

Integ. LLB Semester-4 Examination**ILBCom 208****Secretarial Practice****Time : 2-30 Hours]****April-2024****[Max. Marks : 70**

Q-1. Define "Company". Explain in detail various types of company according to Companies Act, 2013. [18]

OR

Q-1 [A] "While the directors are the brains of a company, the secretary is its ear, eyes and hands"-In the light of this statement discuss the main duties of a company secretary. [10]

[B] "A Company is an artificial person created by law with a perpetual succession and a common seal"- Comment on the statement. [08]

Q-2 Explain the rights and liabilities conferred upon promoters under the provision of the Company Law, 2013. [18]

OR

Q-2 [A] Discuss in detail various functions of office management. [10]

[B] Explain the procedure of regular and irregular allotment of shares. [08]

Q-3. Explain the meaning of "Call of shares". Discuss in detail the provisions of demanding call of shares as per the Companies Act, 2013. [18]

OR

Q-3 [A] What do you mean by "Forfeiture of Shares." Discuss the legal provisions and procedure of forfeiture of shares. [10]

[B] Discuss the advantages of listing of securities. [08]

Q-4 [A] Short notes (Write any Two) [10]

1. Characteristics of office management
2. Duties of Company Secretary
3. Private placement of shares
4. Advantages of public limited company

[B] Multiple choice questions (Attempt all) [06]

1. Only _____ can be appointed as a Secretary.
 - a. An Individual
 - b. A Partnership firm
 - c. A Joint stock company
 - d. All of the above

2. Which type of company offers ownership to shareholders through publicly traded stocks?
 - a. Limited liability company
 - b. Partnership
 - c. Public company
 - d. Private company

3. What is known as Charter of a Company?
 - a. MOA
 - b. AOA
 - c. Prospectus
 - d. Certificate of incorporation

4. Which regulatory body governs the listing of shares under the Companies Act, 2013
 - a. Reserve Bank of India (RBI)
 - b. Ministry of Corporate Affairs (MCA)
 - c. Securities and Exchange Board of India (SEBI)
 - d. National Stock Exchange (NSE)

5. What is the call of share
 - a. A notice of stock split
 - b. A notice of dividend payment
 - c. A request to shareholder for meeting
 - d. A demand for payment on partly paid shares

6. What notice period given to a shareholder before their shares are forfeited
 - a. 21 days
 - b. 10 days
 - c. 14 days
 - d. 30 days

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