

## B.B.A. Part—III Examination

## COMPANY MANAGEMENT AND SECRETARIAL PRACTICE

Time : Three Hours]

[Maximum Marks : 80

**Note :—**(1) **ALL** questions are compulsory.

(2) All questions carry equal marks.

1. (a) Describe the procedure related to the formation of companies. Enumerate the various documents to be filed with the Registrar. 16

**OR**

- (b) “Memorandum of Association is a charter of the company.” Comment upon the statement and explain the clauses which are included in Memorandum of Association of a company. 16

2. (a) What is transmission of Shares ? 4  
 (b) What is buy-back of Shares ? 4  
 (c) State the procedure of re-issue of shares. 4  
 (d) What is Underwriting Commission ? 4

**OR**

- (e) How does a share warrant differ from a share certificate ? 4  
 (f) What is the procedure of forfeiture of shares ? 4  
 (g) Explain the different types of Preference Shares. 4  
 (h) State the conditions to be fulfilled before issue of shares at a discount. 4
3. (a) What do you mean by Proxy ? 4  
 (b) What is a poll ? 4  
 (c) Who can be a Chairman of a Company Meeting ? 4  
 (d) Mention the requisites of a valid ‘Notice’ of meeting. 4

**OR**

- (e) What is the quorum for Board and General Meeting ? 4  
 (f) Who can convene extra-ordinary meetings ? 4  
 (g) Who can demand Poll ? 4  
 (h) Distinguish between a special resolution and a resolution requiring special notice. 4

4. (a) What are the rights, duties and responsibilities of members ? How is membership terminated ? 16

**OR**

- (b) How is Director appointed ? What are the powers, duties and responsibilities of Directors ? 16

5. (a) Discuss the Qualifications and Qualities of a Company Secretary. 4  
(b) What is agenda of meeting ? 4  
(c) What are Minutes ? 4  
(d) What is Statutory report ? 4

**OR**

- (e) What is legal position of a Company Secretary ? 4  
(f) What are the duties of Company Secretary ? 4  
(g) What is Annual Report ? 4  
(h) How is a Company Secretary appointed ? 4