



# The Institute of Corporate Secretaries of Pakistan

C.I.S. Examinations July 2014

## SECRETARIAL PRACTICE AND AUDIT (361)

Module – C

Group – VI

Instructions: Attempt all questions

Wednesday, 9 July, 2014

Time allowed: 3 Hours

Max. Marks : 100

### SECTION – 1

### SECRETARIAL PRACTICE

Marks  
(70)

- Q1. Define the following terms in the light of relevant sections of Companies Ordinance 1984.
- a. Private Company 07
  - b. Special Resolution 05
- Q2. Your friend recently floated the idea to form the association of twenty five old friends which would do the creative business of finding the best solutions of the difficult problems being encountered by the community in the area where they live; in return they would charge the fee.
- Required:**
- a. Enumerate the provisions of Companies Ordinance, 1984 dealing with the requirements of registering the associations etc. as companies depending upon the minimum number of members. 04
  - b. What are the exceptions of general requirements of registering the associations, partnership etc? 06
- Q3. Under what circumstances object clauses in the Memorandum of Company can be altered? 08
- Q4. What are the requirements of change of name by the Company under the provision of Companies Ordinance 1984? 05
- Q5. What are the extraordinary general meeting (EOGM) of the members and who has the power to call the EOGM of the members? 10
- Q6. What types of ordinary businesses are transacted at the general meetings under the Companies Ordinance 1984? 08
- Q7. What is the prescribed legal procedure to be followed for election of Directors? 17

**SECTION – 2****SECRETARIAL AUDIT****(30)**

Q8. Prepare the checklist of mandatory contents of Directors Report as per the requirement of Companies Ordinance, 1984. **16**

Q9. Differentiate between a public company and a private company. Mention any ten points. **14**