

Seat No. : \_\_\_\_\_

# SB-113

September-2020

**Integrated B.Com. LL.B., Sem.-IV**

**IL B.Com. 208 : Secretarial Practice**

**Time : 2 Hours]**

**[Max. Marks : 60**

- Instructions :** (1) **All** questions carry equal marks.  
(2) Answer any **three** questions from the following.

1. Explain the meaning, types of Company Secretary and their duties pre-incorporation and post-incorporation. **20**
2. (a) Procedure of allotment when shares are oversubscribed. **10**  
(b) Importance of letter of correspondence. **10**
3. Discuss in detail about types of companies with their meaning and characteristics. **20**
4. (a) Explain the procedure to convert Public Limited Company into Private Limited Company. **10**  
(b) Discuss about Private placement of shares and debentures. **10**
5. (a) Explain a legal provision for listing of securities and what type of document required for listing of securities. **10**  
(b) Explain the term promoter along with its functions. **10**
6. Write short note : (any **two**) **20**
  - (1) Importance of Office Management
  - (2) Procedure of reissue of Forfeited Shares
  - (3) Legal Qualification of Company Secretary
  - (4) Power and responsibilities of Company Secretary
  - (5) Advantages and limitation of Public Limited Company