



‘समानो मन्त्रः समितिः समानी’

**UNIVERSITY OF NORTH BENGAL**

B.Com. LL.B. Honours 5th Semester Examination, 2023

**SECRETARIAL PRACTICE**

**PAPER CODE: FC12**

Time Allotted: 3 Hours

Full Marks: 100

*The figures in the margin indicate full marks.*

**Answer Question No. 7 and any four questions from the rest**

1. (a) Discuss the process of appointment and removal of a Company Secretary in India. 5+5  
(b) Elaborate the Liabilities of a Company Secretary in India. 10
2. (a) Explain the process of share allotment in India. 10  
(b) Explain the procedure for transfer and transmission of shares in India. 10
3. Explain the secretarial procedure regarding declaration and payment of dividend in India. 20
4. (a) Discuss the role of Registers of Company in India. 10  
(b) Explain the legal provisions regarding dividends. 10
5. (a) Explain the concept of letter of regret and letter of allotment. 5+5  
(b) Explain the role of a Company Secretary regarding Annual General Meeting. 10
6. (a) Elaborate the concept of splitting of allotment of shares. 10  
(b) Explain the concept of minutes of meeting. 10
7. Write short notes: (Attempt any **four**) 5×4 = 20
  - (a) Define Company Secretary
  - (b) Quorum in Meeting
  - (c) Calls forfeiture of Shares
  - (d) Reissue of Shares
  - (e) Inspection of Registers
  - (f) Resolution in Meeting.

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