shares.

15. (a) Why some companies are unlisted.

Or

- (b) Advantages and disadvantages, when a company shares are not listed.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) What are the non-statutory functions of a company secretary.

Or

- (b) Define, "Company Secretary" and point out the qualification required for company secretary.

17. (a) How a company get registered?

Or

- (b) Discuss the legal position of a company secretary.

18. (a) Enumerate different stages of formation of a company.

Or

- (b) Narrate the duties of Company Secretary at the promotion stage of a Company.

19. (a) Write the objective of SEBI.

Or

- (b) List out the duties of company secretary related to capital subscription stage of a company.

20. (a) Point out the main functions of stock exchange.

Or

- (b) What is de-materialization of shares. Identify the advantages and disadvantages of dematerialization.