

**Integ. LL.B. Sem-4 Examination****IL-B.Com 208****Secretarial Practice****April 2022****Time : 2-00 Hours]****[Max. Marks : 60**

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

Q.1 What is the definition of Company and explain the characteristics and types of Companies. [20]

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

Q.3 Answer in brief (10x2) [20]  
(a) Company Secretary's Duties regarding allotment of Shares  
(b) Private Placement of Shares

Q.4 What is the meaning of listing of securities? Discuss in detail the legal provisions regarding the same provided under Companies Act, 2013. [20]

Q.5 Explain in detail the meaning of 'Calls on Shares'. Discuss the provisions of demanding the calls on shares provided under companies act. [20]

Q.6 What is meant by Office Correspondence? Explain in detail the types and importance of Correspondence. [20]

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