

THE INSTITUTE OF CORPORATE SECRETARIES OF PAKISTAN

C.I.S. Examination - July 2011

Secretarial Practice and Audit

Time Allowed: 3 hours

Maximum Marks: 100

Note: Attempt all questions

Q. No.		Marks
	<u>Part - A</u>	<u>Marks 70</u>
1	(a) Set out the procedure for forming a private company, and (b) specify the matters which you would like to be dealt with at the first board meeting.	20
2	Certain companies to have secretaries - explain. Write down the qualification and functions of the company secretary.	20
3	What is meant by underwriting of securities? Give the procedure of underwriting of securities. Evaluate the importance of underwriting.	15
4	Draft following resolution of Board: (a) Adoption of official seal (b) Allotment of shares (c) Approval of underwriting agreement	15
	<u>Part - B</u>	<u>Marks 30</u>
5	What matters are to be considered before Issue of right shares by a listed company?	15
6	Maintenance of statutory books under the ordinance.	15