## THE INSTITUTE OF CORPORATE SECRETARIES OF PAKISTAN C.I.S EXAMINATION JANUARY 2013 MODULE C PAPER: MEETING LAWS AND PROCEDURES GROUP V

Time allowed 3 Hours	Max. Marks: 100
Instructions: Attempt all questions	

SECT	FIOI	N - 1 PRINCIPLES OF MEETING	( <b>40 Marks</b> ) Marks
Q1.	a.	What are the requisites of valid meetings?	5
	b.	Why an agenda of a meeting is necessary and how it is prepared?	5
Q2.	a.	What do you understand by "Working papers" and "quality of wo papers?	rking 5
	b.	How a Company Secretary may add value to the working papers?	5
Q3.	a.	Define minutes and briefly explain the general rules a company secr should keep in mind while drafting minutes of the meeting.	retary 5
	b.	What is a "dissenting note" with reference to minutes?	5
Q4.		suming you are a company secretary, draft a note mentioning ponsibilities before the meeting, during the meeting and after meeting.	your 10
SE	CTI	ON - 2 COMPANY MEETINGS	( 60 Marks )
Q5.	a.	What is requirement in the Companies Ordinance, 1984 with respect t frequency and quorum of meetings of the Board of Directors?	o the Marks 7
	b.	Assume that you are a Company Secretary of a listed company and Board has appointed an independent director. Please write a note to newly appointed director with respect to his rights an obligation in meeting of the Board.	o the
Q6.	a.	Draft a Notice and Agenda of the 34 <sup>th</sup> Extra Ordinary General Meetin TRG Corporation Limited	ng of 7
	b.	What do you understand by Proxy? What are the prerequisites for a proxy and in what circumstances the proxy become invalid?	valid 8
Q7.	a.	What are the provisions in Companies Ordinance, 1984 with respect to Statutory Meeting?	o the 7
	b.	Assuming that you are a Company Secretary of Pearl Limited, a n established public limited company, draft a notice and agenda f Statutory meeting.	•

- Q8. a. Assume that you are a newly appointed Company Secretary of Star Emporiums Ltd., a public limited listed company, which has ceased it operation. The directors are not indented to hold a general meeting. Briefly explain the consequences for not holding the Annual General Meeting within the prescribed timeline mentioned in the Companies Ordinance, 1984.
  - b. Who normally chairs the meeting of the general meeting? What are the normal agenda items of a general meeting?

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