



THE INSTITUTE OF CORPORATE SECRETARIES OF PAKISTAN  
C.I.S EXAMINATION JULY 2013

MODULE C PAPER: SECRETARIAL PRACTICE AND AUDIT GROUP VI

Time allowed 3 Hours

Max. Marks: 100

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**Instructions:** Attempt all questions

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**SECTION – 1**

**SECRETARIAL PRACTICE**

**(70 Marks)**

- Q1. Set out the procedure for forming a Private Company. (20)
- Q2. Narrate the provisions of the Companies Ordinance, 1984 which are relevant for making the changes to the name of the Company. (12)
- Q3. Explain whether or not the following statements are in accordance with the provisions of the Companies Ordinance, 1984 and support your answer with reasons:
- a. A company limited by shares cannot issue securities outside Pakistan. (02)
  - b. All limited companies are required to hold statutory meeting within 6 months of incorporation. (03)
  - c. person who holds shares in a company cannot be appointed as the auditor of such company (03)
  - d. Notice of an extraordinary general meeting should always be sent to the shareholders, at least 21 days before the date of the meeting. (03)
  - e. The first chief executive of the company retires on completion of one year. The subsequent chief executive must be appointed by the shareholders within 30 days from the date of retirement of the first chief executive. (05)
- Q4. Enumerate the requirements of Companies Ordinance, 1984 regarding investment of provident fund contribution of the employees as well as the company's contribution, in the following situations:
- I. Where the provident fund **has been** constituted by the company. (05)
  - II. Where the provident fund **has not been** constituted by the company. (05)
- Q5. Narrate the provisions of the Companies Ordinance, 1984 relevant for the change of auditor and Company's responsibilities. (12)

**SECTION – 2**

**SECRETARIAL AUDIT**

**(30 Marks)**

- Q6. You are being assigned the task of performing the compliance audit of activities pertaining to the holding of AGM, What areas would you cover in your audit pertaining to the holding of AGM and matters related thereof. **(18)**
- Q7. Mention the relevant provisions and matters thereof the Companies Ordinance 1984 pertaining to the incorporation of association not for profit under section 42. **(12)**