

S.Y.B.COM SEM-III

Company Secretarial Practice - I

Module – I Company Secretary

Qualities , Qualification , Appointments , Termination , Removal , Role , Power & Duties, Secretary as a advisor to Chairman & Board. Company Secretary as a liason officer between the Company and Stock Exchanges, Company and Depository Participants (DP) and Company and Registrar of Companies (ROC). Secretarial Standards issued by ICSI. Career as Company Secretary. Role of Company Secretary in Practice under Companies Bills 2012. Specimen resolutions thereon.

Module – II Company Formation

(11 Lectures)

Procedure for formation Registration, Re-registration & Consequences of Non-Registration, Company – Meaning, Definition, Features & Types , Conversion of Public & Private company & Reconversion of Private & Public Company. Filing of Periodical Returns & Penalties therein. Procedure for getting compliance certificate. Specimens.

Module – III Company Documents & Company Capital

(11 Lectures)

Corporate Compliance, Promotional documents: Memorandum of Association – Clauses and Alteration

Article of Association – Table A and Alteration. Statutory documents, Statutory and Non-Statutory Books required by the company.

Prospectus & Statement in lieu of Prospectus. Company Capital - Owned & Borrowed capital -Types of shares & Debentures & Methods of Borrowings. Specimen.

Module – IV Shareholders & Debentureholders (12 Lectures)

Concept- Member, Shareholder and Debentureholder, Rights of Shareholder and Debentureholder, Register of Members & Debenture Holders. Concepts of Right Issus, Allotment, Calls, Forfeiture Surrender& lien. Transf

Assignment / Specimens related to above modules