

**Integrated LL.B. Sem.-4 Examination****ILBCom-208****Secretarial Practice****July 2021****Time : 2-00 Hours]****[Max. Marks : 60**

Instruction: Attempt **any three** questions from the following.

Q.1 Explain the meaning of Company Secretary and discuss in detail Pre and Post Incorporation duties of Company Secretary. [20]

Q.2 Discuss briefly the procedure to convert Public Limited Company into Private Limited Company as per Companies Act, 2013. [20]

Q.3 Write notes on (10x2) [20]  
(a) Functions of Promoters  
(b) Preliminary Contracts and its effects

Q.4 Explain in detail legal provisions for listing of securities in Companies Act, 2013 and advantages of listing of securities. [20]

Q.5 Write notes on (10x2) [20]  
(a) What is Forfeiture of share and legal provisions of share forfeiture in Companies Act?  
(b) Procedure of Re-issue of forfeited shares.

Q.6 Write notes on (10x2) [20]  
(a) Meaning of office management and its characteristics  
(b) Importance of Office Management

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