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FLOWCHARTS ON BUSINESS LAWS & C.LAW _ 37e

(NEW EDITION THOROUGHLY REVISED & UPDATED UPTO MAY 2017. APPLICABLE FOR NOV 2017 & MAY 2018 IPCC EXAMINATIONS. THIS MATERIAL IS SYNCHRONISED WITH APRIL 2016 EDITION OF ICAI PM & JULY 2016 EDITION OF ICAI SM)



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BUSINESS LAWS

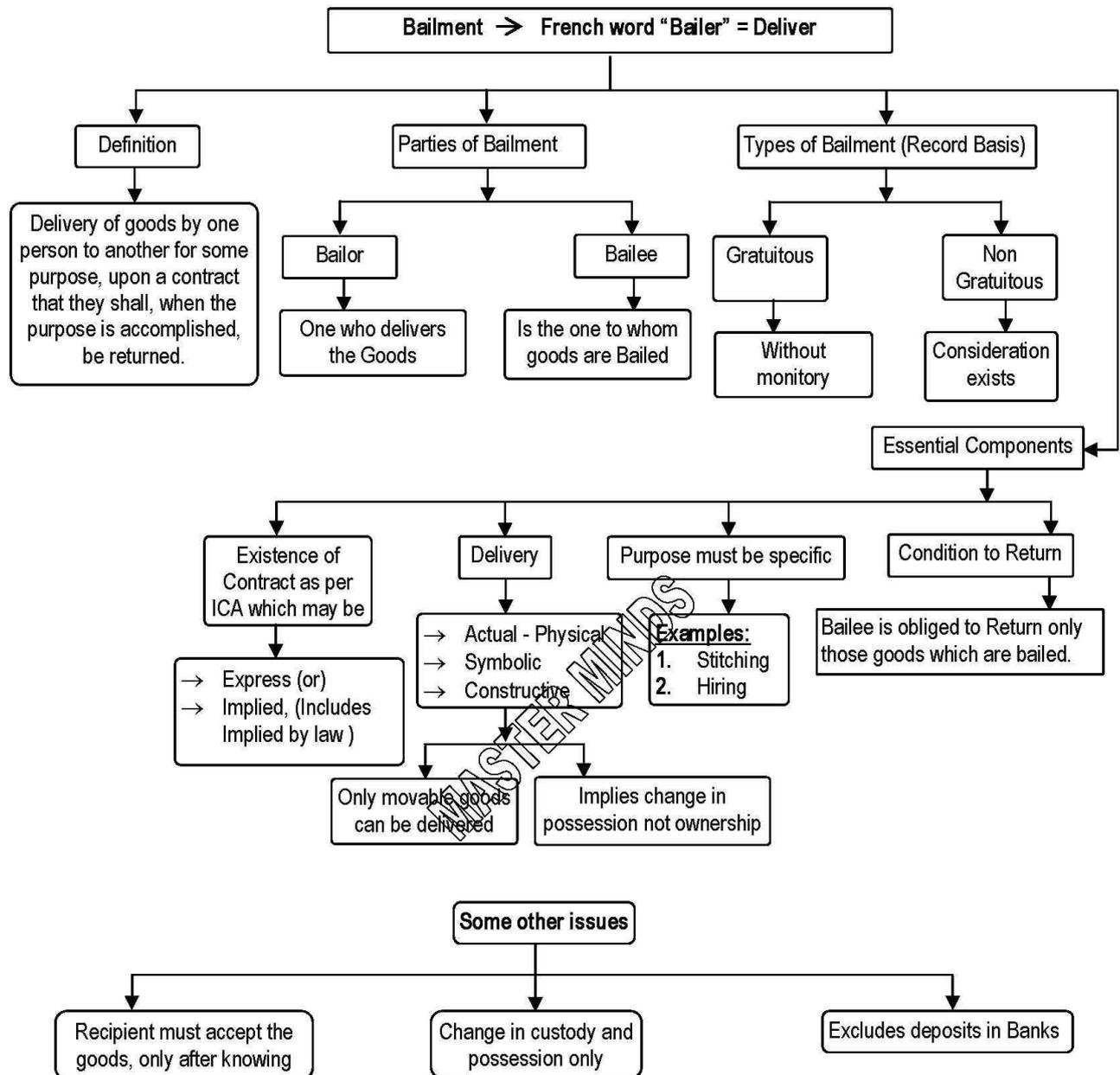
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COMPANY LAW

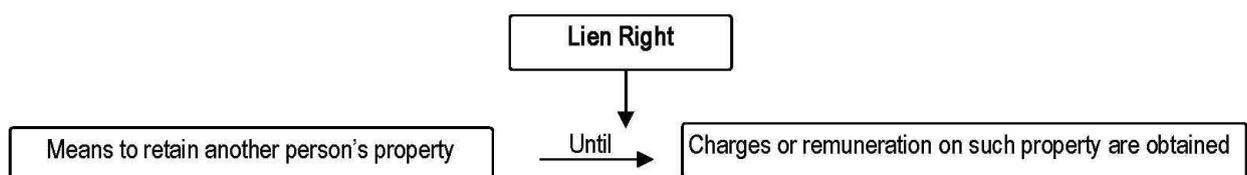
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1. BAILMENT AND PLEDGE

1. Write about contract of bailment

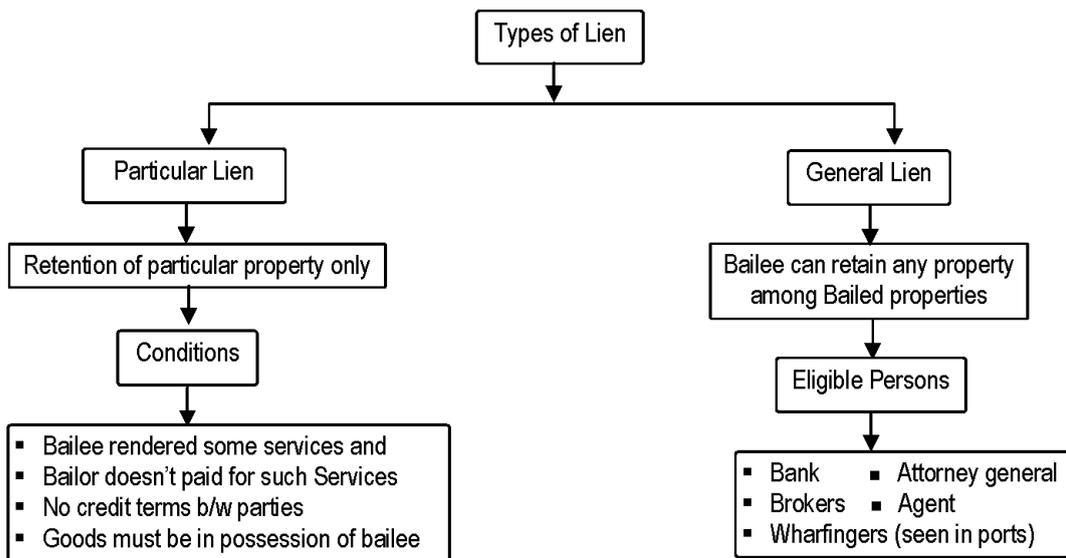


2. Write about Bailee's Lien Right

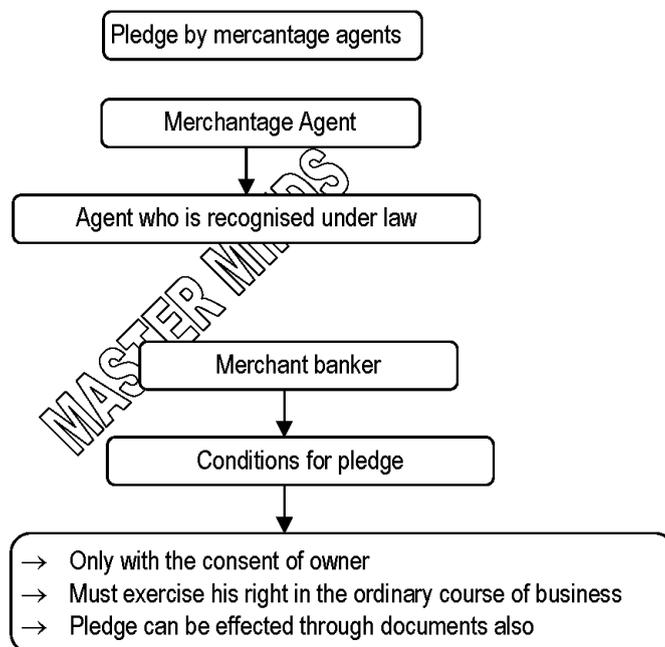


Note: Lien is lost if possession is lost.

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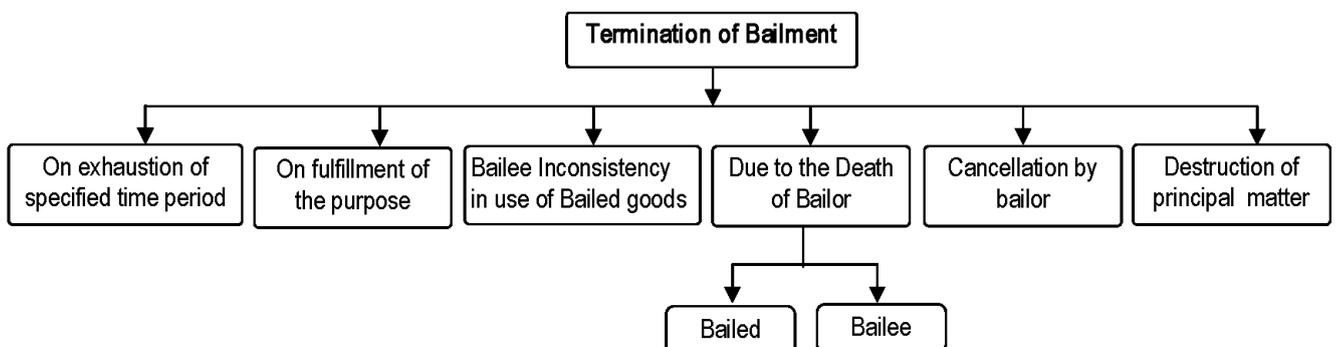


→ Lien Right can be waived off

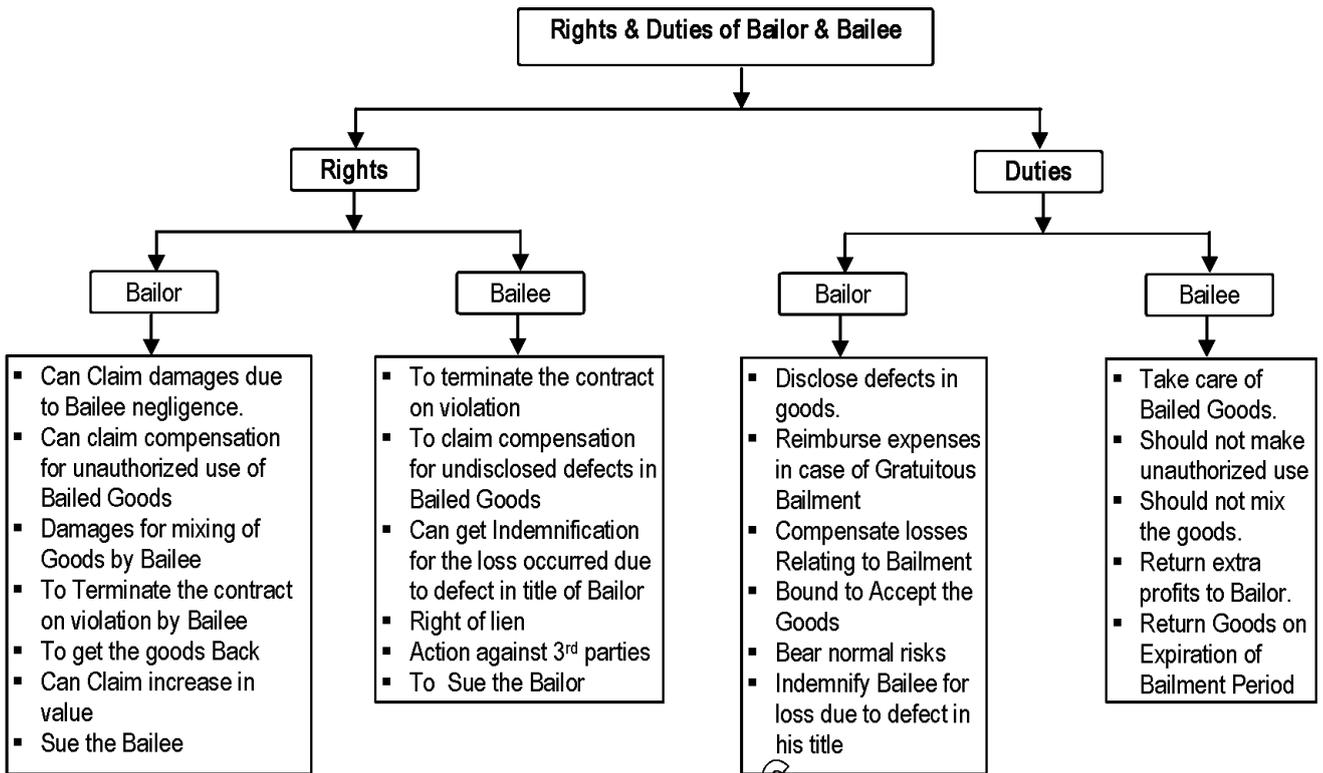


Eg:

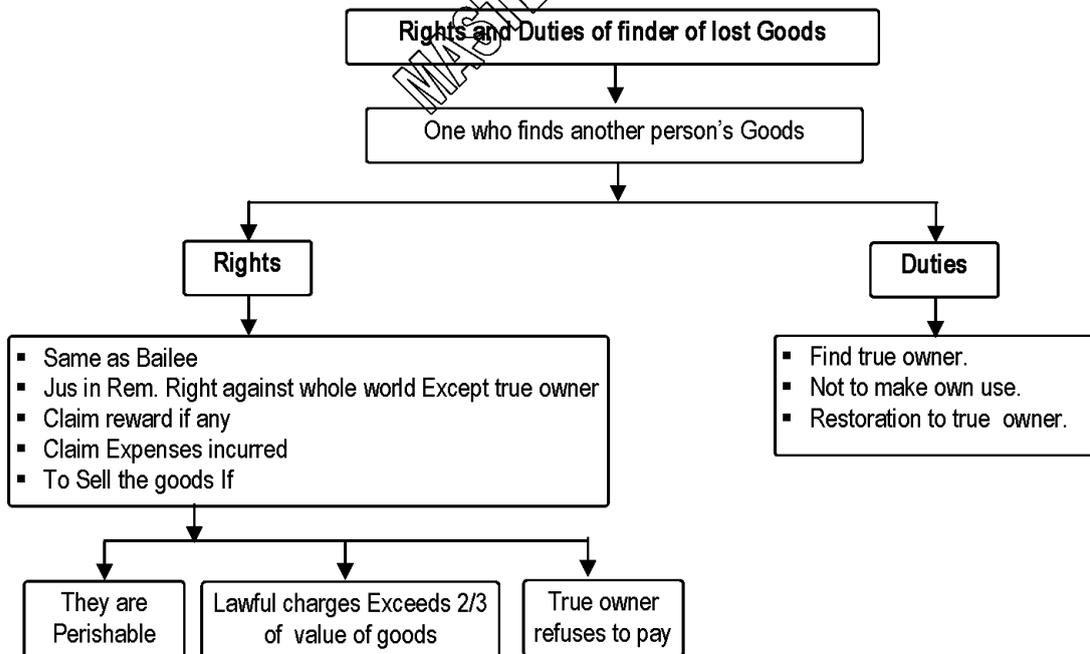
3. When the contract of Bailment is terminated?



4. What are the Rights and duties of Bailor and Bailee?

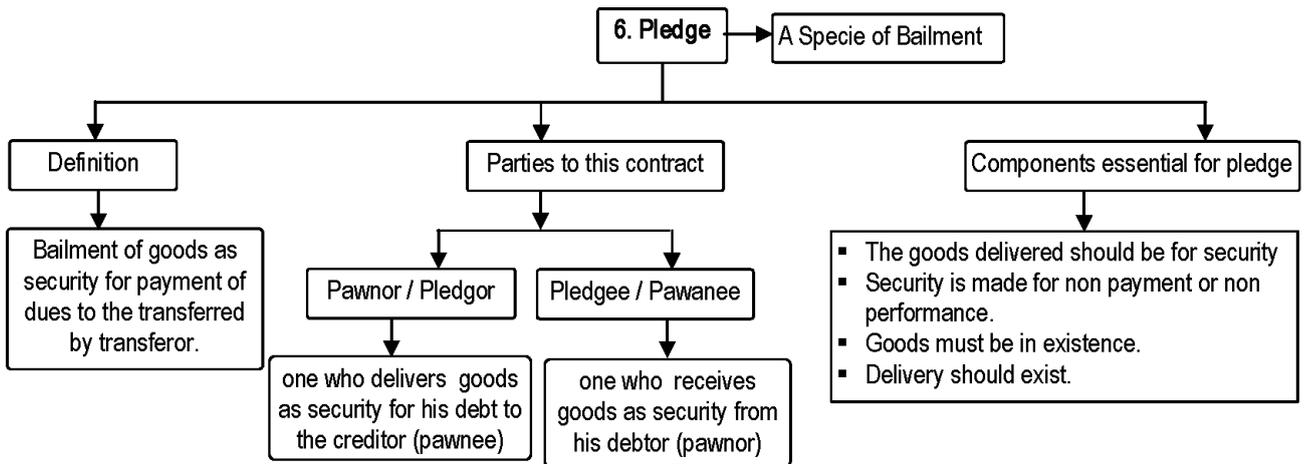


5. Write about Rights and Duties of Finder of Goods?

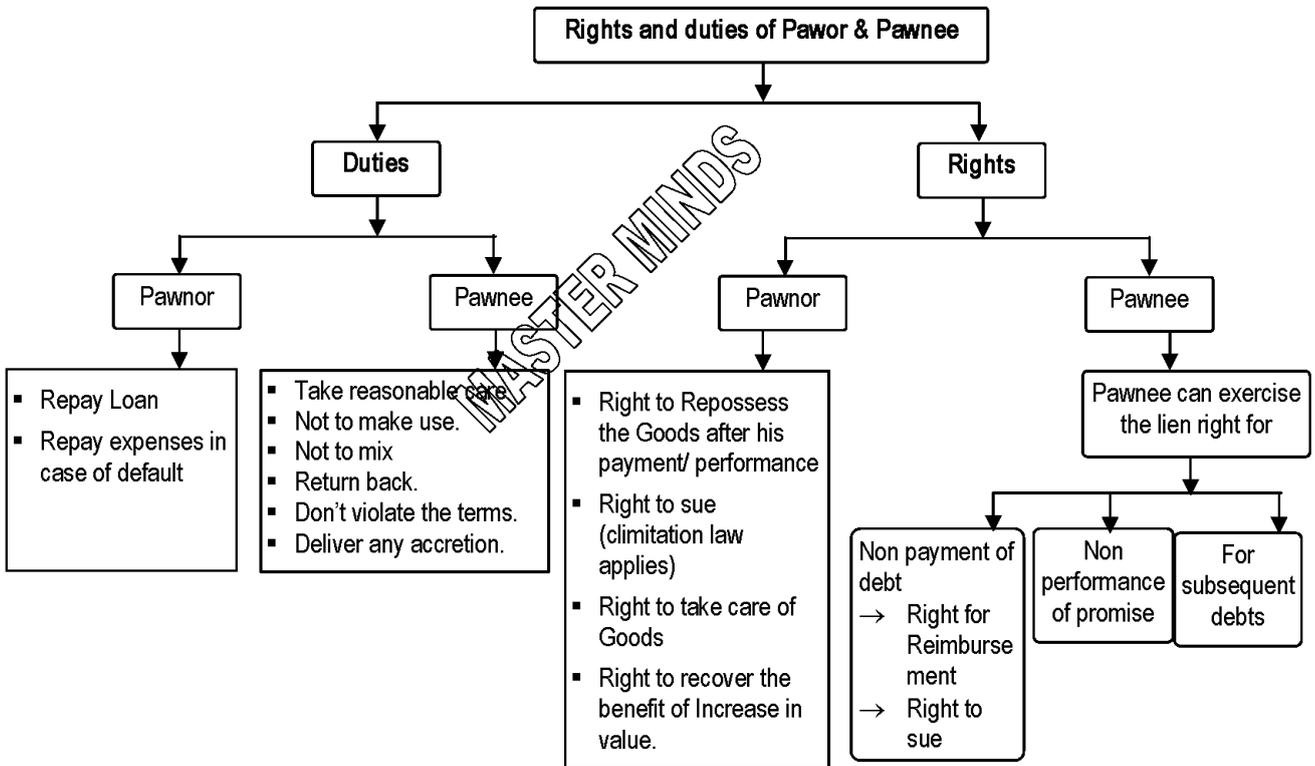


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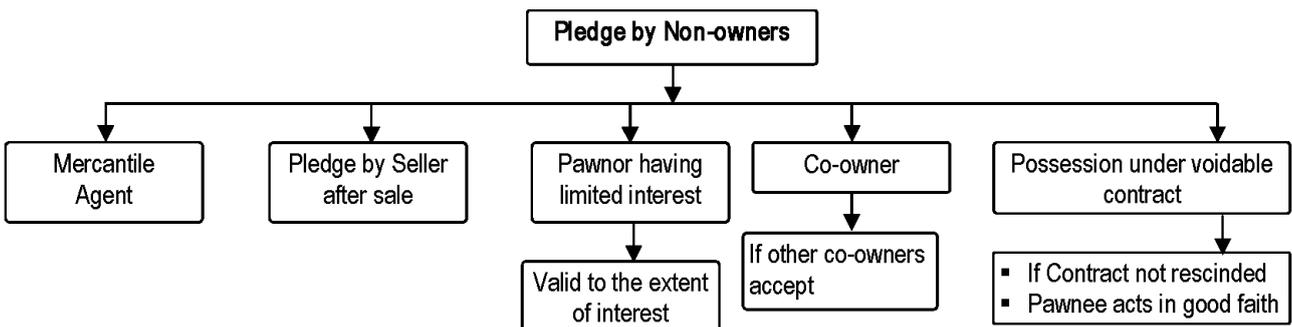
6. Write about Pledge



7. Write about rights and duties of Pawor & Pawnee.

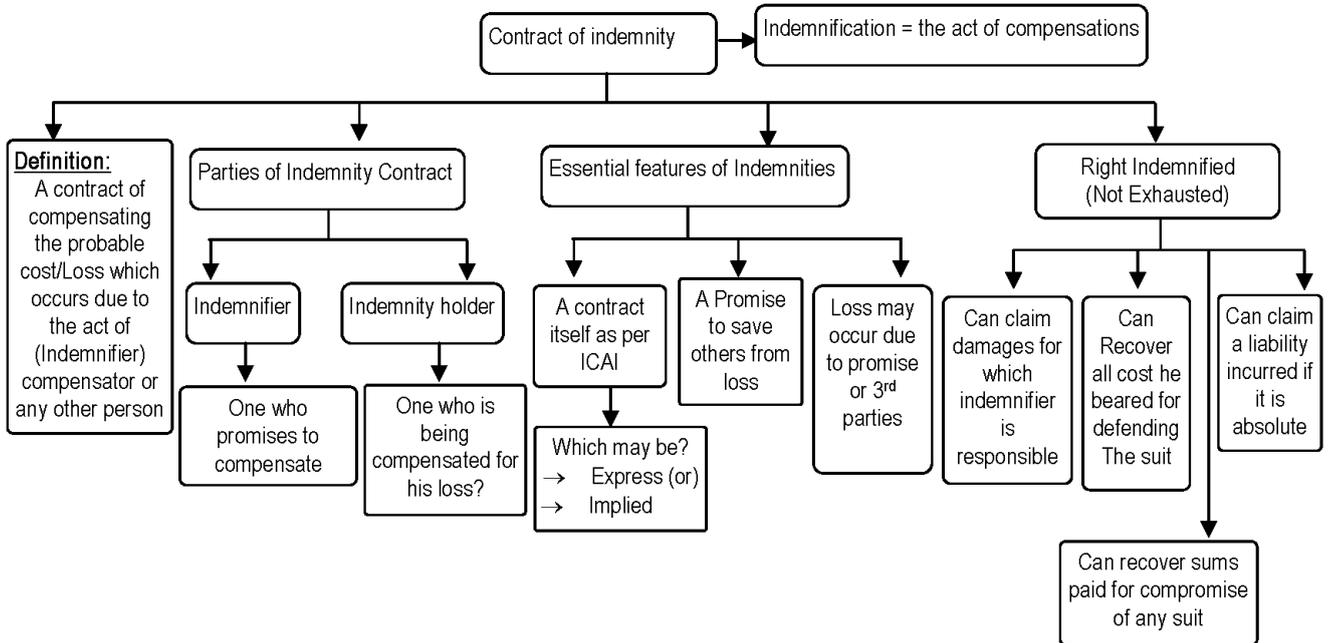


8. State the provisions relating to Pledge by Non-Owners.

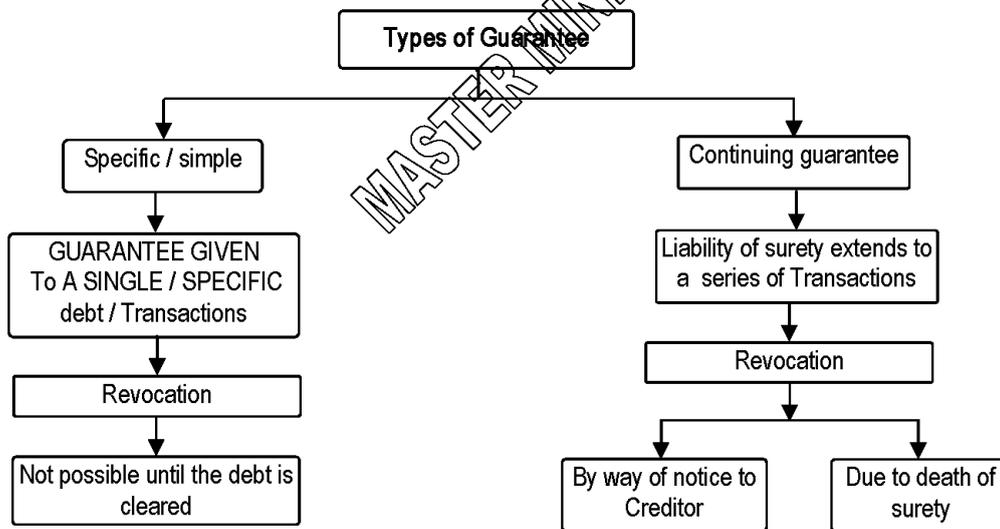


2. INDEMNITY & GUARANTEE

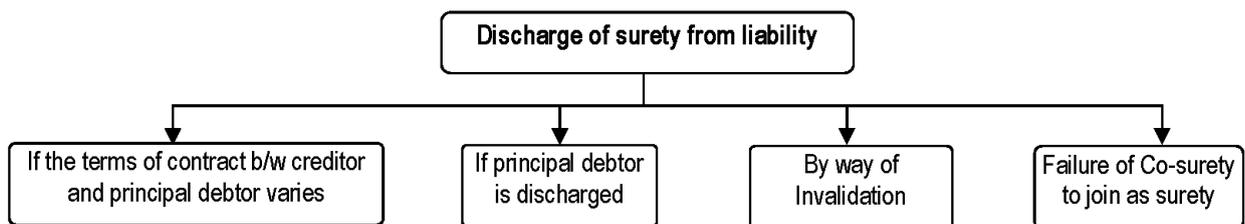
1. Write about contract of Indemnity and its essentials.



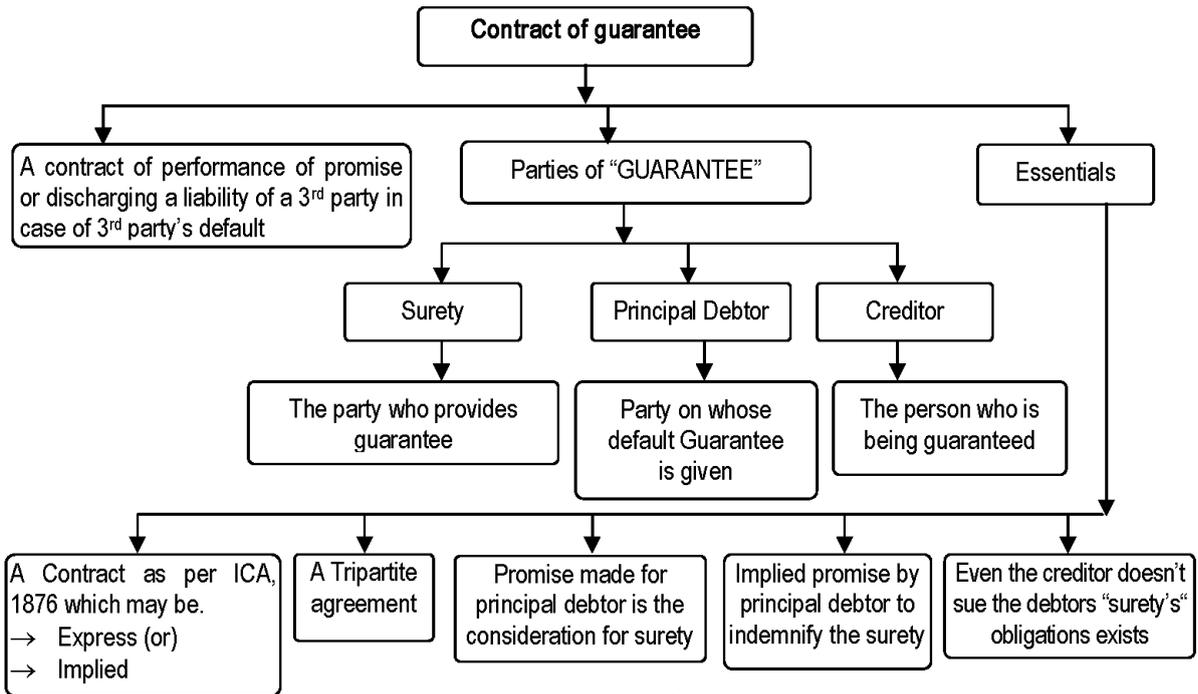
2. Write about types of Guarantee.



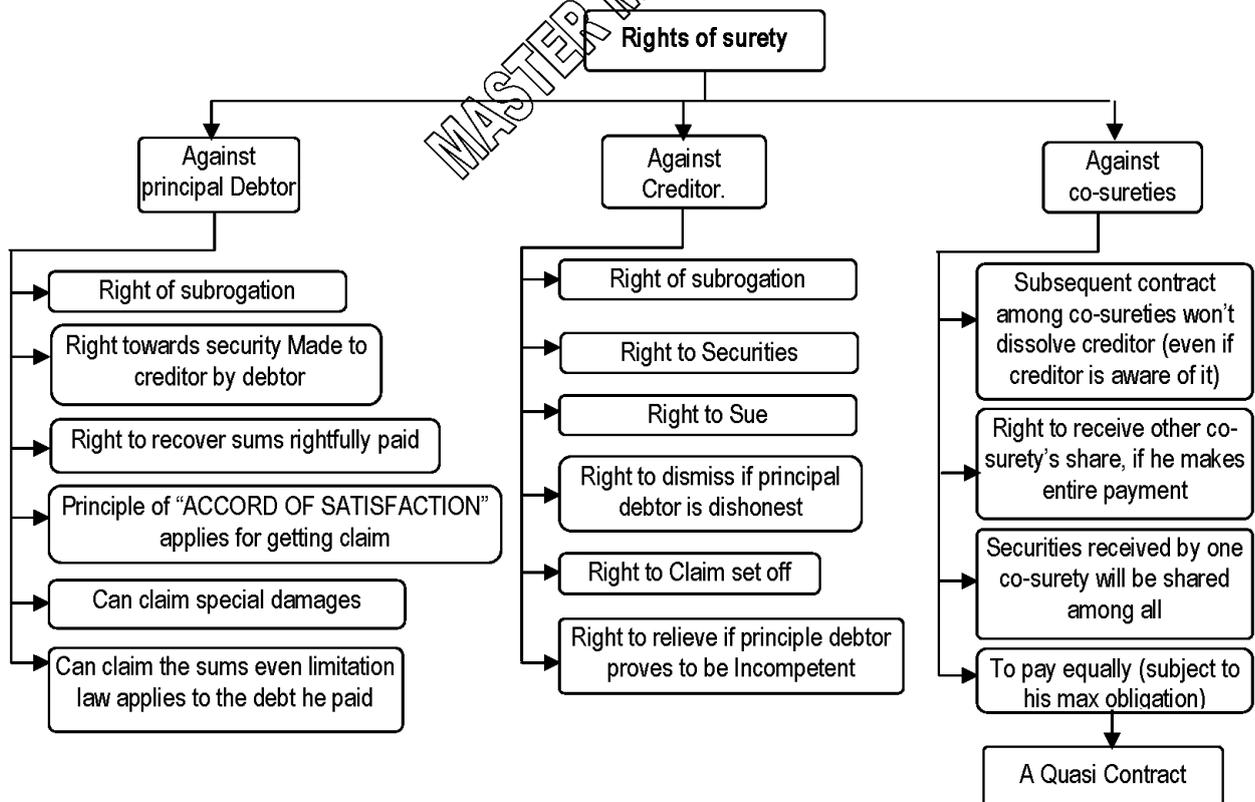
3. When the surety is discharge from liability?



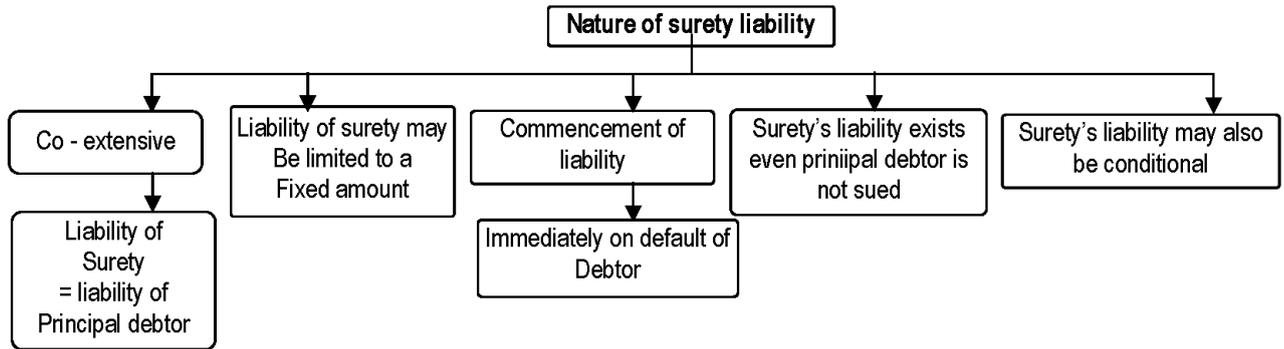
4. Write about contract of Guarantee and its essentials.



5. State the Rights of surety against Principal Debtor, Creditor and Co-sureties.

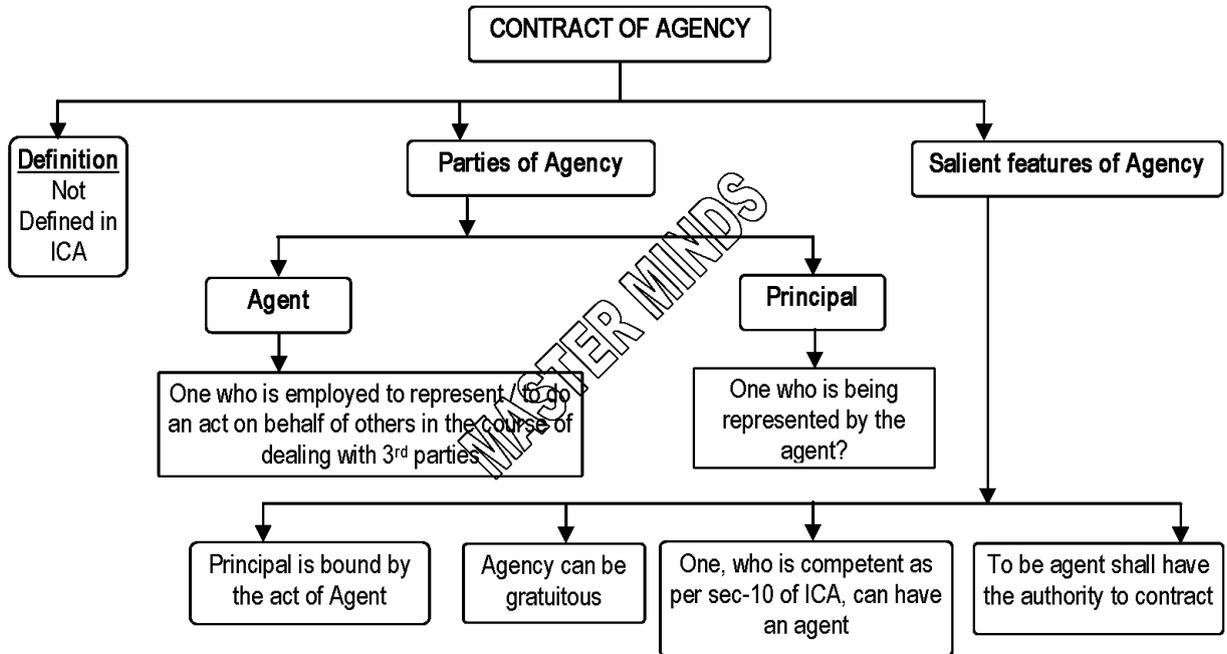


6. Explain the nature and extent of surety liability?

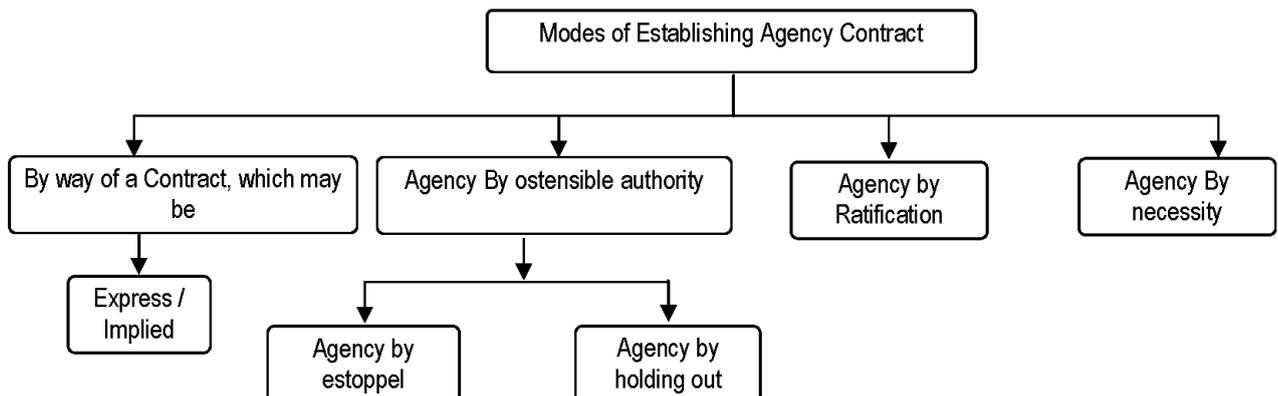


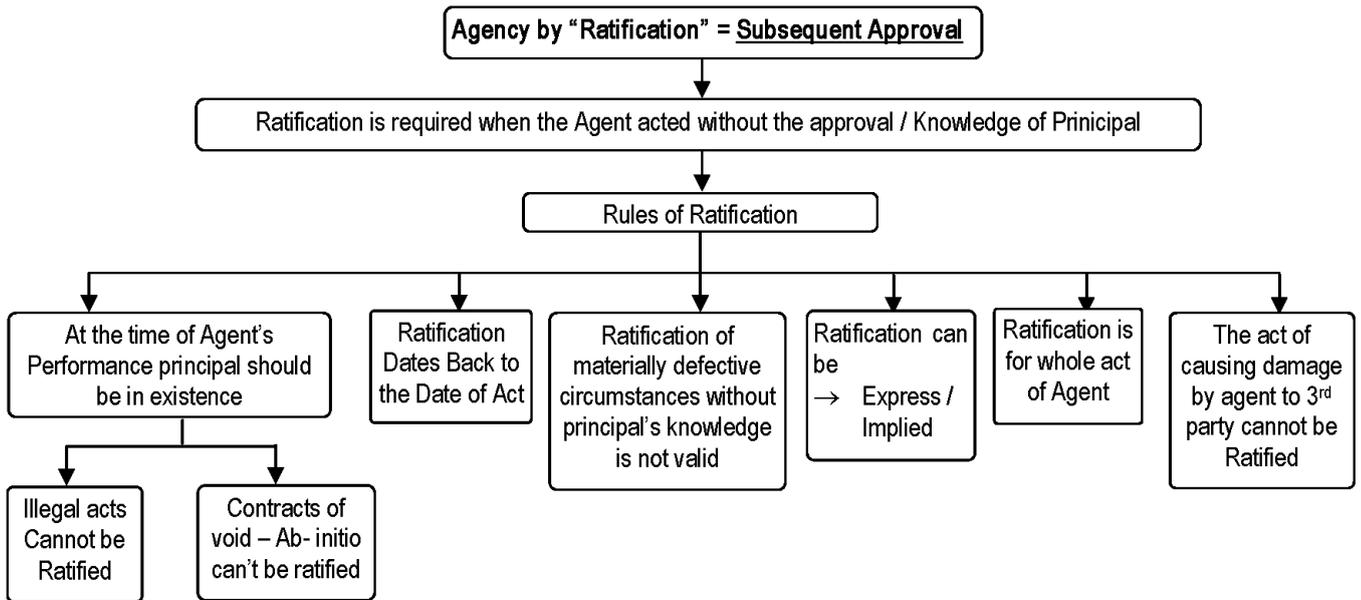
3. CONTRACT OF AGENCY

1. Write about essentials of Contract of Agency ?

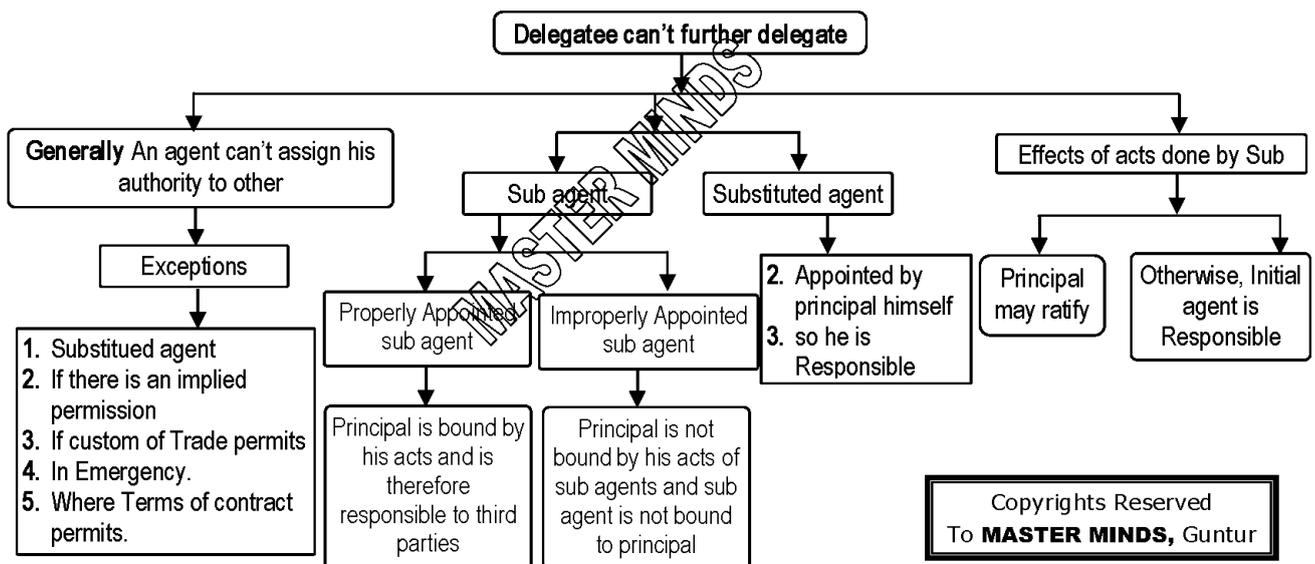


2. Write about different modes of Creation of Agency.

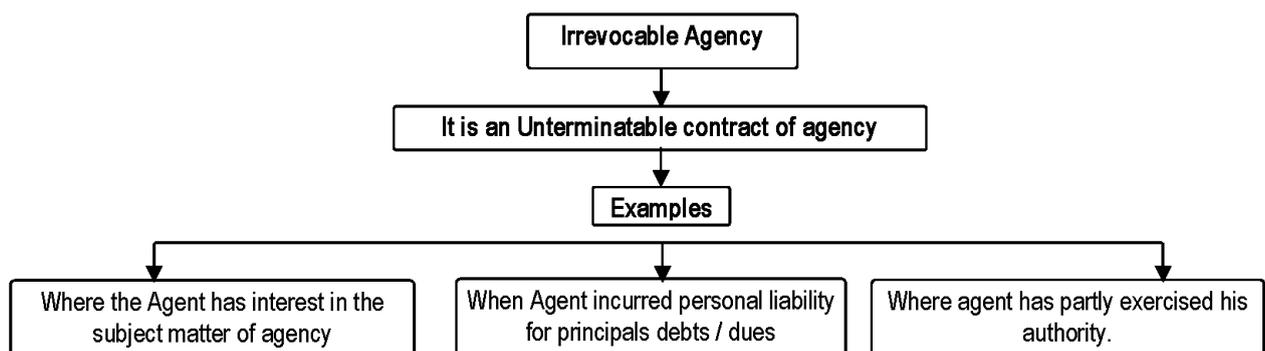




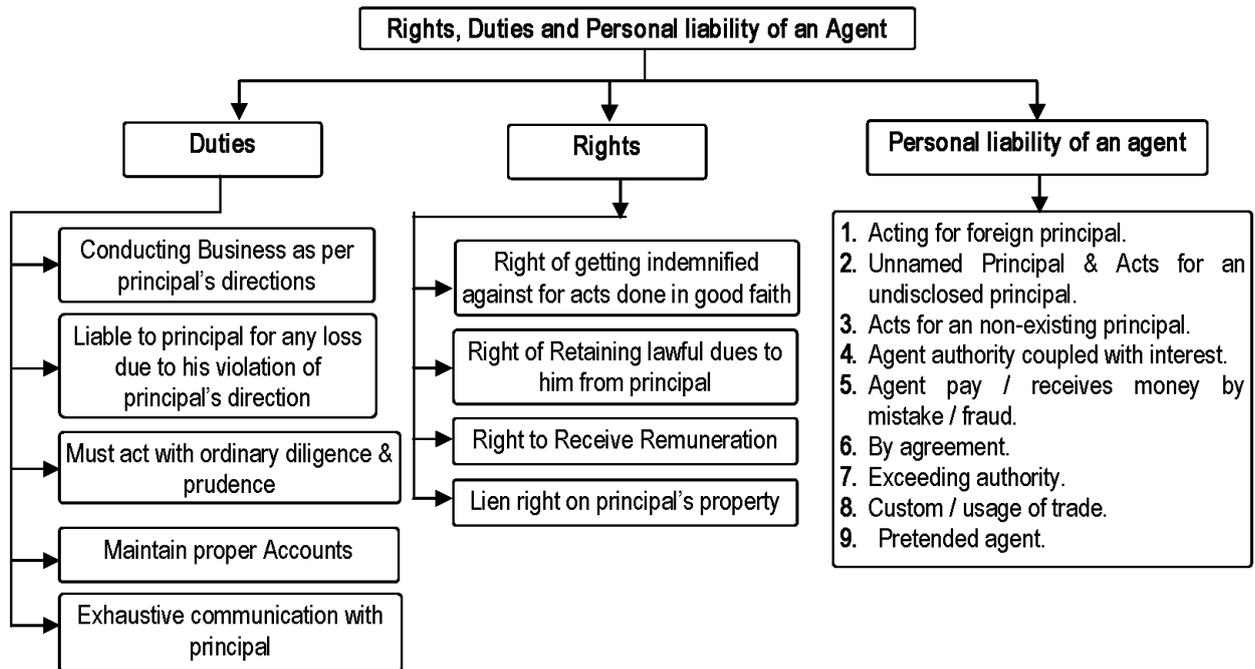
3. Explain the general rule "Delegatee cannot further Delegate".



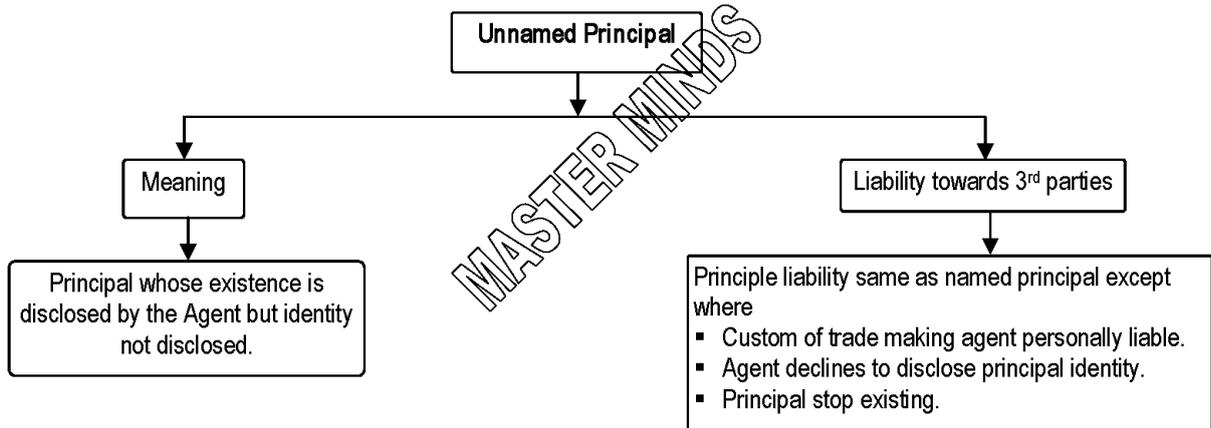
4. Write about Circumstances in which Agency becomes Irrevocable Agency?



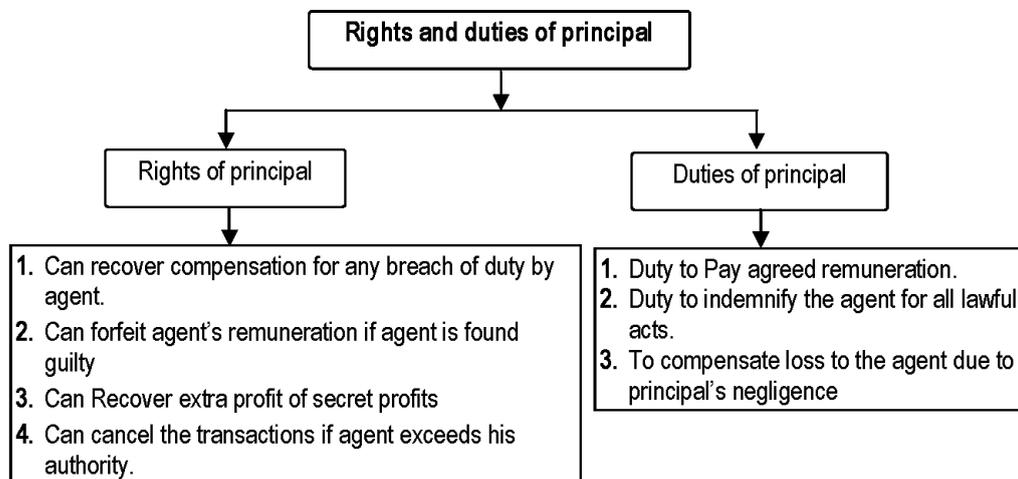
5. Write about Rights, Duties and Personal liability of an Agent?



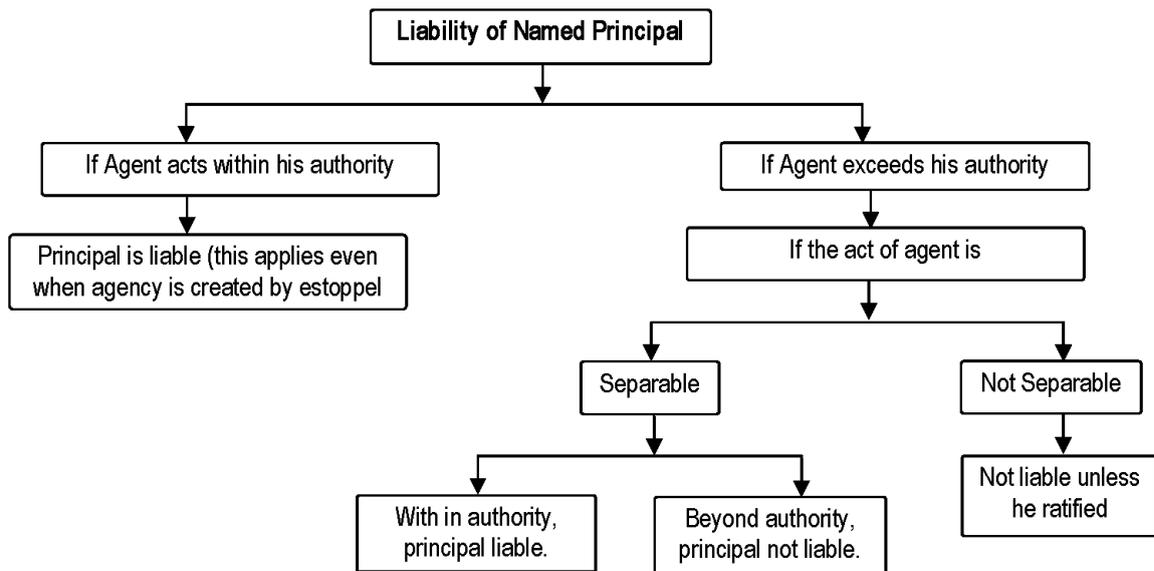
6. State the provisions relating to unnamed Principal?



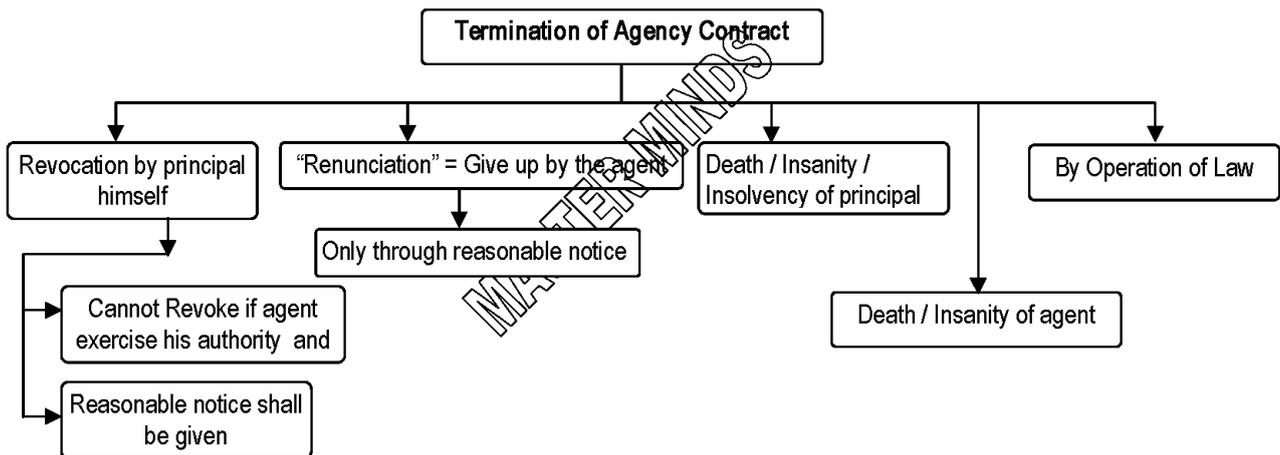
7. What are the Rights and Duties of Principal?



8. Write about liability of Named Principal?



9. When the Contract of Agency comes to end?

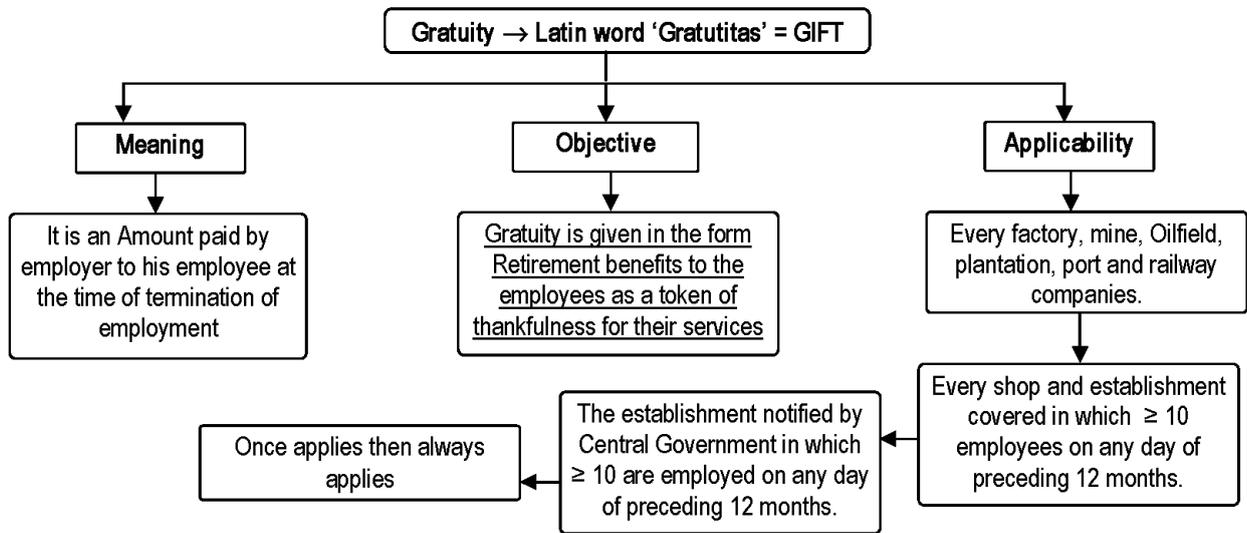


✓ Revocation & Renunciation must be expressed or implied

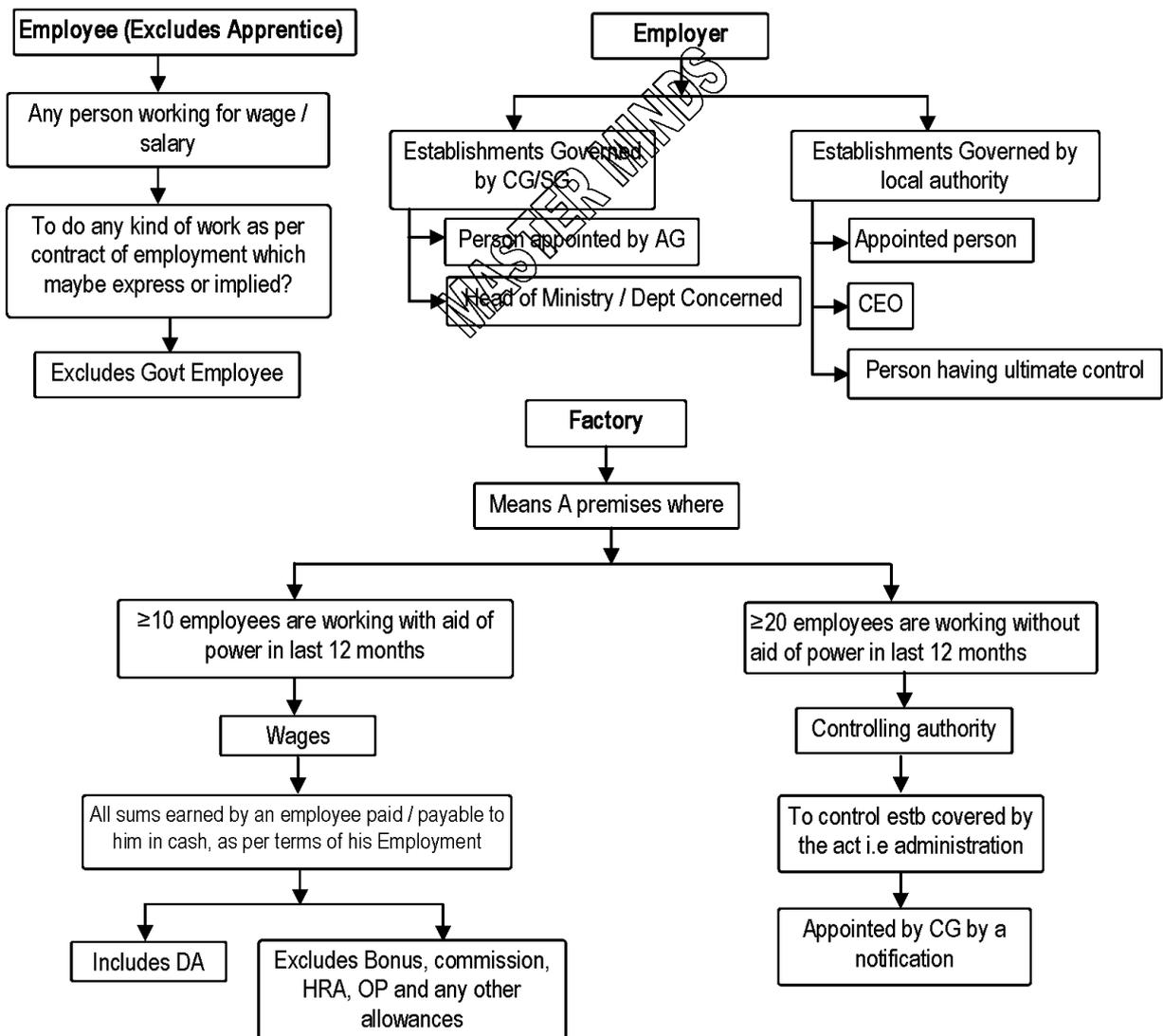
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4. THE PAYMENT OF GRATUITY ACT, 1972

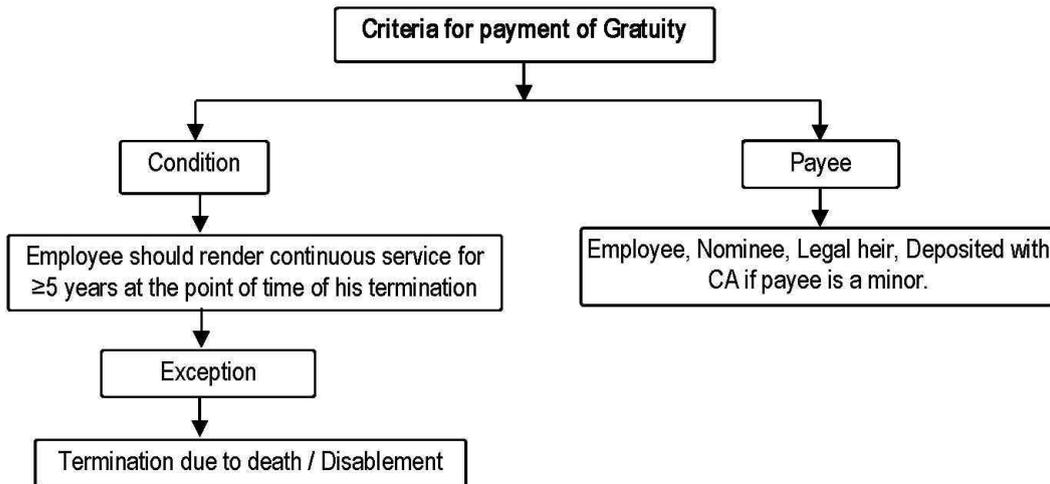
1. Write about objective of Gratuity Act and its applicability?



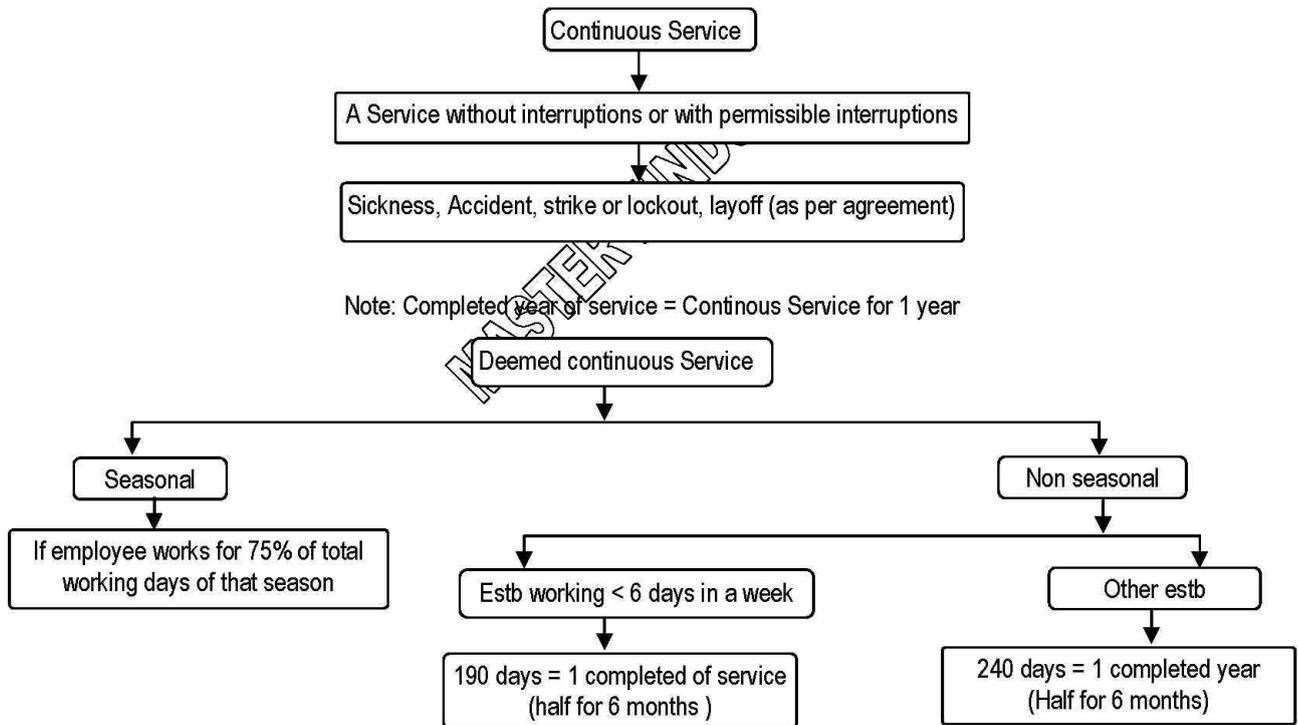
2. Definitions



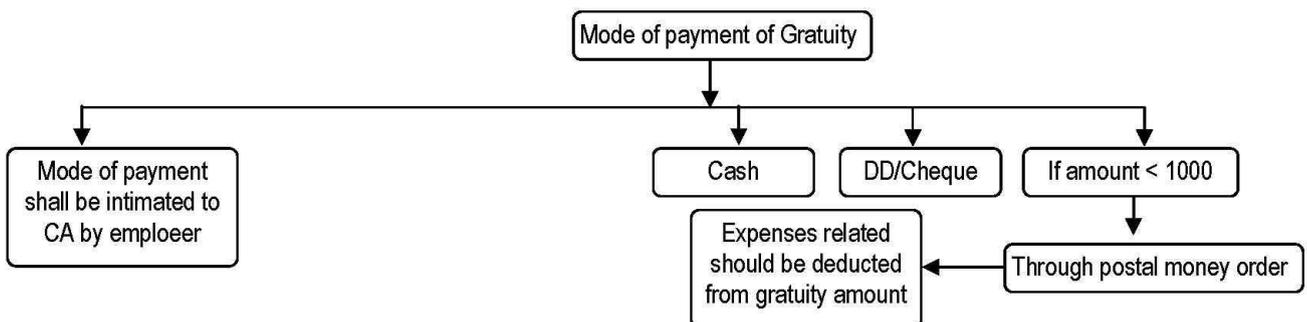
3. State the provisions relating to a eligibility of Gratuity and Payment?

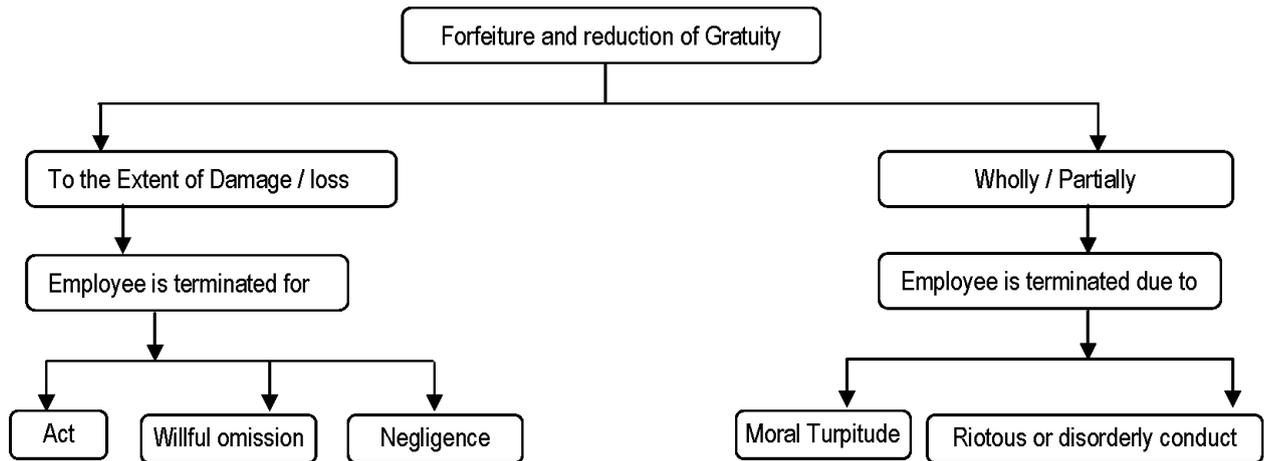


4. Write about “Continuous Service” and “Deemed Continuous Service” U/S 2A of Gratuity Act?

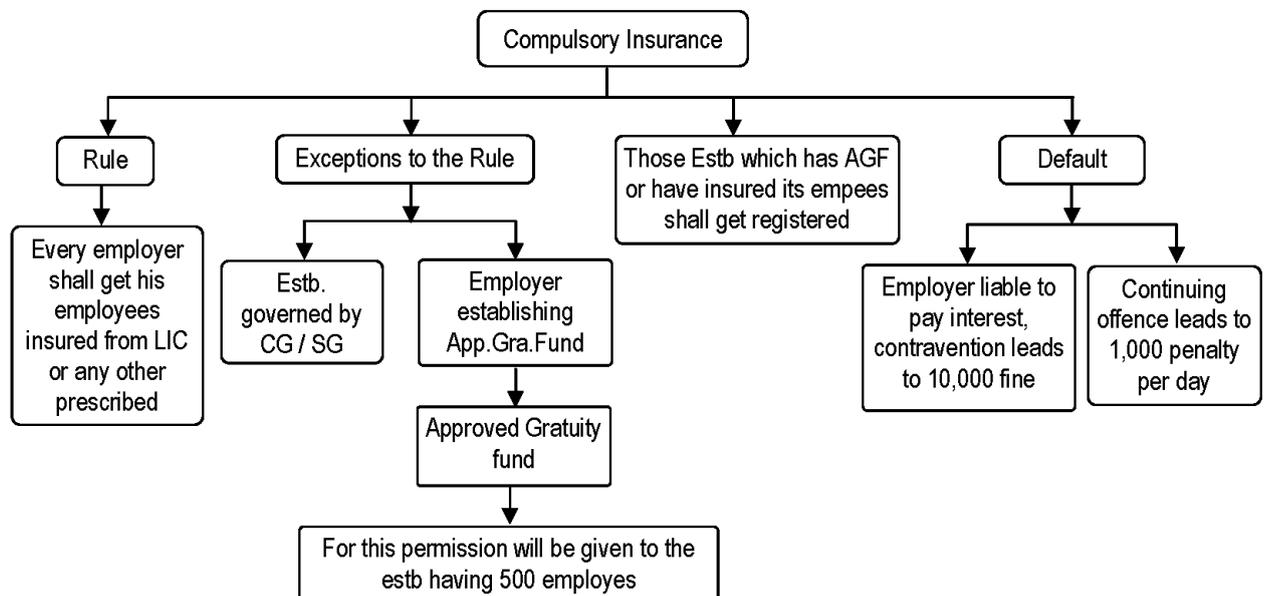
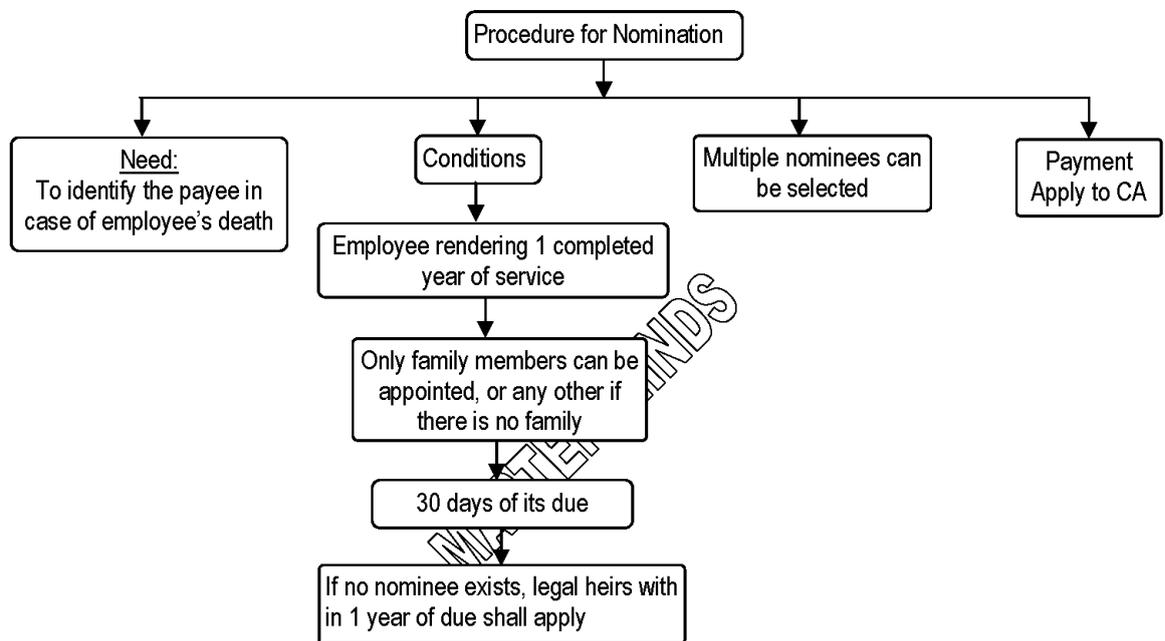


5. State the provisions relating to Mode of Payment, Forfeiture of gratuity and Approved Gratuity fund?

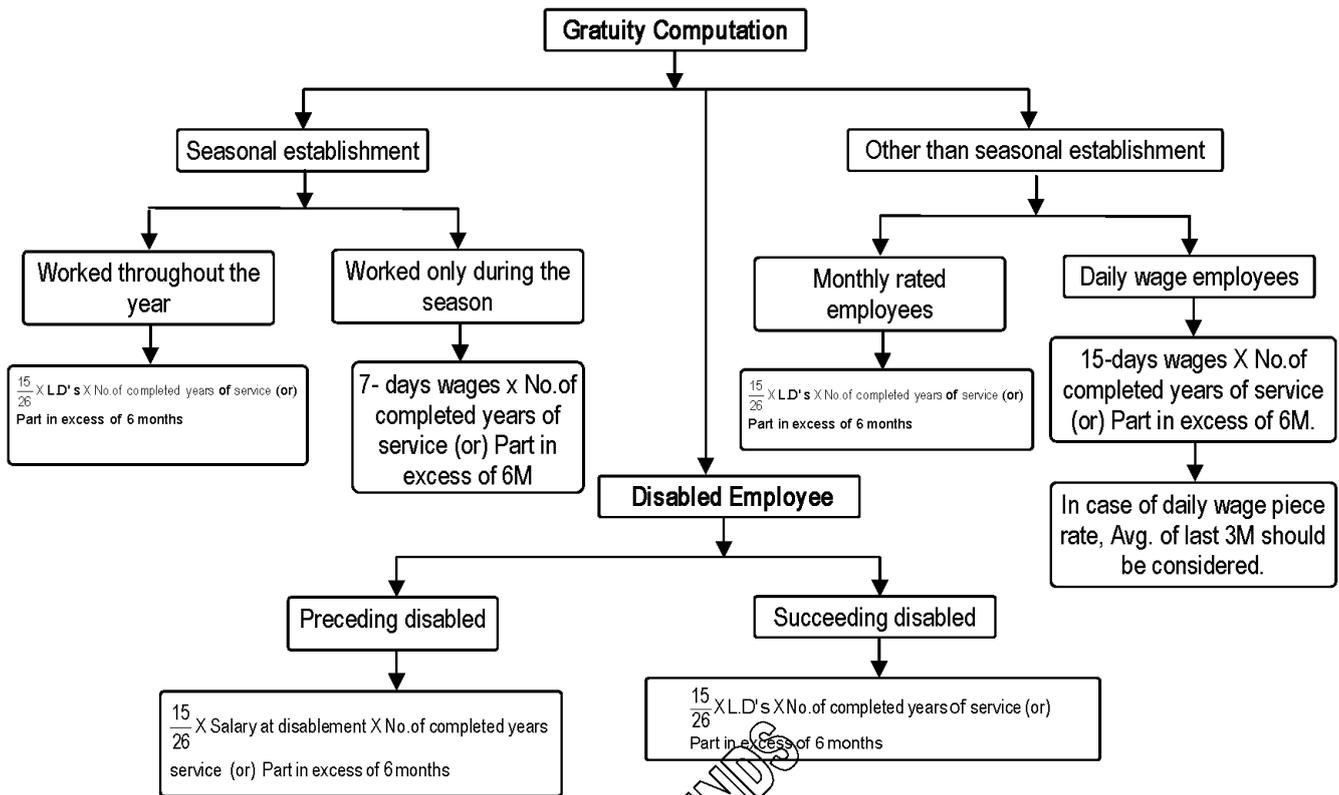




6. Write about Nomination and procedure to be followed in case of dispute as to Gratuity?

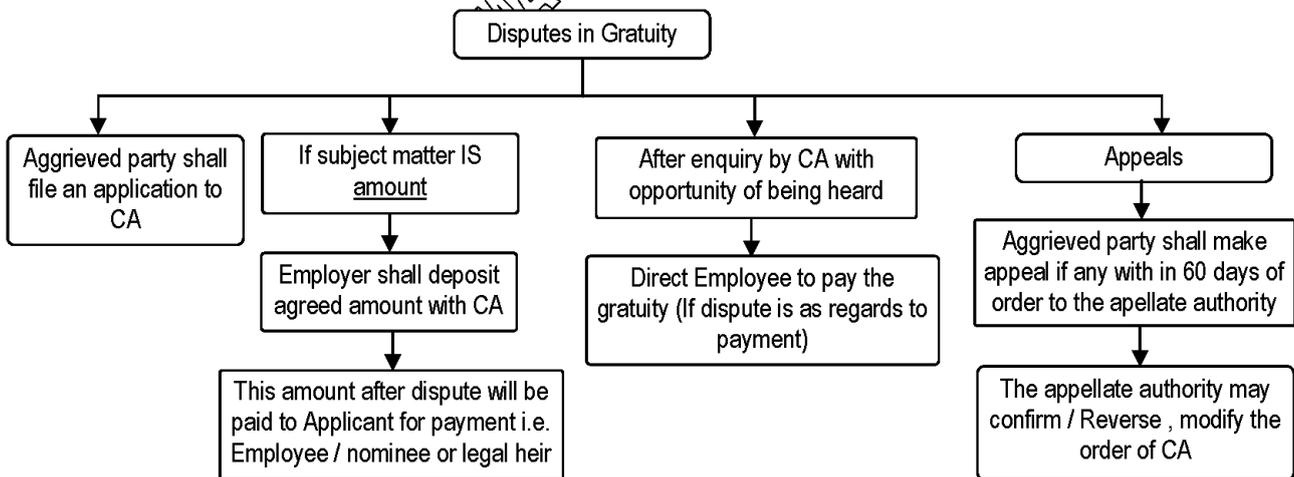


7. Write about provisions relating to computation of Gratuity?



8. Explain how disputes are resolved under the Gratuity Act, 1972

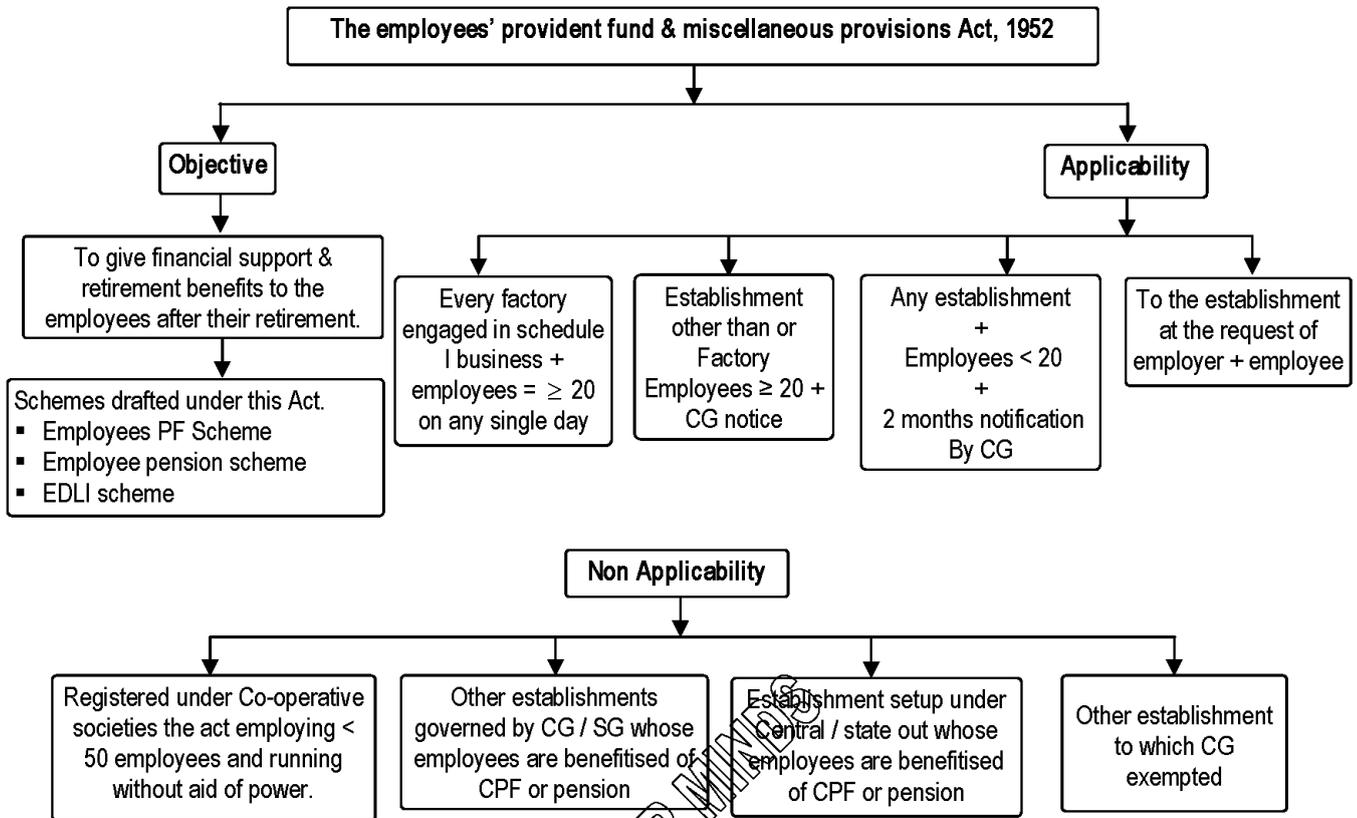
Disputes in Gratuity:



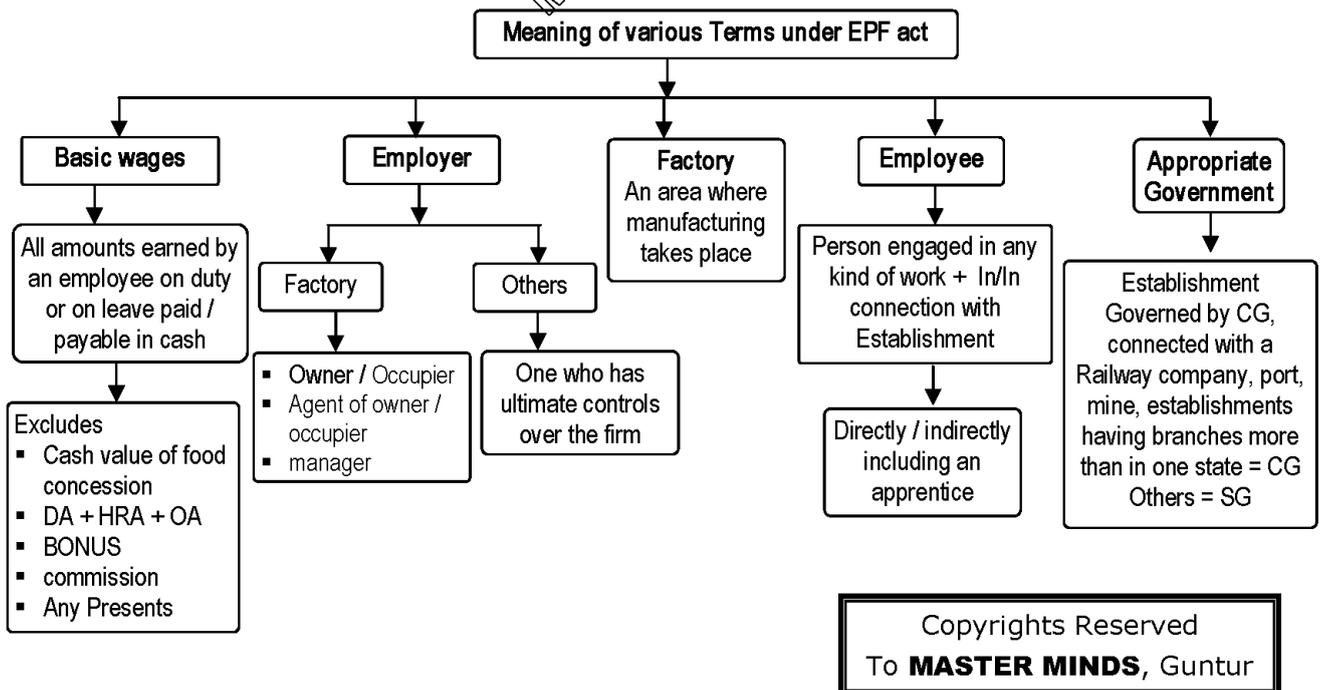
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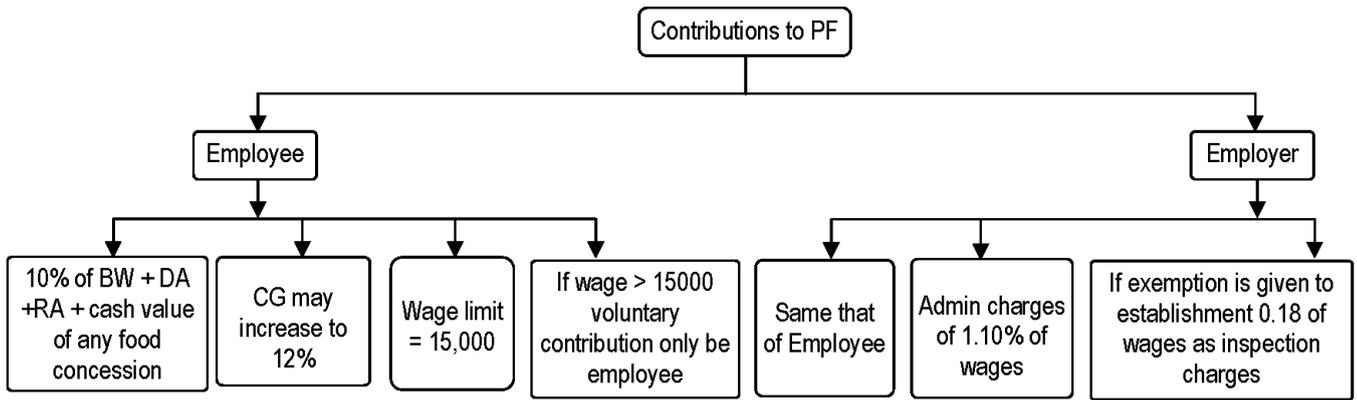
5. THE EMPLOYEES PROVIDENT FUND & MISCELLANEOUS PROVISIONS ACT, 1952

1. Write about object and applicability of E.P.F Act

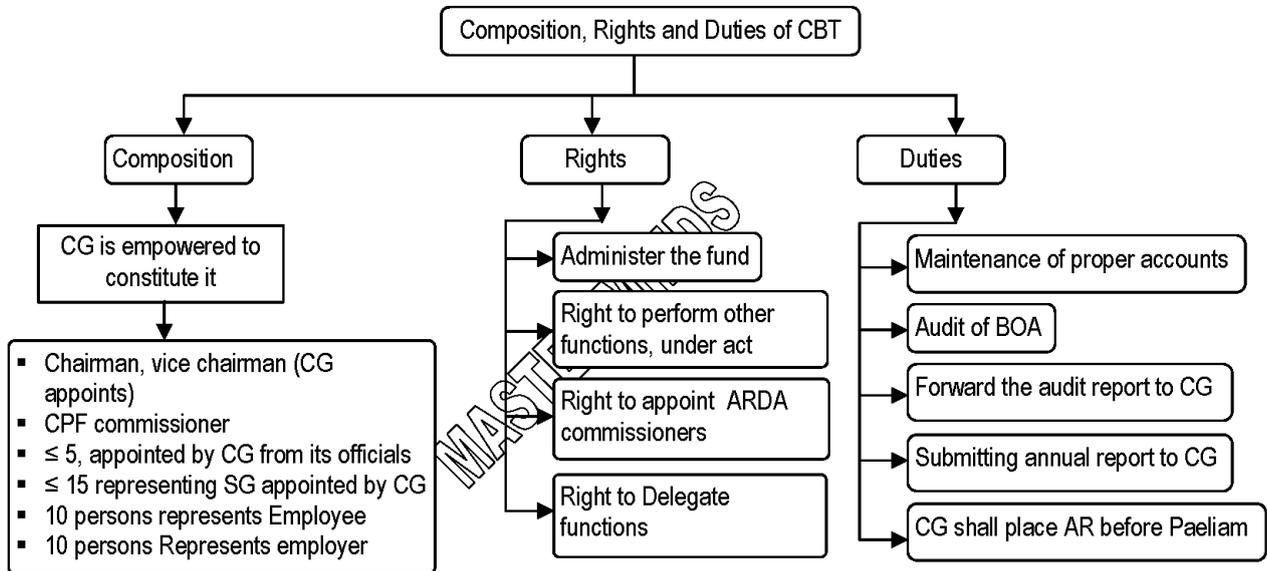


2. Definitions

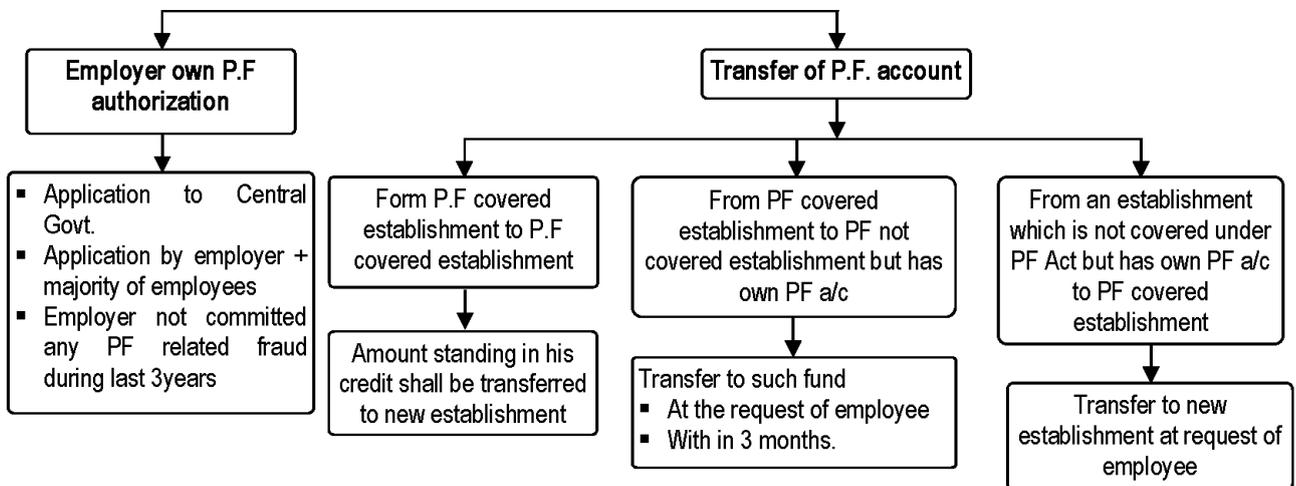




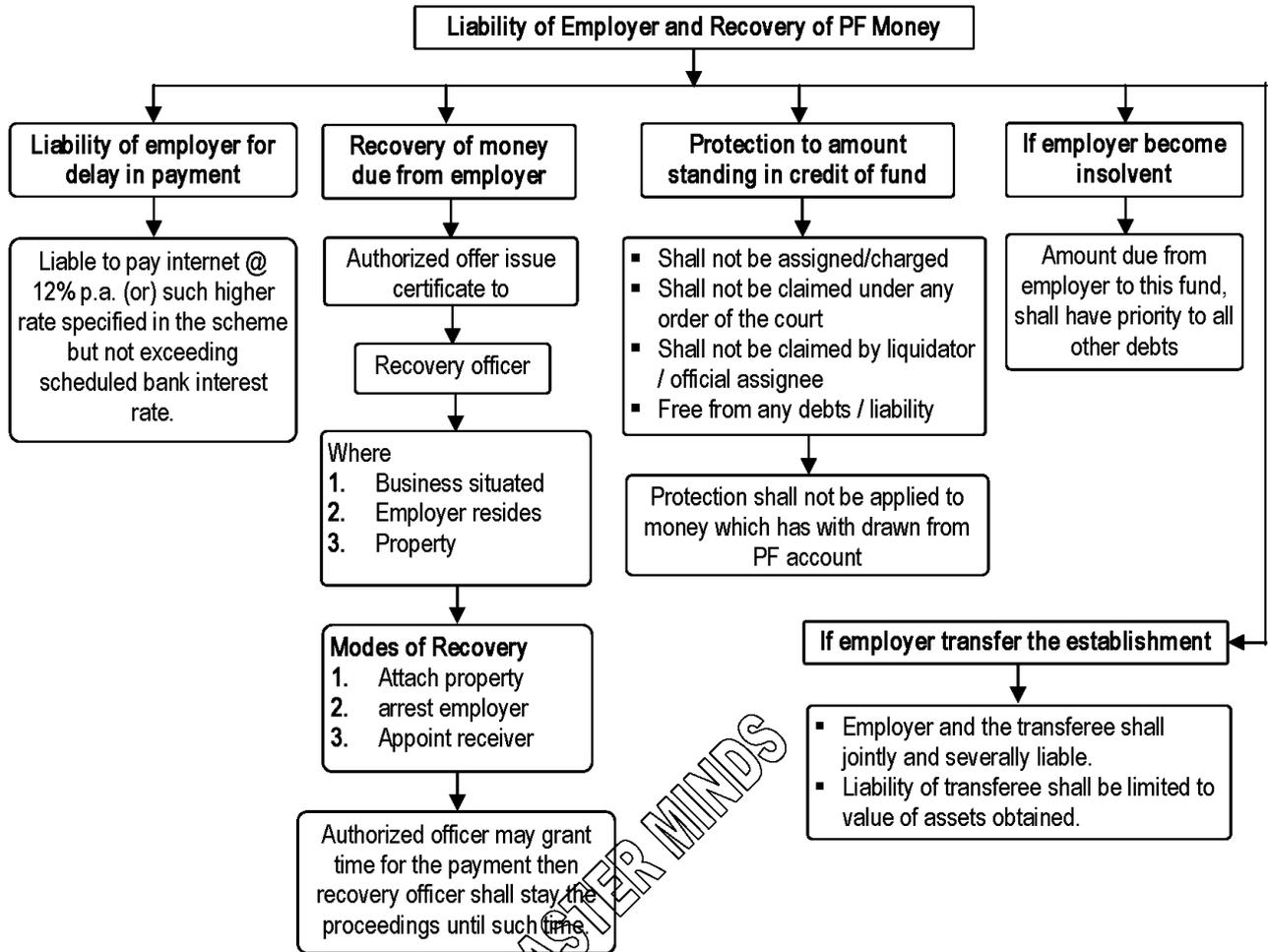
3. What do you know about the composition rights and duties of central board with regard to EPF Act?



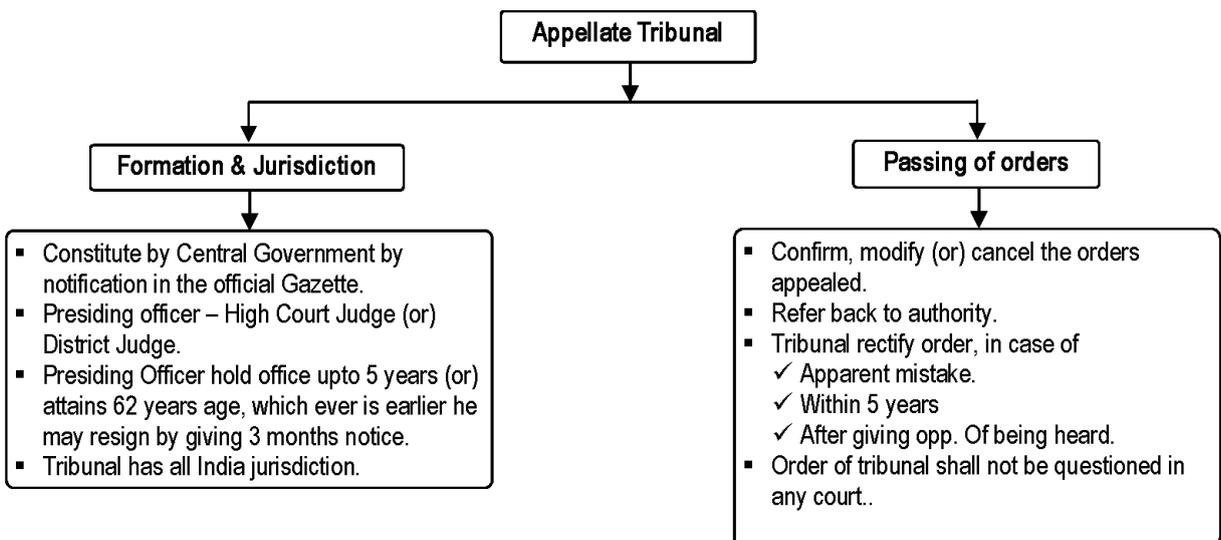
4. Write about provisions relating to employer own P.F authorization and Transfer of P.F Account.



5. Write about liability of employer for delay in payment and recovery of P.F amount by recovery officer.

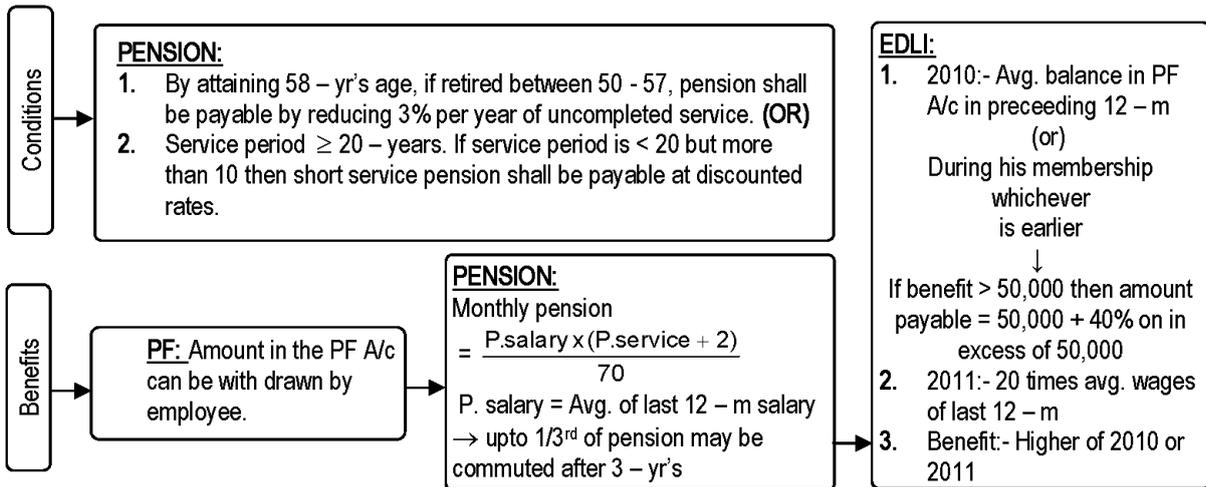


6. Write about Appellate Tribunal.

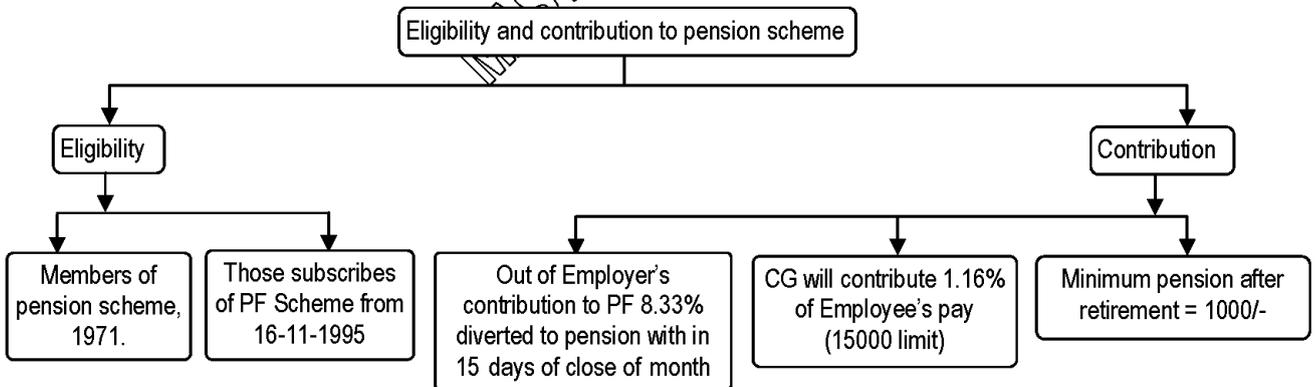


7. Write about contributions and benefits under P.F, Pension and EDLI scheme.

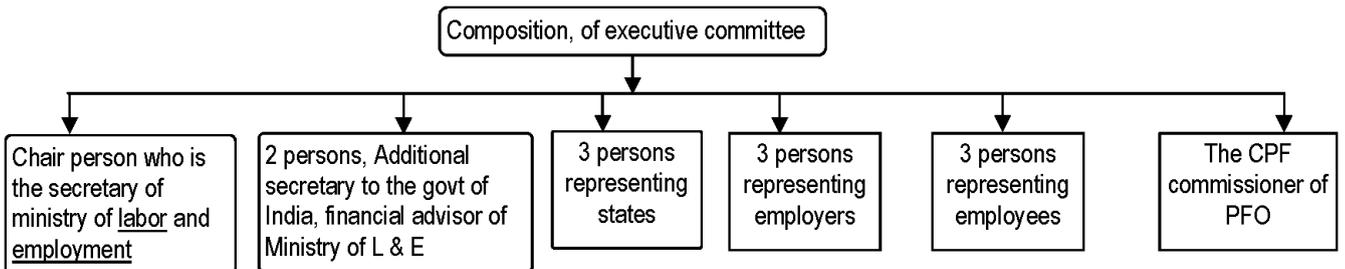
Contributions		PF	PENSION	EDLI
1. Employer		10 – 12% →	8.33%	Max – 1%
2. Admin. Charges (By employer)		1.1% or 0.18% If exempted	-	0.01% of emoluments or 2 p.m per member ↑
3. Employee		10 – 12%	-	-
4. C.G		-	1.16%	½ of employer contribution. + ½ of "Er" admin charges



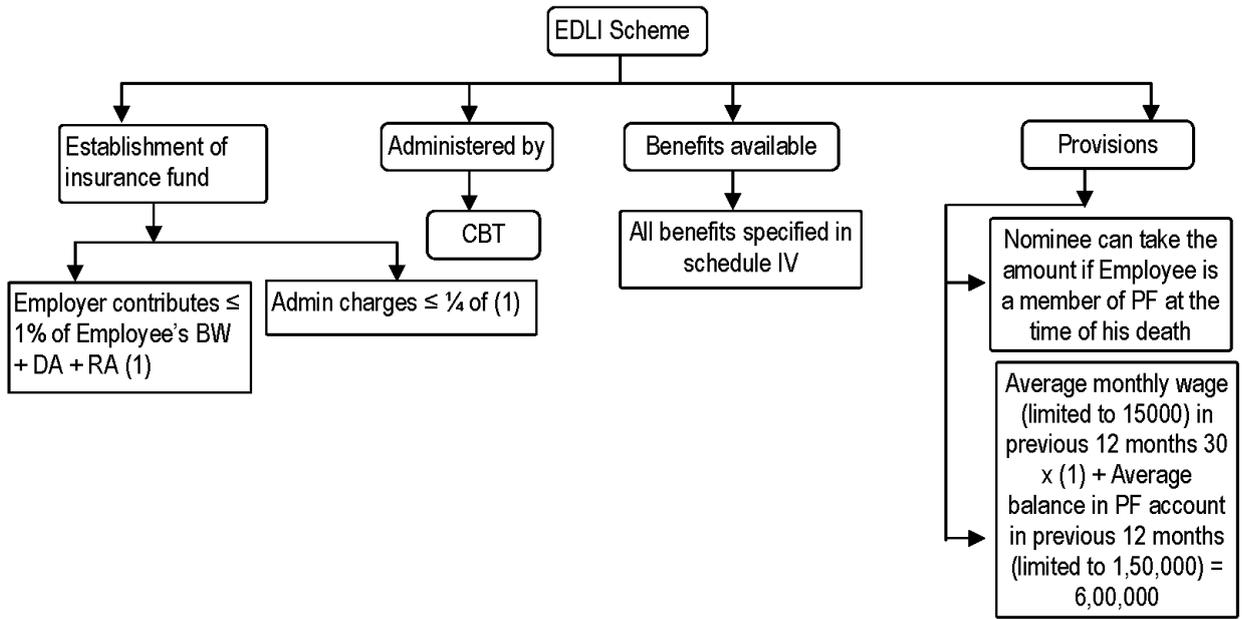
8. Explain the provisions relating to the eligibility for pension scheme under EPF Act. Also state the matters for which provisions are made in the pension scheme under the EPF & MP Act,1952



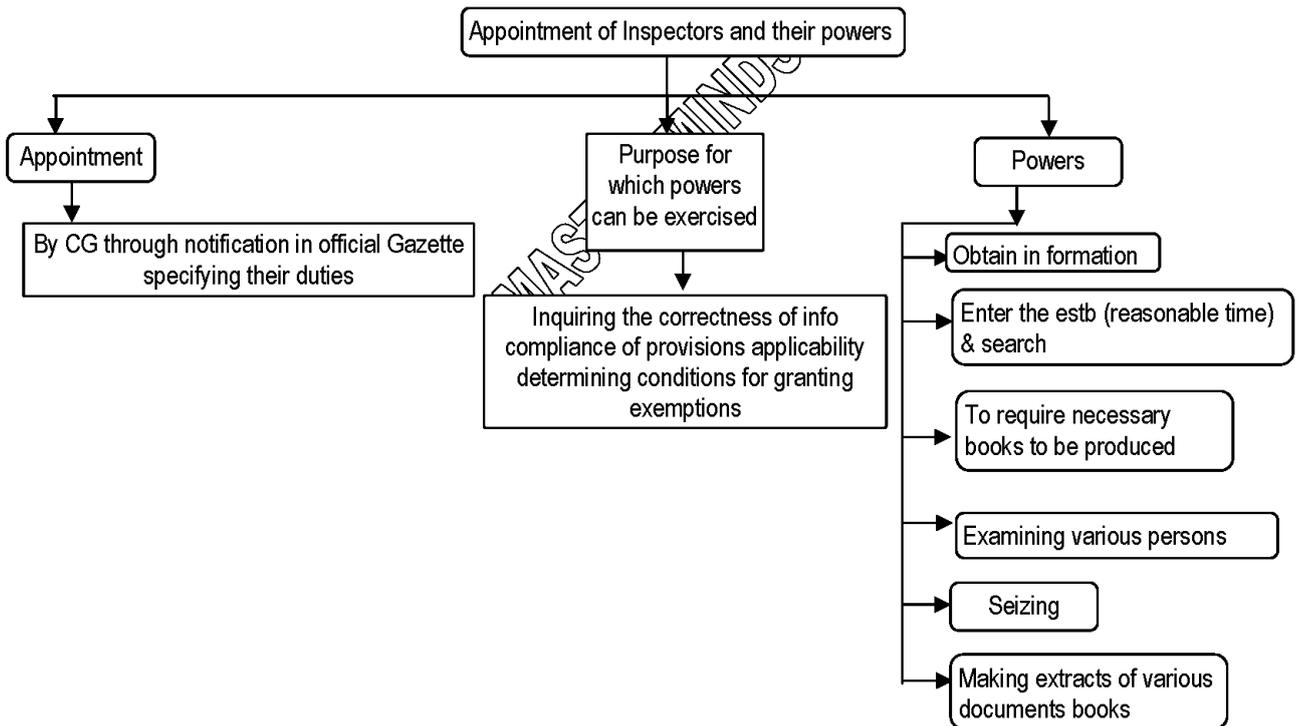
9. Write a short note on the Executive committee under the EPF Act



10. Write about the Employee's Deposit linked insurance scheme under EPF Act,1952?

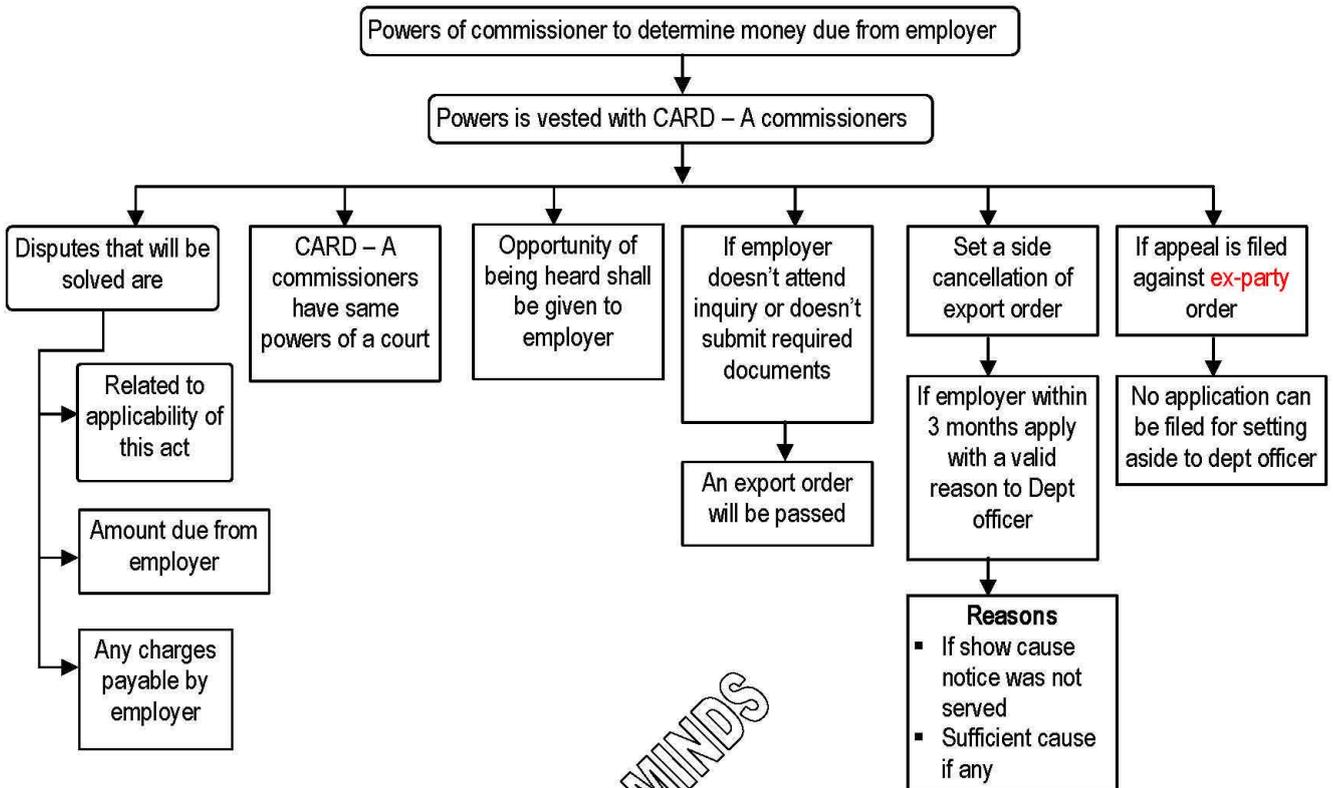


11. Explain briefly the appointment of inspectors and their powers under sec 13 of the Act

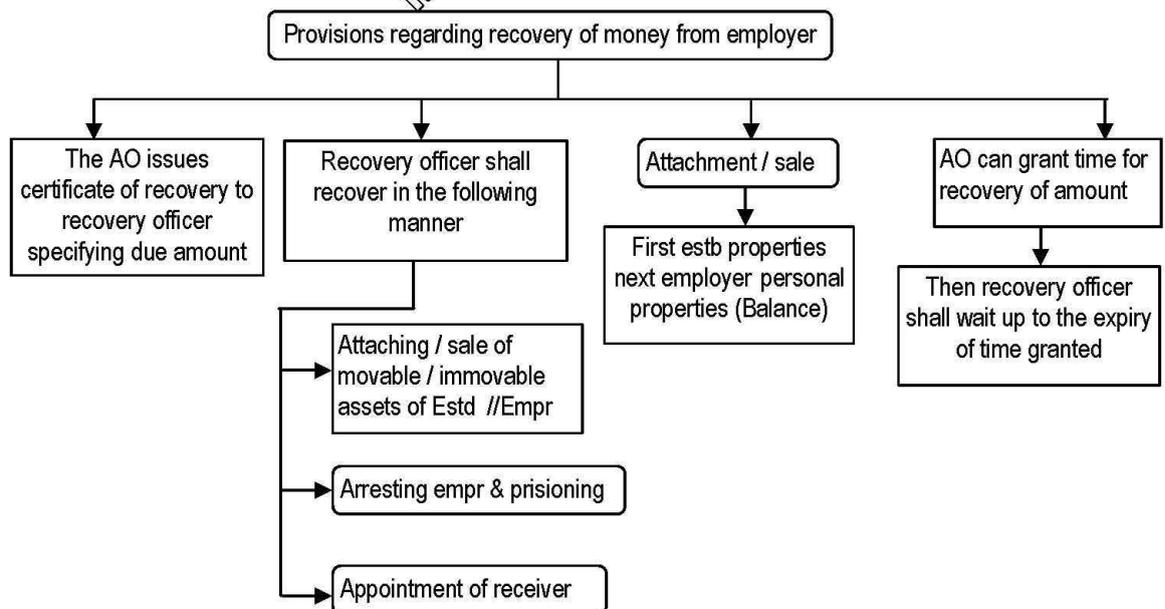


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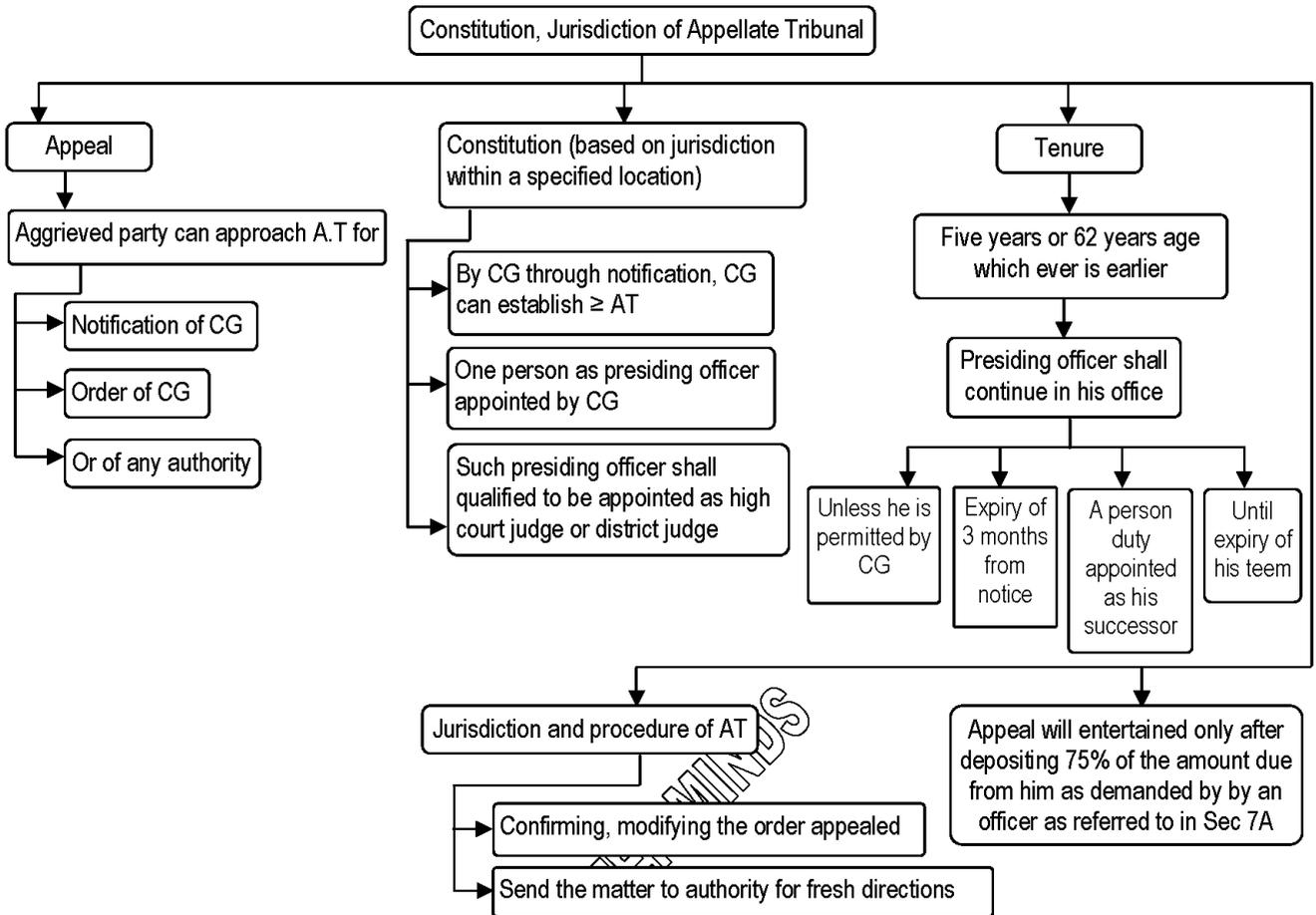
12. Explain the powers of the commissioner to determine the money due from employers under the EPF Act



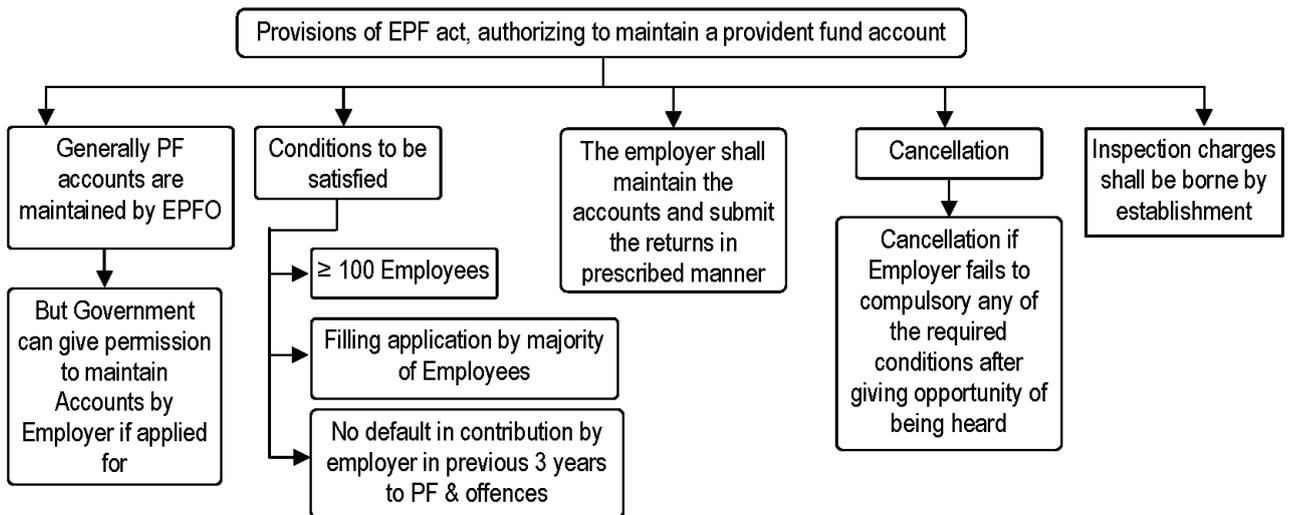
13. State the provisions of the EPF Act, 1952 with regard to recovery of money due from the employer



14. Examine the constitution of appellate tribunal , its jurisdiction and the procedures relating there to under the employees provident funds and miscellaneous provisions Act,1952

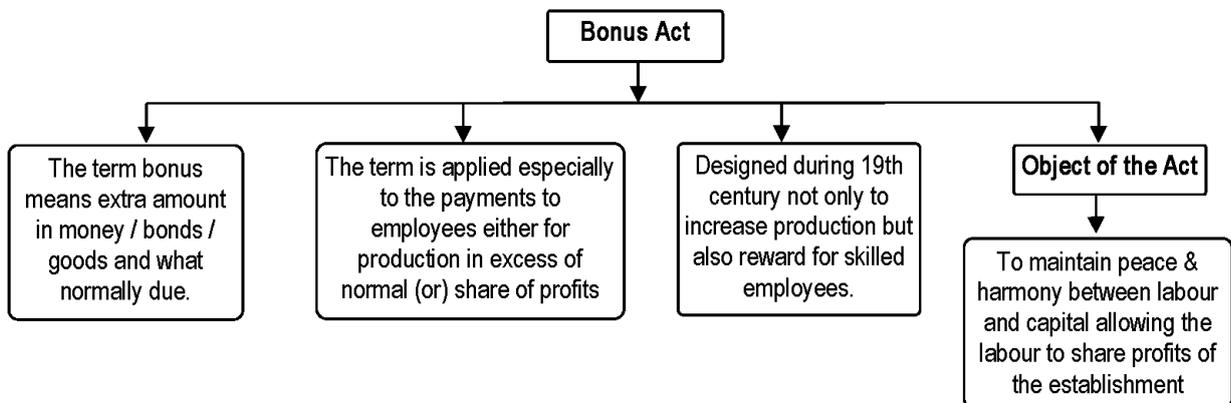


15. Explain the provisions of the EPF Act, authorizing certain employers to maintain a provident fund account

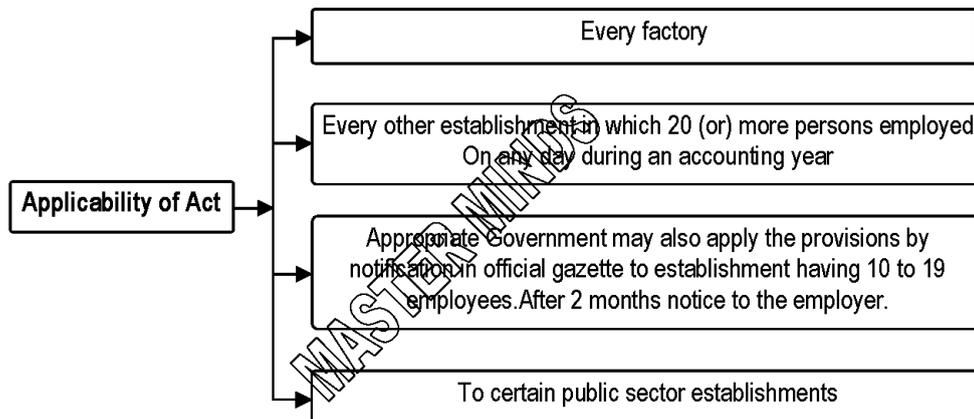


6. PAYMENT OF BONUS ACT, 1965

1. What is the object and meaning of Payment of Bonus Act?

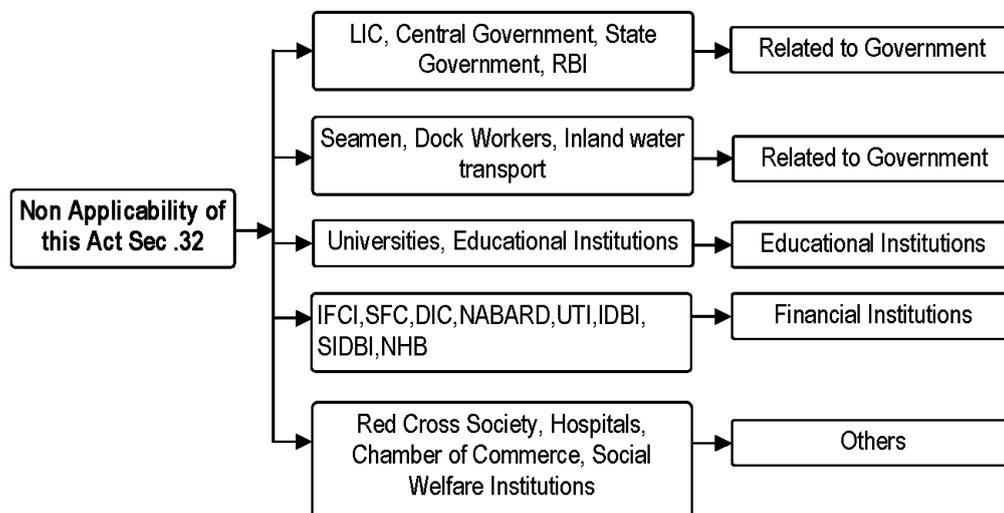


2. Discuss the applicability of Payment of Bonus Act.

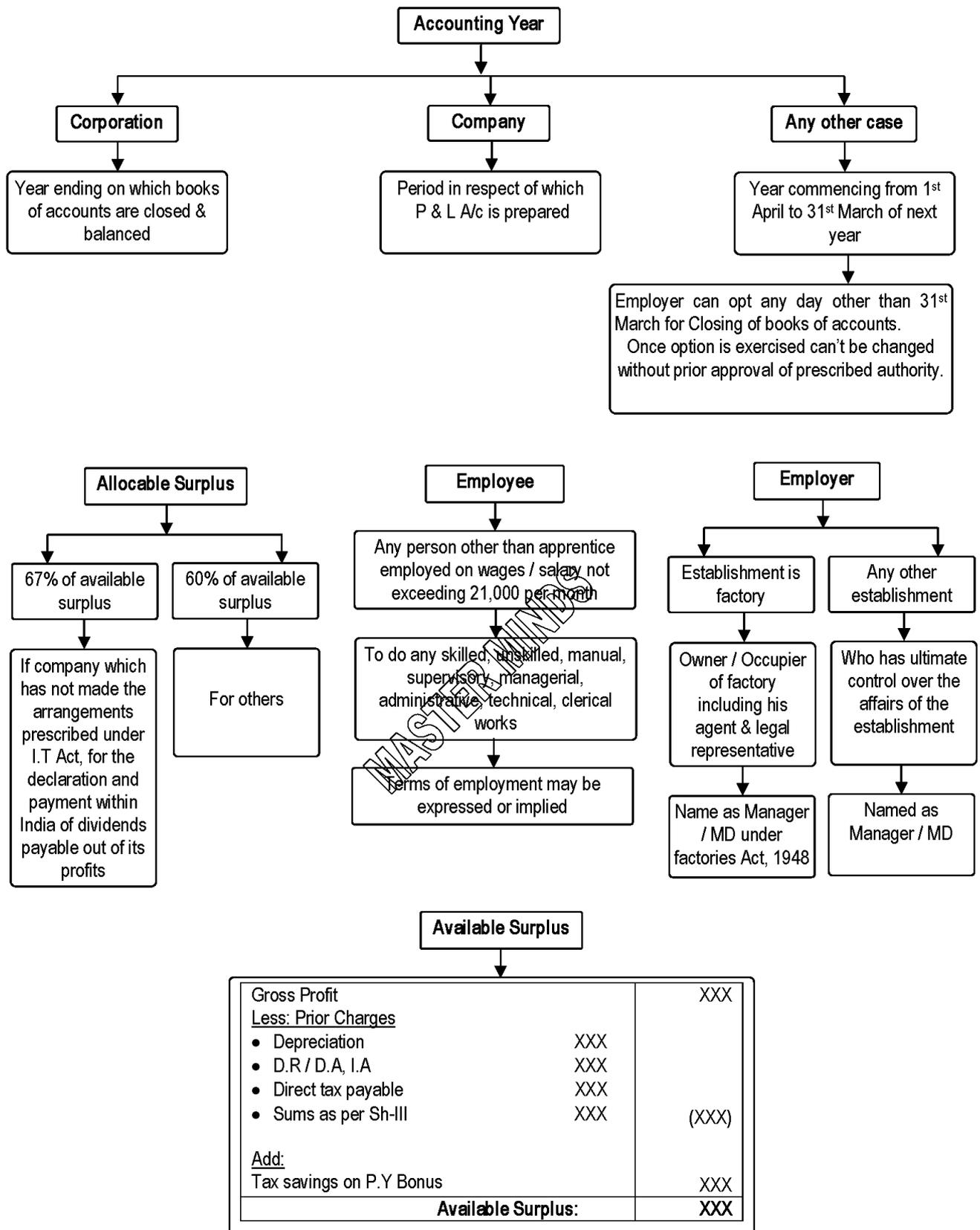


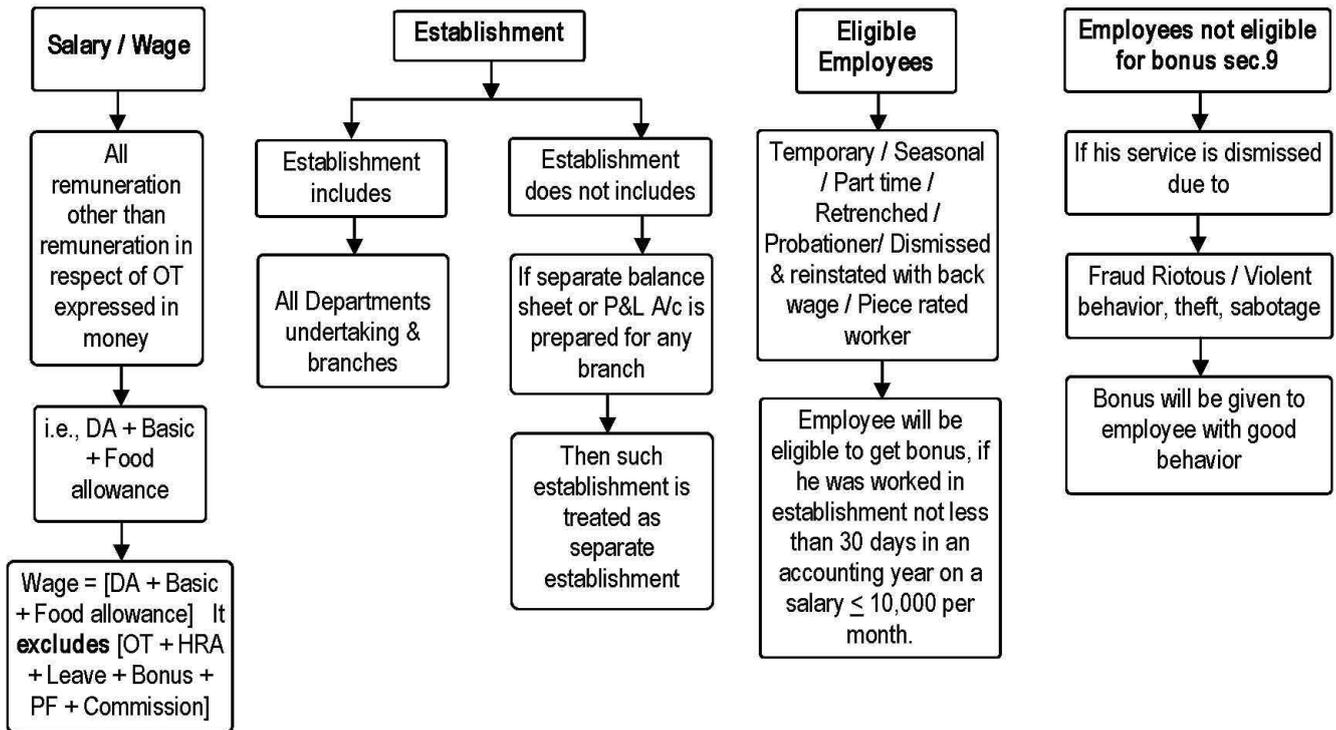
- Once Act applies It applies for ever
- Part time & casual employees are also considered for this purpose

3. Who are employees excluded from the Payment of Bonus Act?



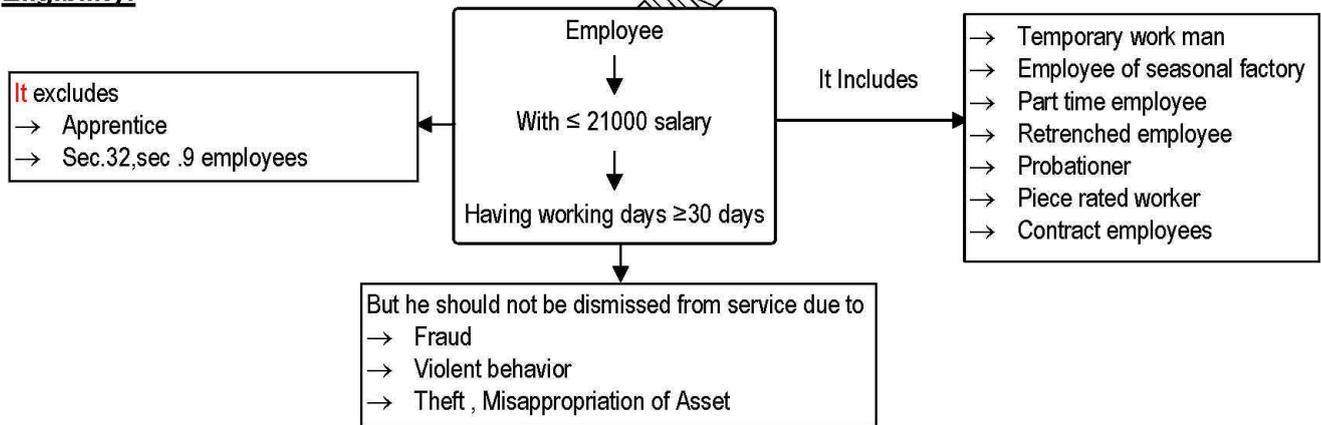
4. Definitions.





5. Who is entitled and who is not, entitled to claim bonus under the payment of bonus Act?.

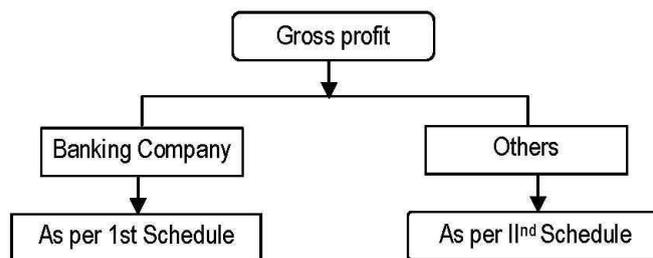
Eligibility:



Note:

- Dismissed employee not entitled to Bonus of every year
∴ Arrange the above in round shape
- Dismissed employee is entitled to Bonus if he is re-employed with back wages.

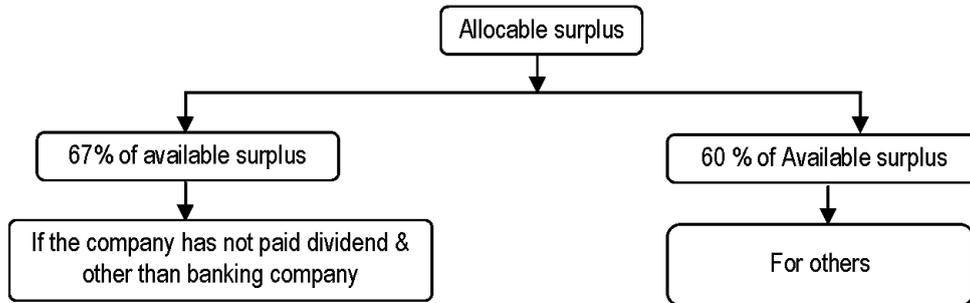
6. How to compute Gross profit U/S 4 & Deductions as prior charges U/S 6?.



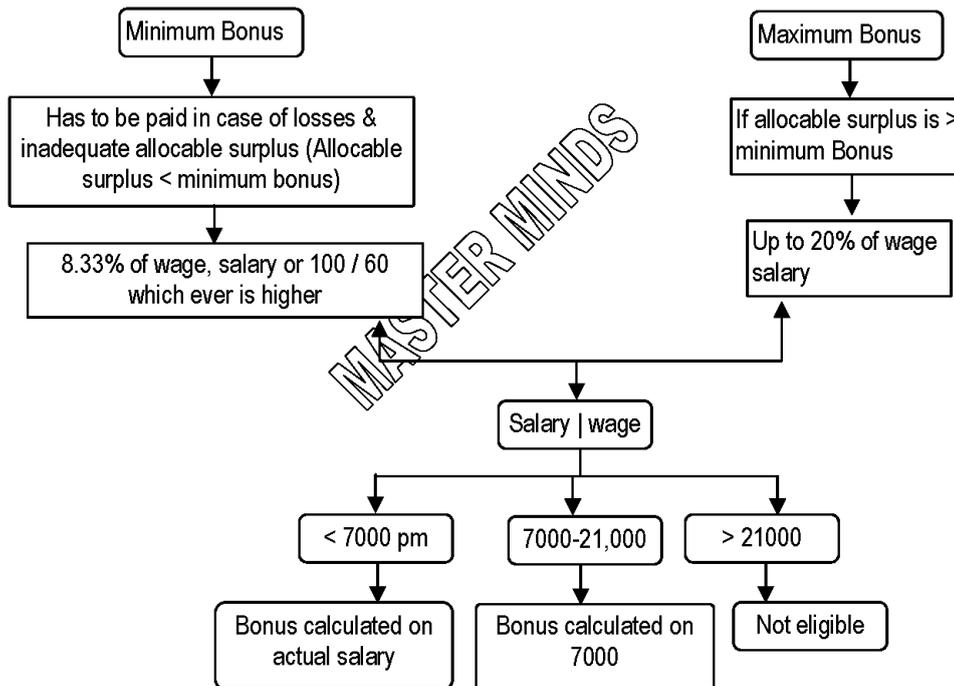
Prior charges

- Depreciation as per Sec.32(1)
- Development Rebates Investment allowance as per I.T Act
- Direct tax computed as per Sec.7 of Bonus Act
- Minimum rate of return on capital employed as per 3rd schedule

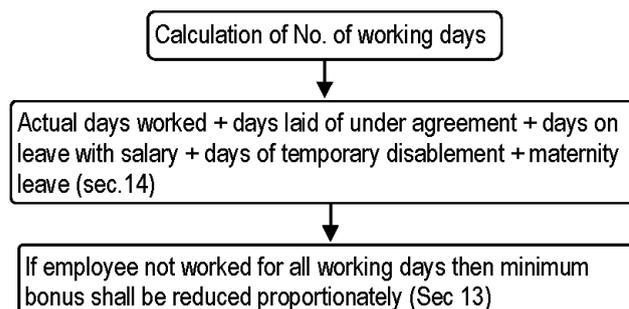
7. Explain about Allocable Surplus



8. What is the amount of minimum & maximum bonus to be paid to the employees under the provisions of payment of Bonus Act, 1965?



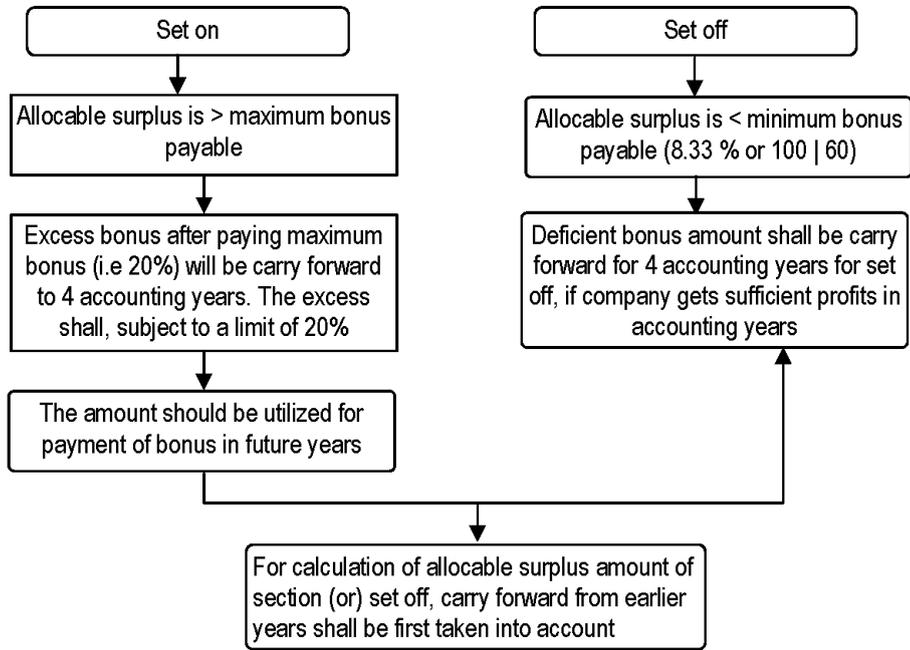
9. Describe procedure for computing number of working days? Can the bonus thus calculated be reduced proportionately? If so, under which situations?



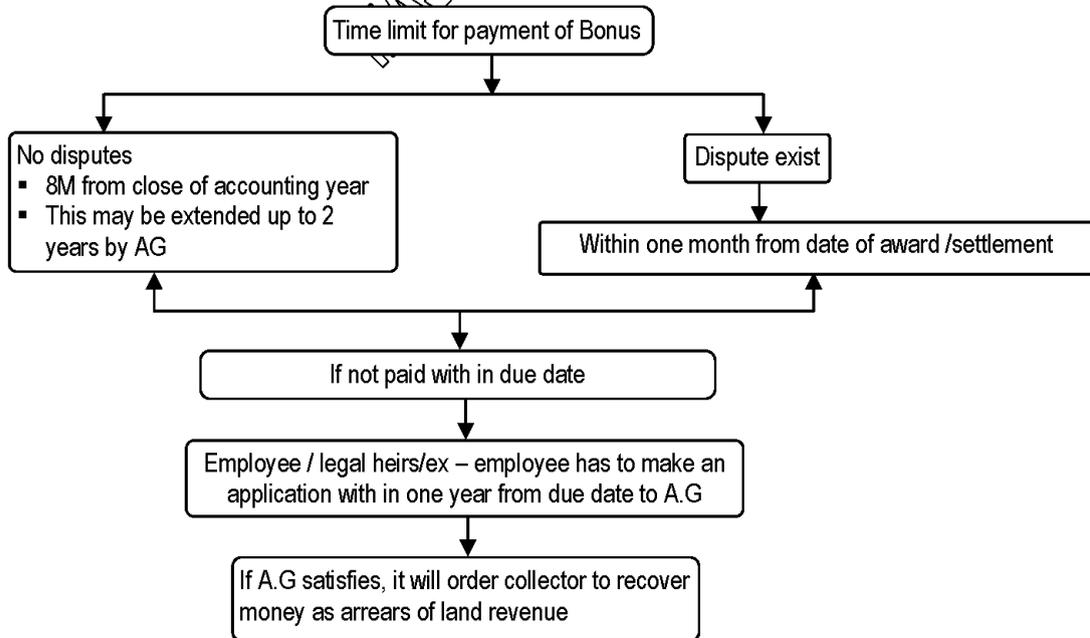
Note:

1. The above provisions are not applicable if employee terminated due to illegal order of termination
2. Proportionate bonus not apply to seasonal establishment employees.

10. Explain provisions related “set on & setoff of allocable surplus?”



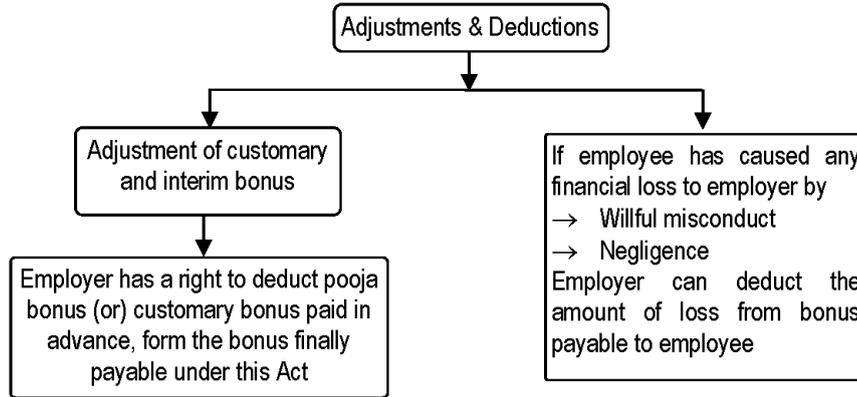
11. What is time limit for payment of Bonus and what action can be taken by an employee for the recovery of bonus due from his employer?



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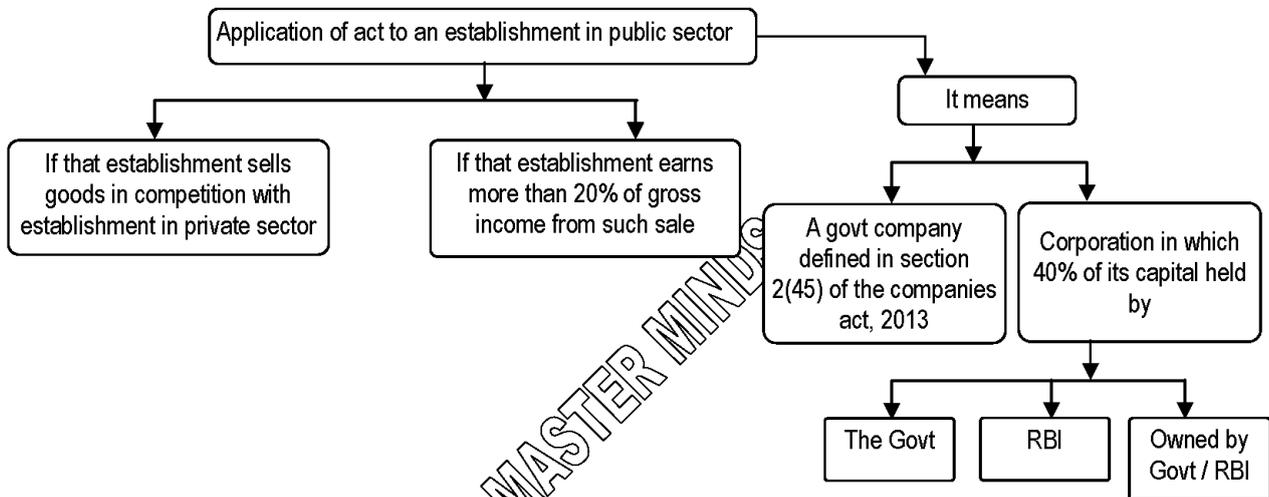
12.

Can an employer deduct any amount due from an employee from the bonus payable to him? If so when and what are the limitations of it?



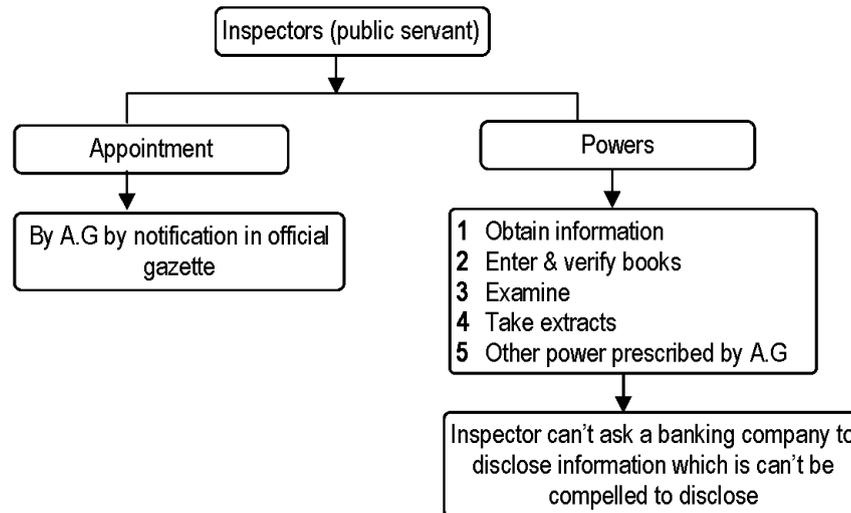
13.

When the payment of Bonus Act is applicable to the establishment in public sector.

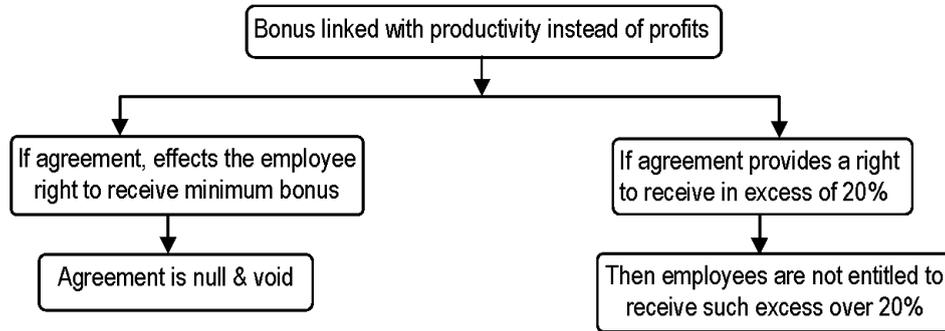


14.

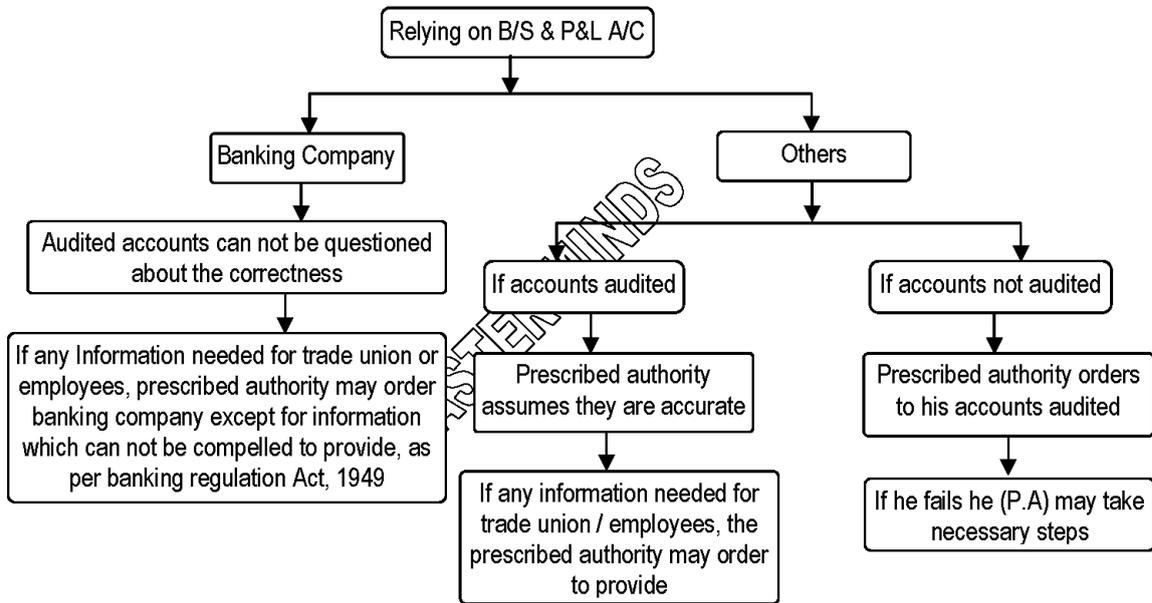
Discuss the provisions of the payment of bonus Act relating to the appointment, powers and functioning of inspectors appointed under the act.



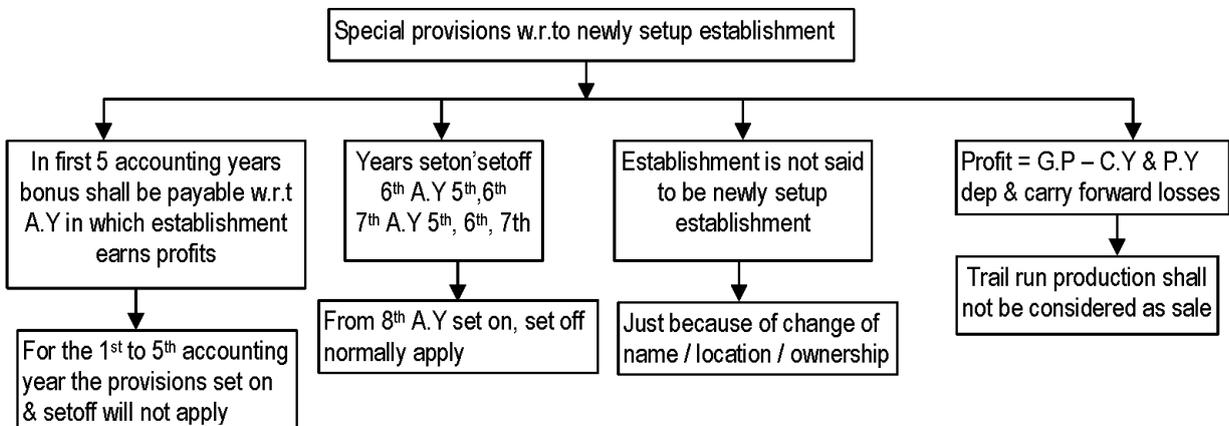
15. In what way does the payment of bonus Act regulate the payment of bonus to employees linked with productivity? What restrictions apply in such cases on payment of bonus to an employee?



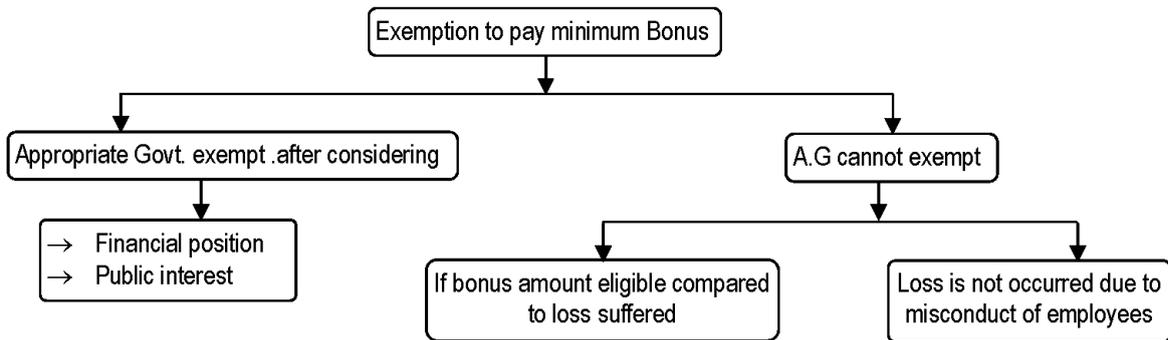
16. Explain the possibility of relying upon the B/S & P&L a/c in the case of a dispute with its employees relating to bonus payable and the limitations if any, in this regard?



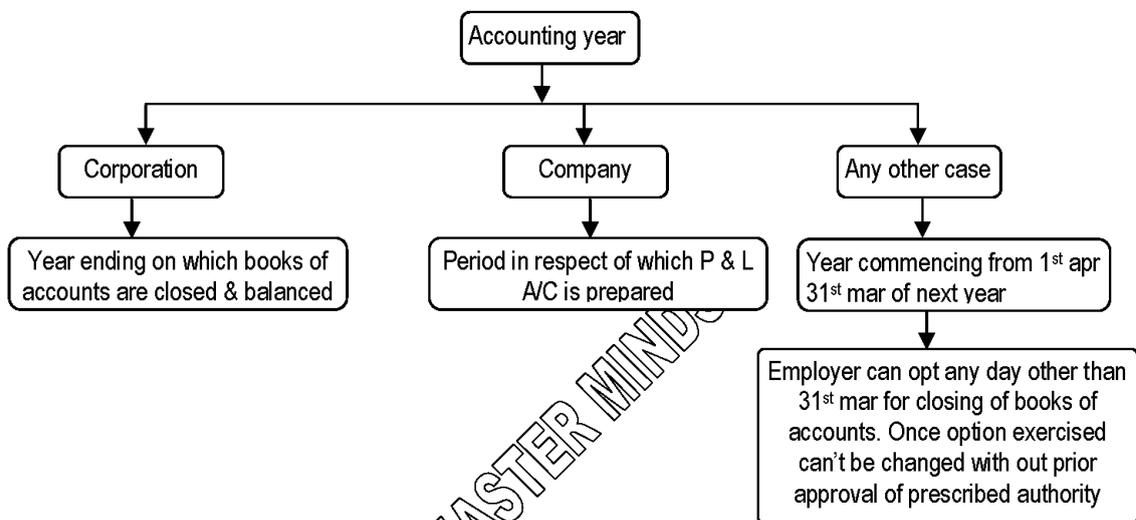
17. Explain the special provisions with respect to newly set up establishment?



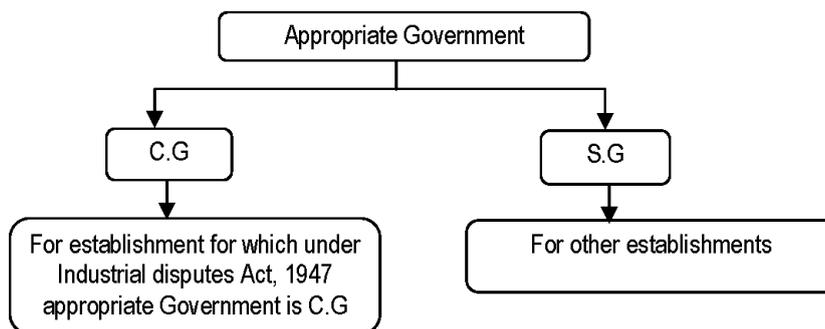
18. State the circumstances under which an employer is exempted to pay the minimum bonus? Who is empowered to exempt him?



19. Define the term Accounting year

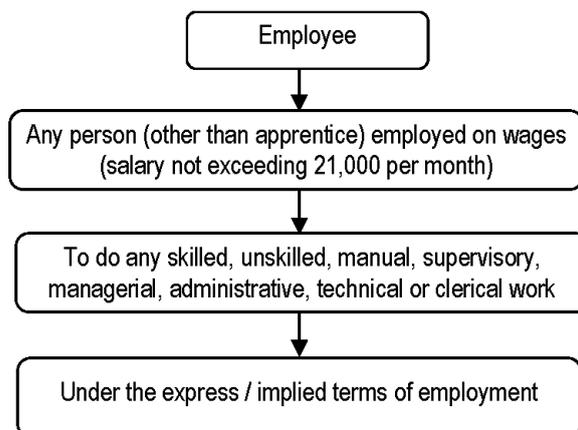


20. Define the term Appropriate Government



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21. Define the term Employee

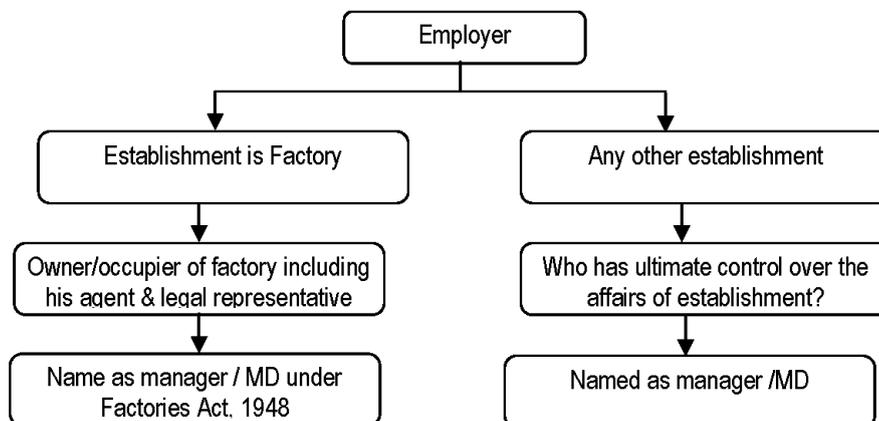


22. What are the deductions allowed under Schedule – III?

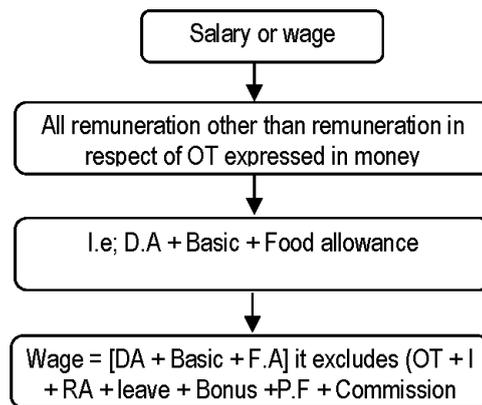
Schedule-III Deductions

		Banking company	Other than banking company	Foreign banking company	Corporation	Co-operative society	Partnership firm	Individual or HUF	Employer cover under ch-XXII of I.T Act.
1	Pre. Sh. Capital	Actual rate	Actual rate	$\frac{\text{Pre dividend x W.F of india}}{\text{Total W.F}}$	8.5% of its paid up capital	8.5% of the capital invested	8.5% of the capital		
2	Eq. sh. Capital	7.5%	8.5%	$\frac{7.5\% \text{ Eq. sh. W.F of india}}{\text{Total W.F}}$				--	8.5 % of the capital invested
3	Reserves	5%	6%	$\frac{5\% \text{ Reserves x W.F of india}}{\text{Total W.F}}$	6% of reserves	Sums transferred to statutory reserves fund	--		
4	Other Sums	--	--	--	--	--	25% of G.P as remuneration	25% of G.P (or) 48,000 ↓	Annuity deposit payable by him.

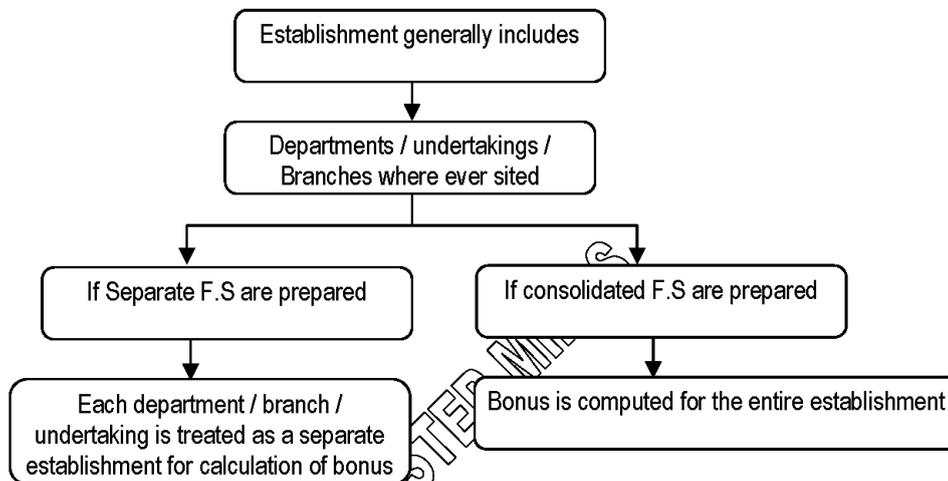
23. Define the term employer



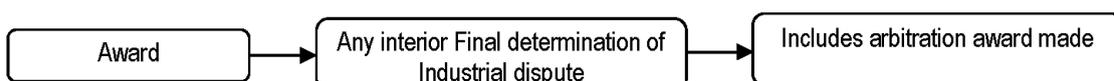
24. Define the term salary and wages



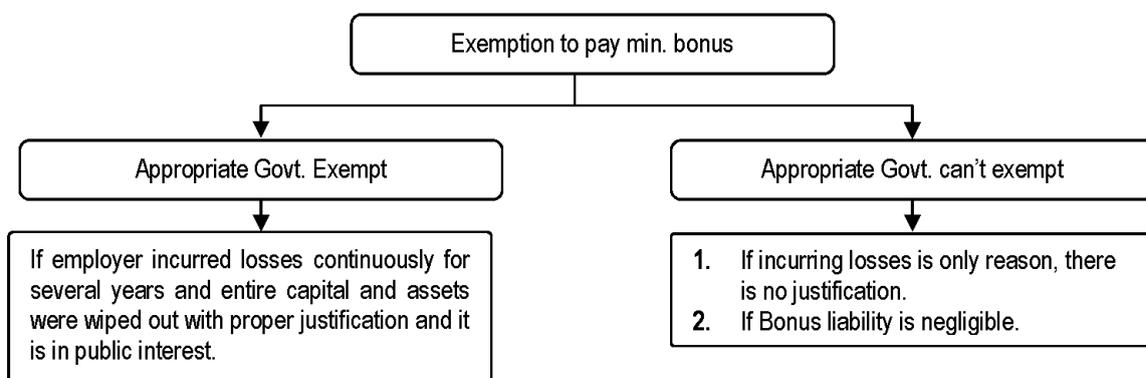
25. Define the term Establishment



26. Define the term Award?



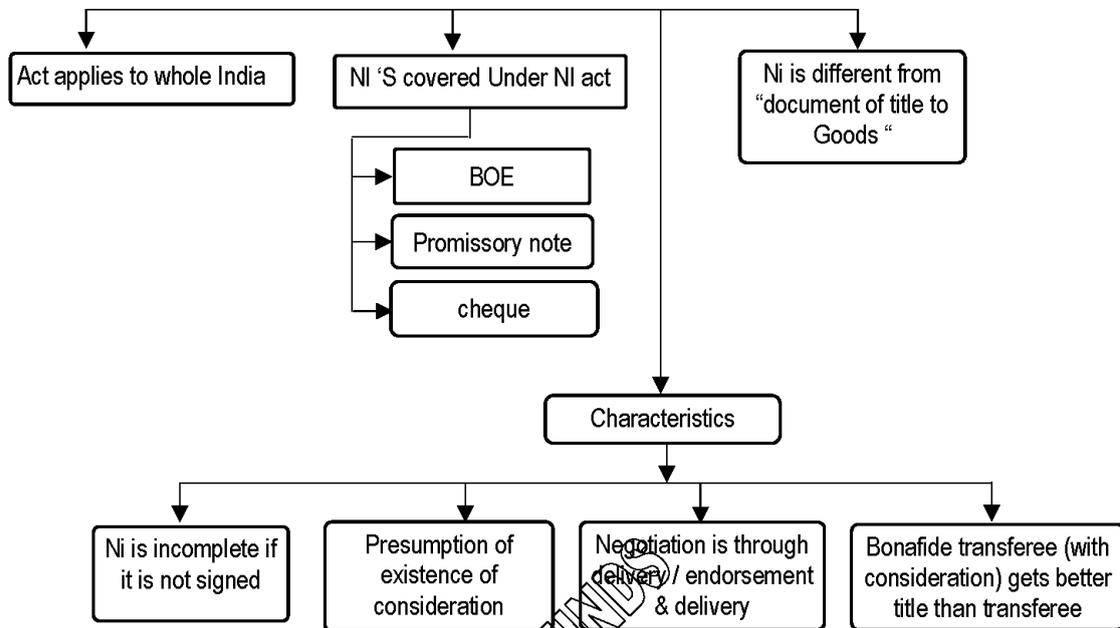
27. When an A.G give exemption to employer from payment of minimum bonus?



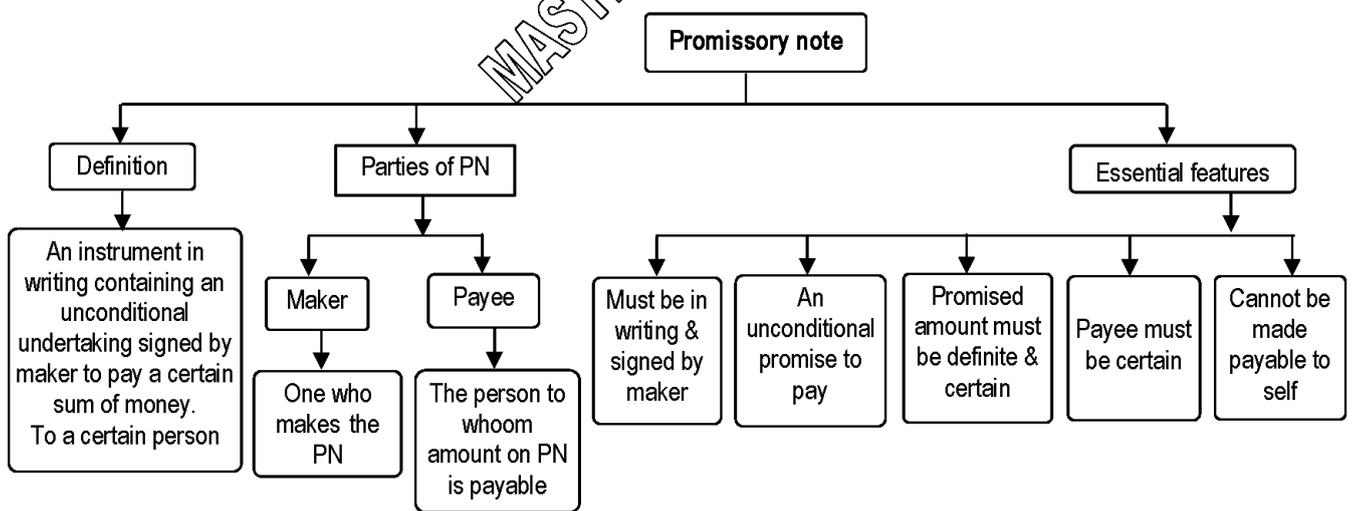
7. NEGOTIABLE INSTRUMENT ACT, 1881

1. Write about Negotiable Instrument Act 1881?

Negotiable instrument = a document which is transferable b/w parties for consideration in other parties favour.

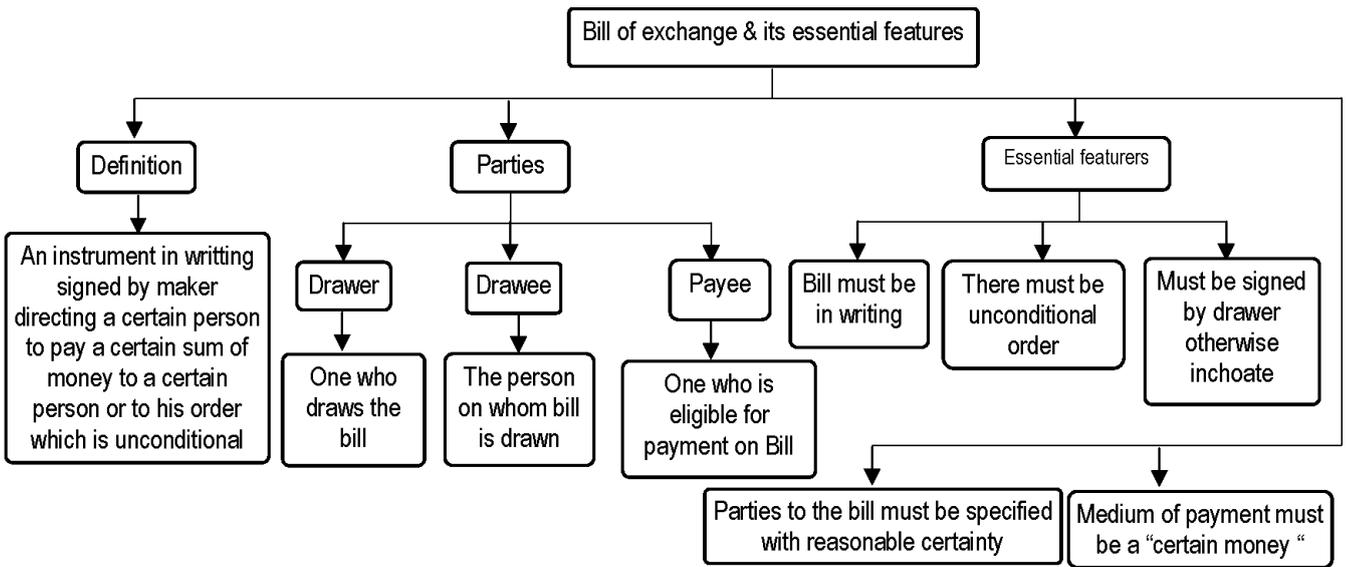


2. What about essentials of promissory note.

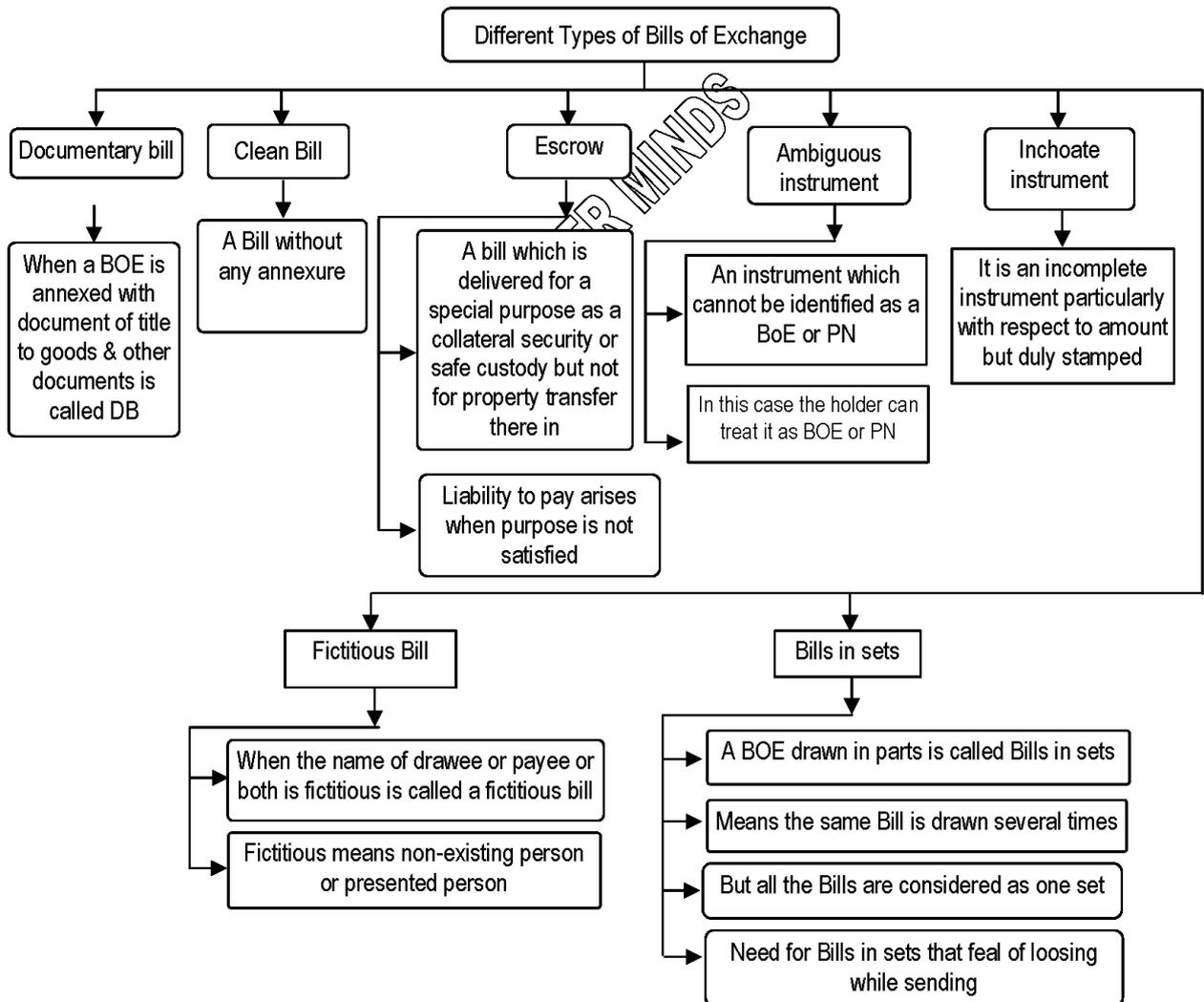


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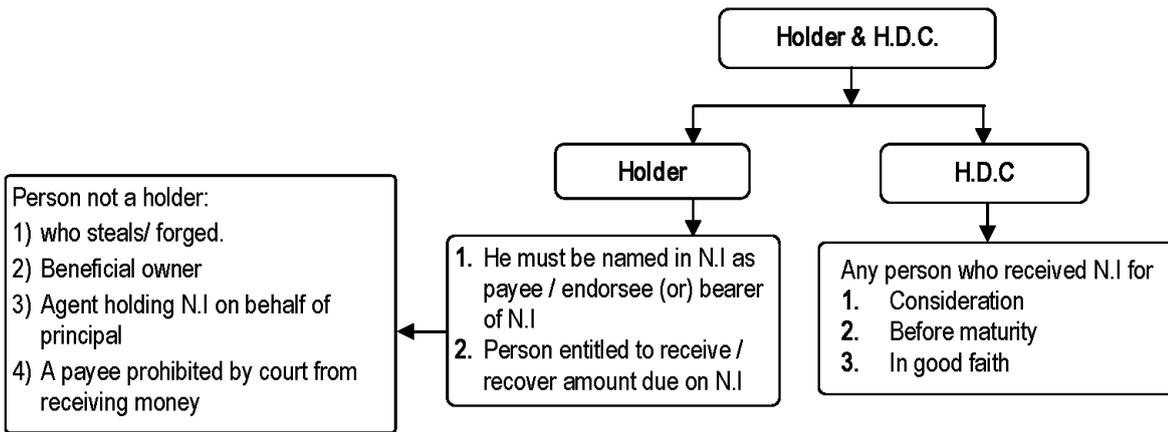
3. Write about essentials of Bills of exchange.



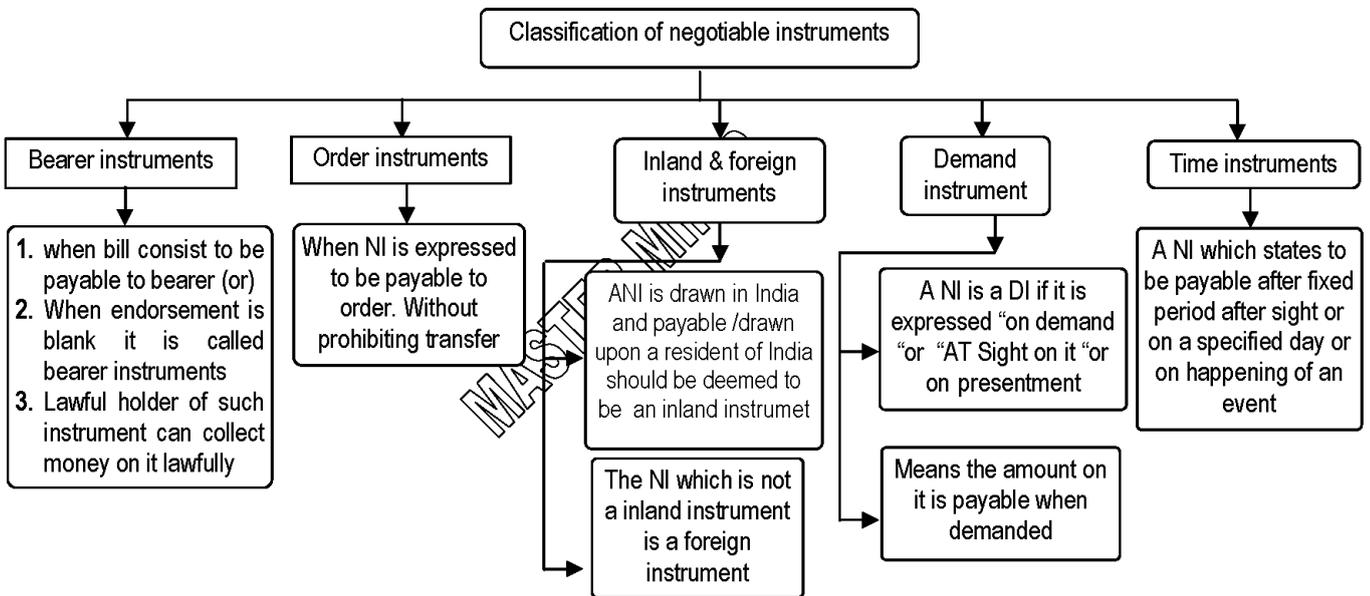
4. Write about different types of bills of exchange.



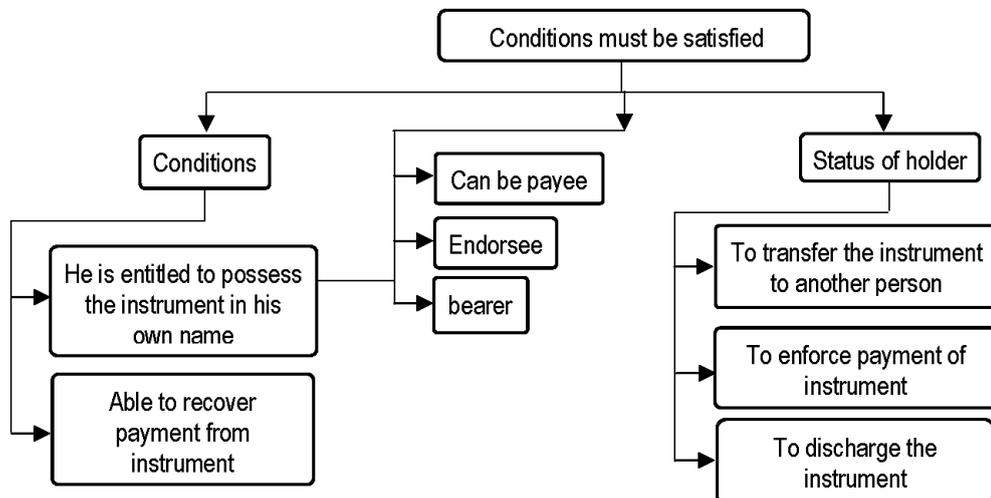
5. Write about holder & Holder in due course?



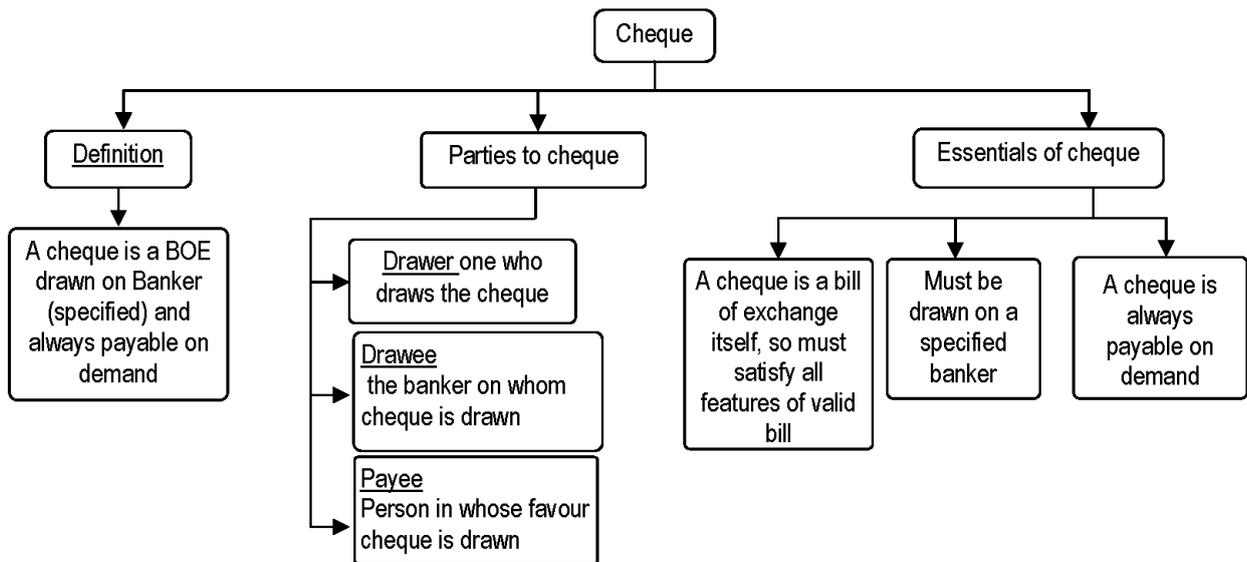
6. Write about classification of negotiable instrument.



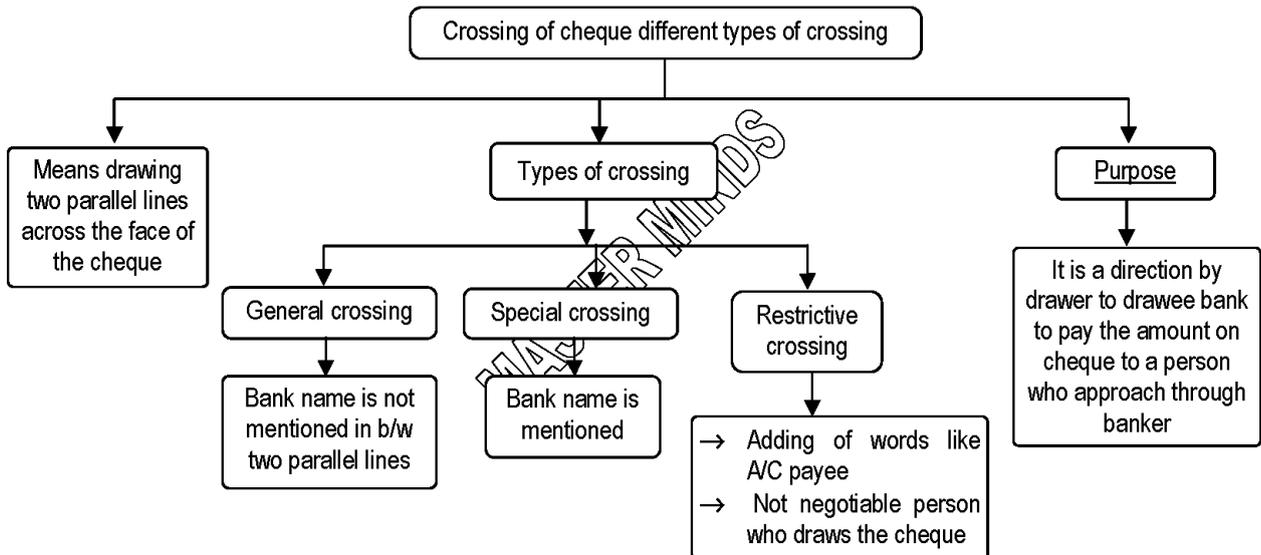
7. State the conditions to be satisfied to be called as holder.



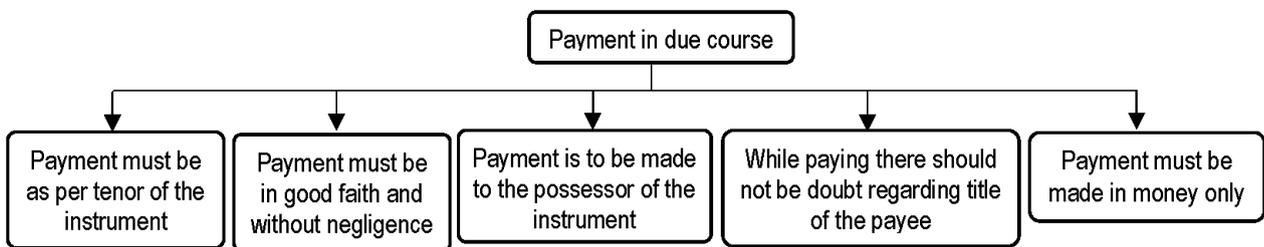
8. Define the cheque and Write about essential elements of Cheque.



9. What is meant by crossing of cheque. Write about types of crossing of cheques.

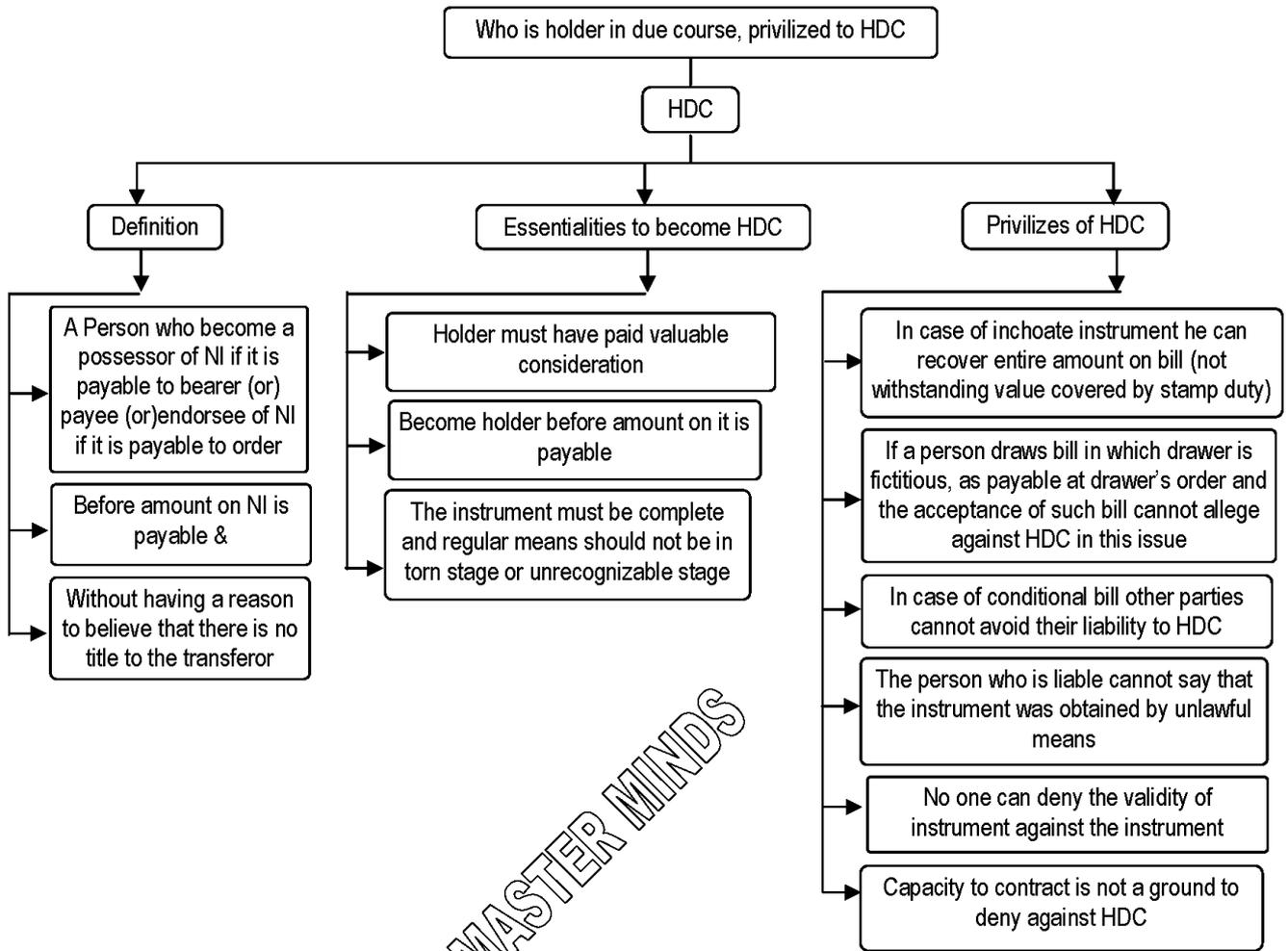


10. What is meant by payment in due course ?

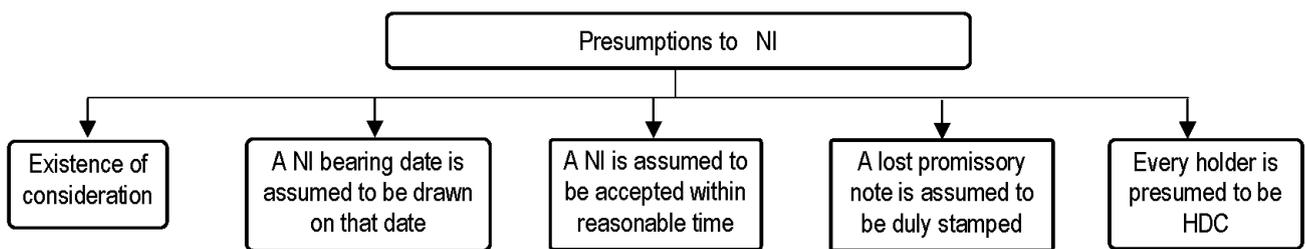


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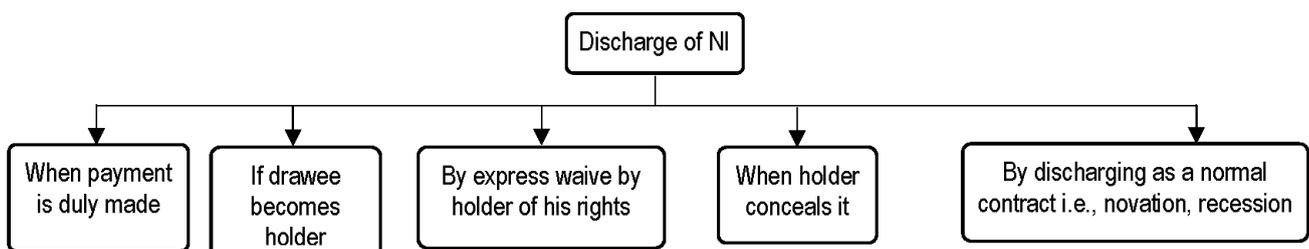
11. Who is holder in due course, state the privileges to HDC.



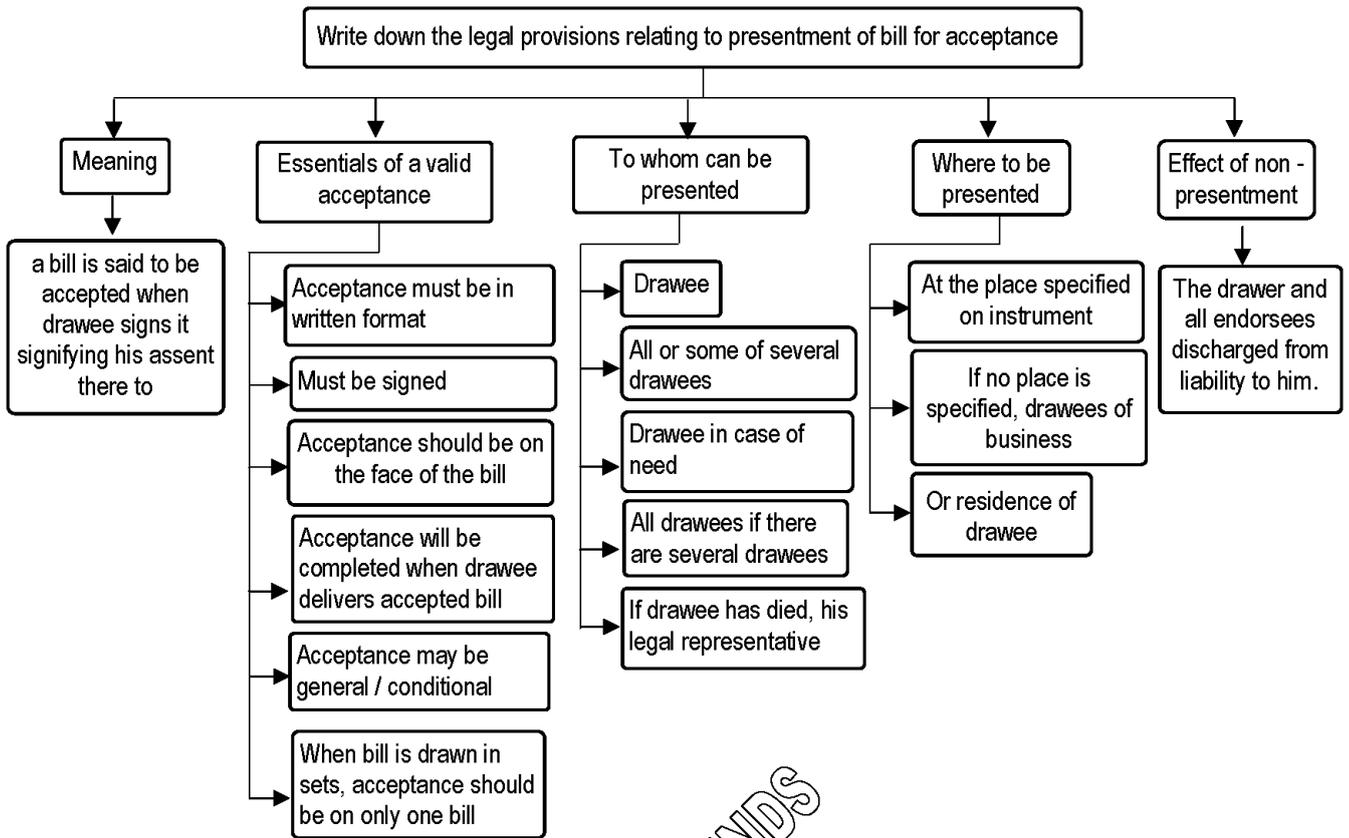
12. What are the presumptions as to negotiable instruments.



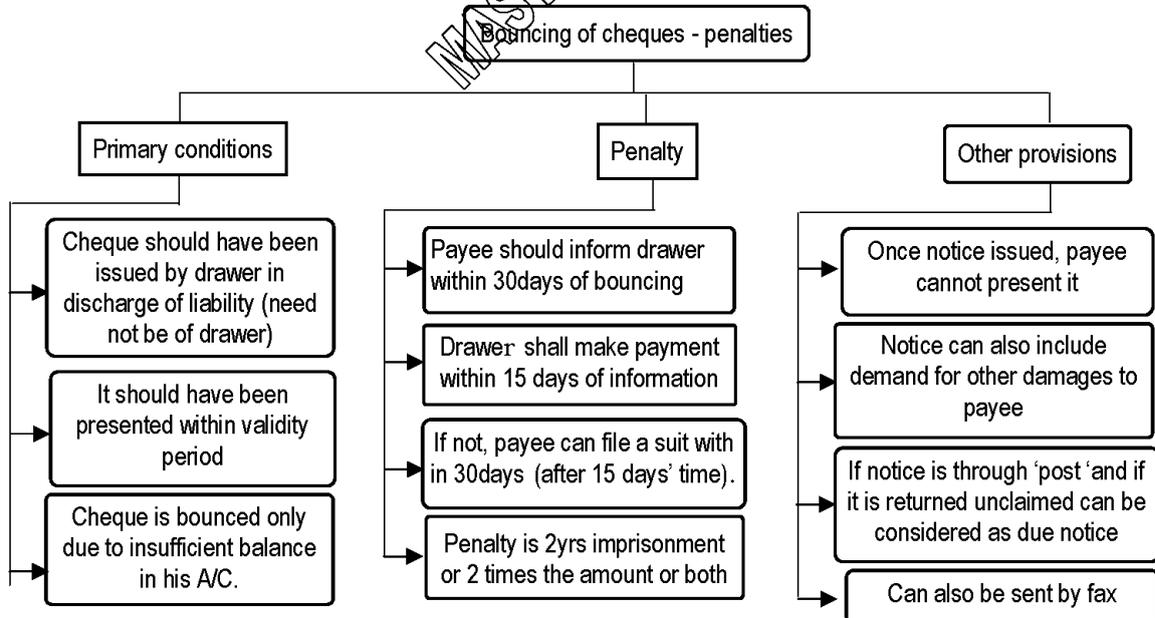
13. When a negotiable instrument (NI) gets discharged.



14. Write down the legal provisions relating to presentment of bill of acceptance.

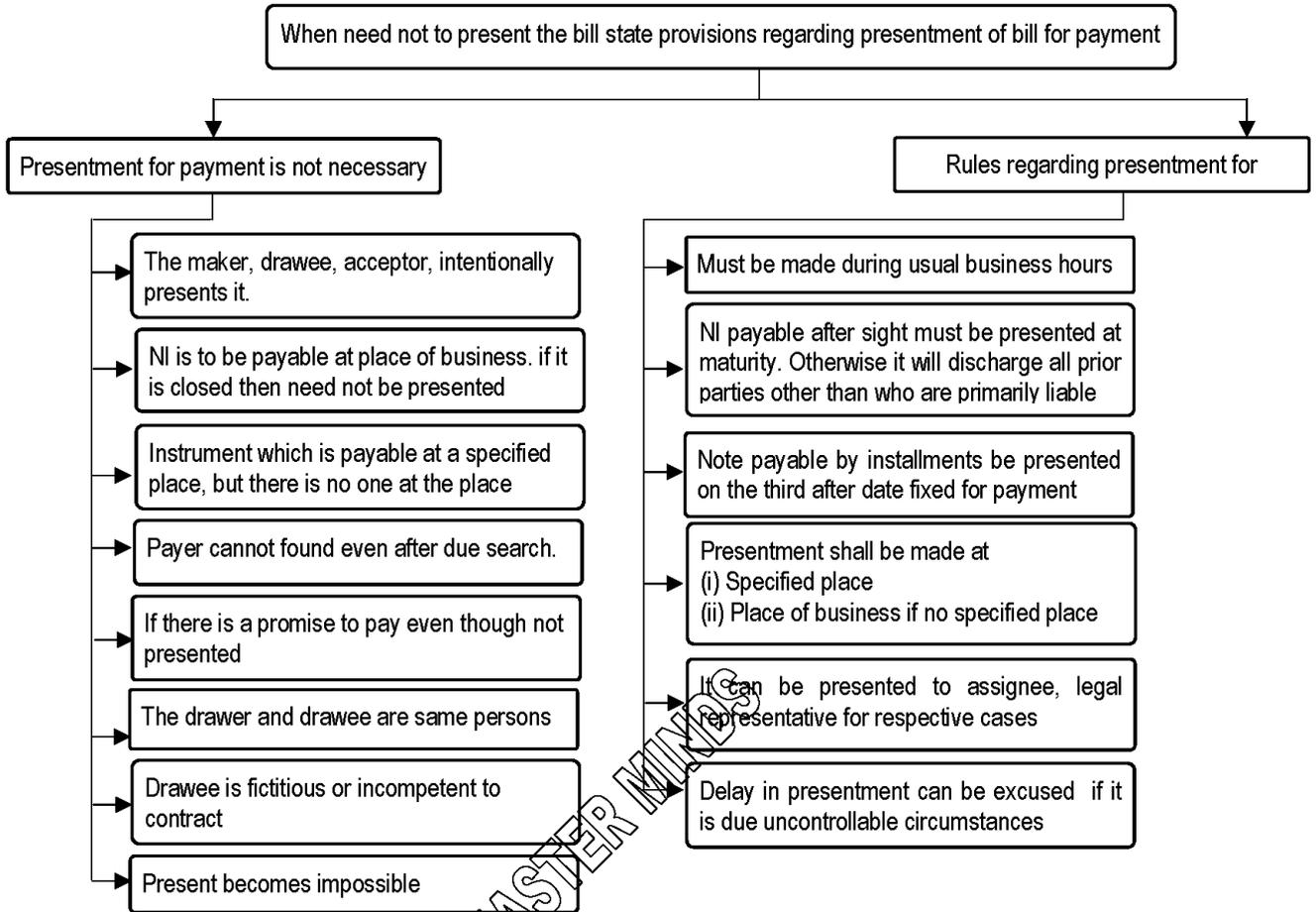


15. Write the provisions regarding to bouncing of cheques and penalties.

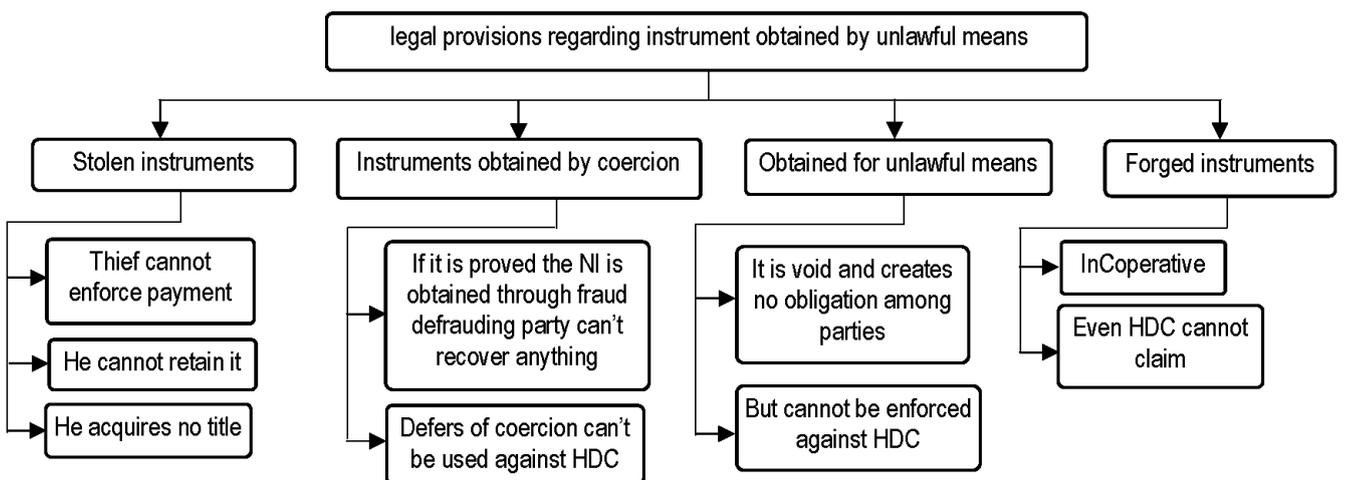


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16. State the situations when the presentment for payment is not necessary & rules regarding Presentment

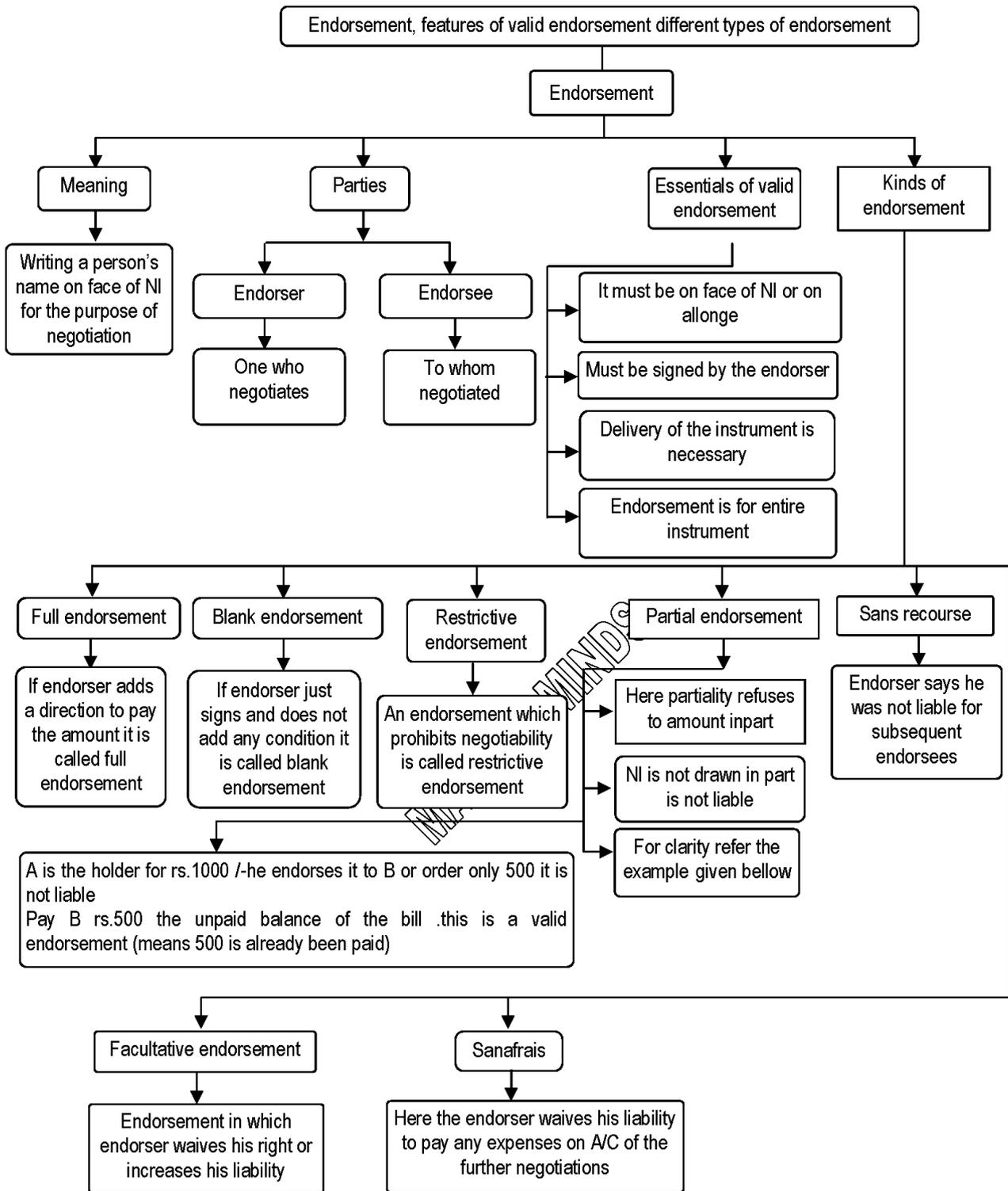


17. State the legal provisions relating to instrument obtained by unlawful means.



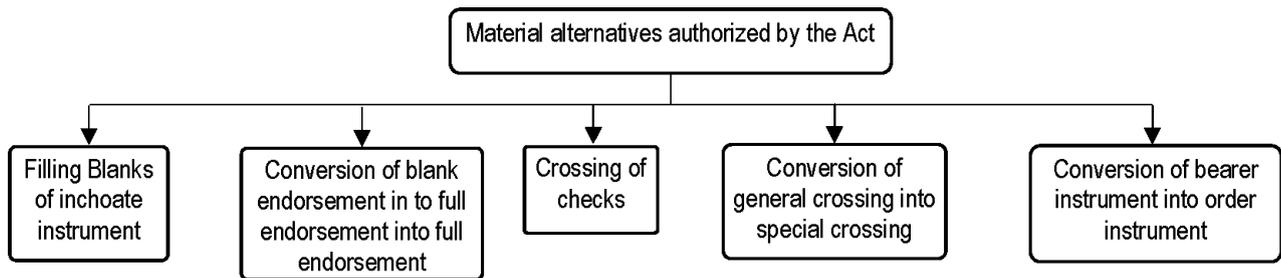
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18. What is endorsement and write the features of valid endorsement.

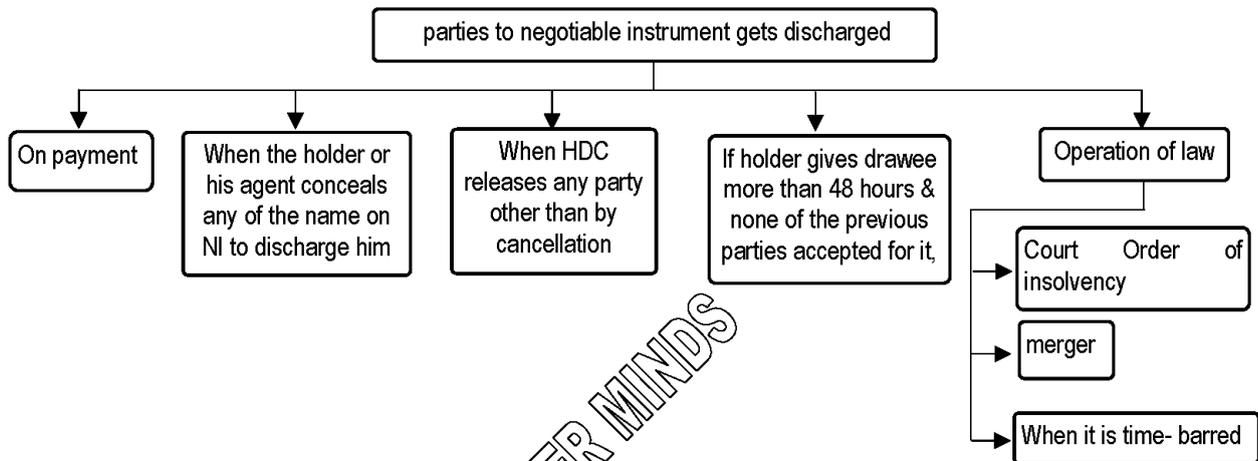


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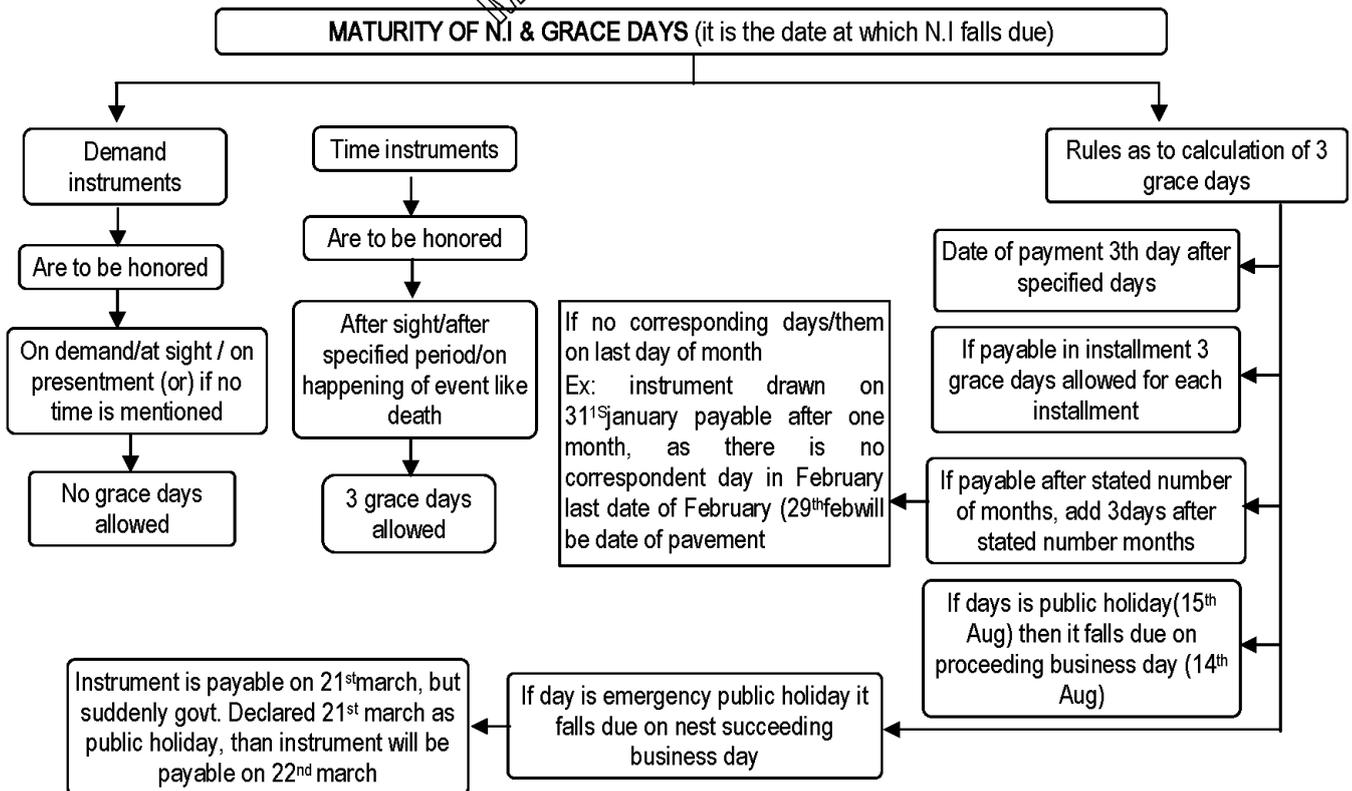
19. Write about material alterations authorised by act.



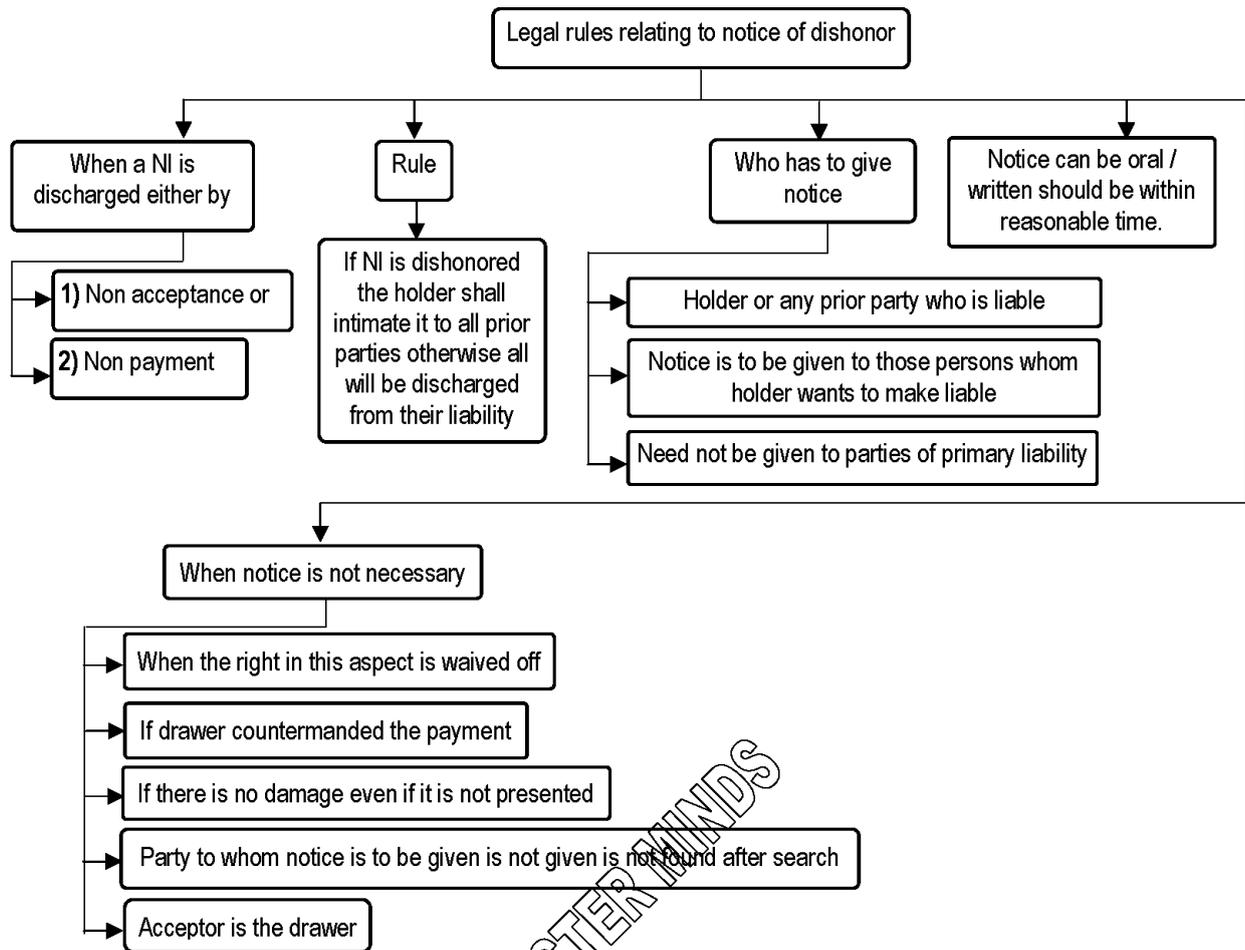
20. When parties to negotiable instrument (NI) gets discharged.



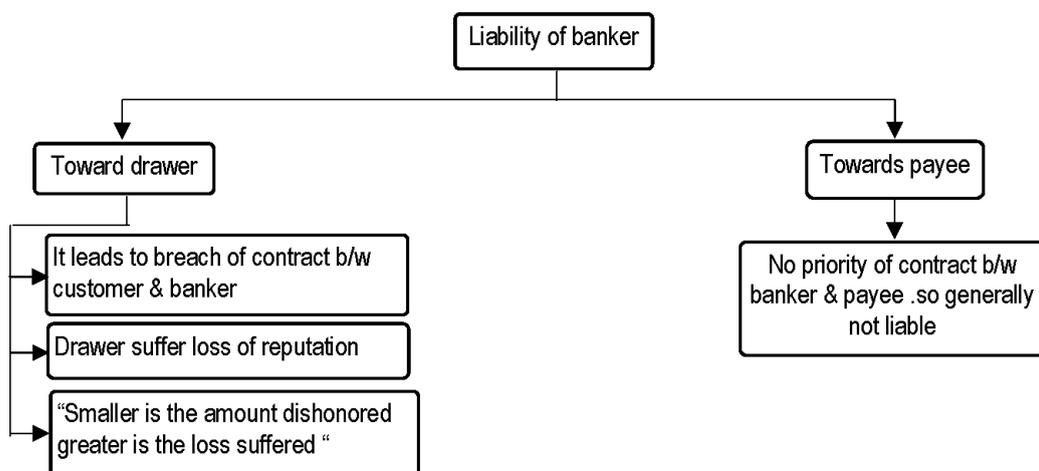
21. Write about date of maturity and grace days.



22. Write the legal provisions regarding notice of dishonor.

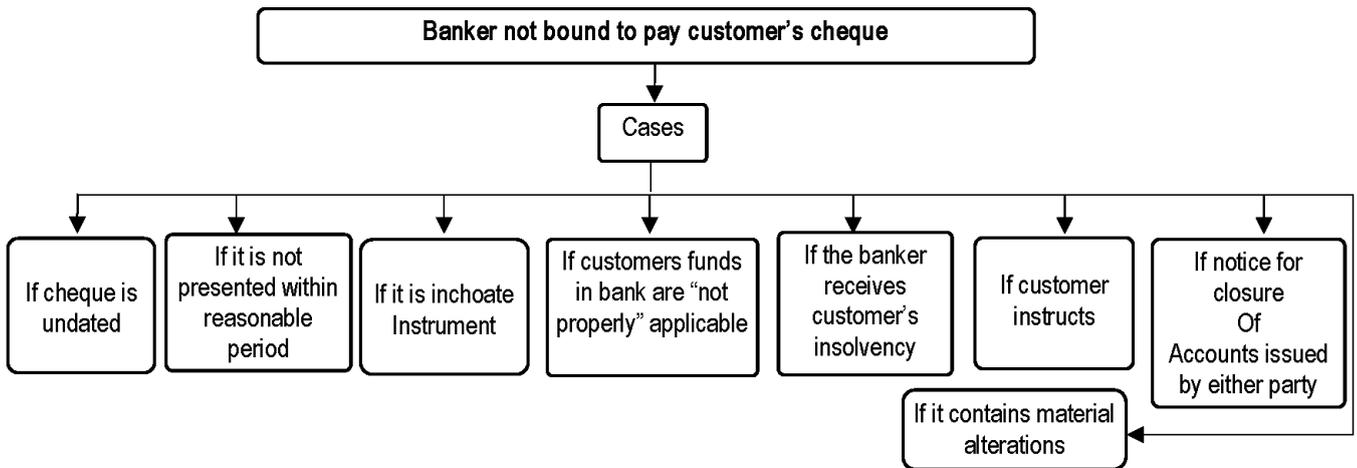


23. State the liability of banker for wrongful dishonour of cheque.

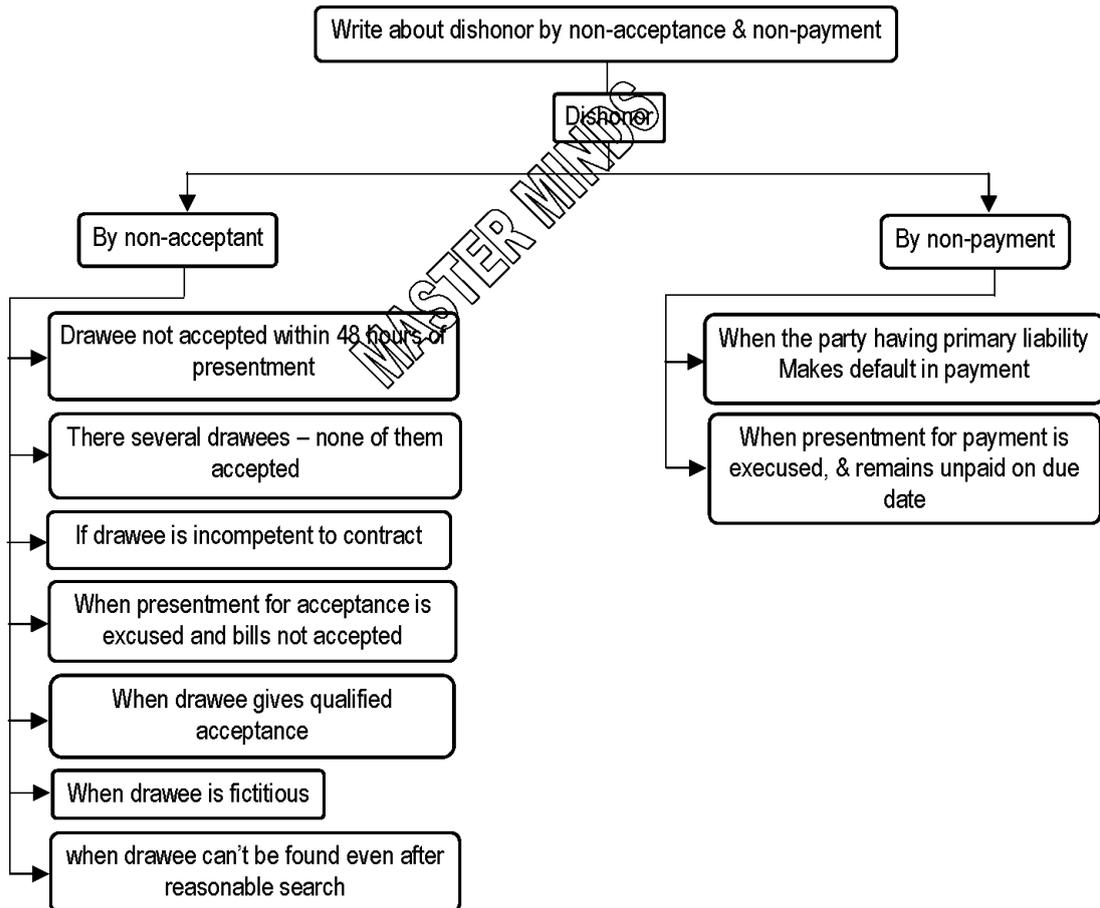


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24. State the cases where banker is not bound to pay customer cheque .

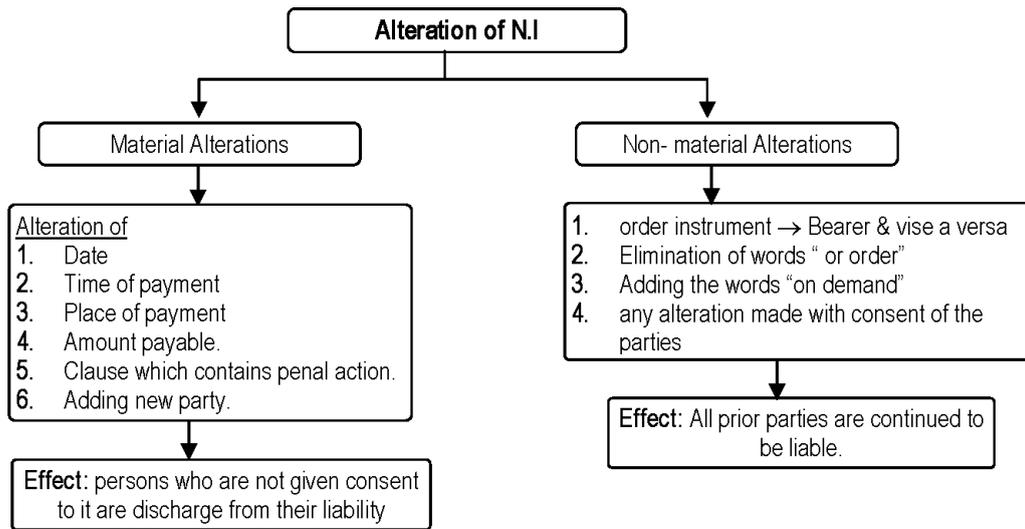


25. Explain the words Dishonor by non-acceptance & Dishonor by non-payment.

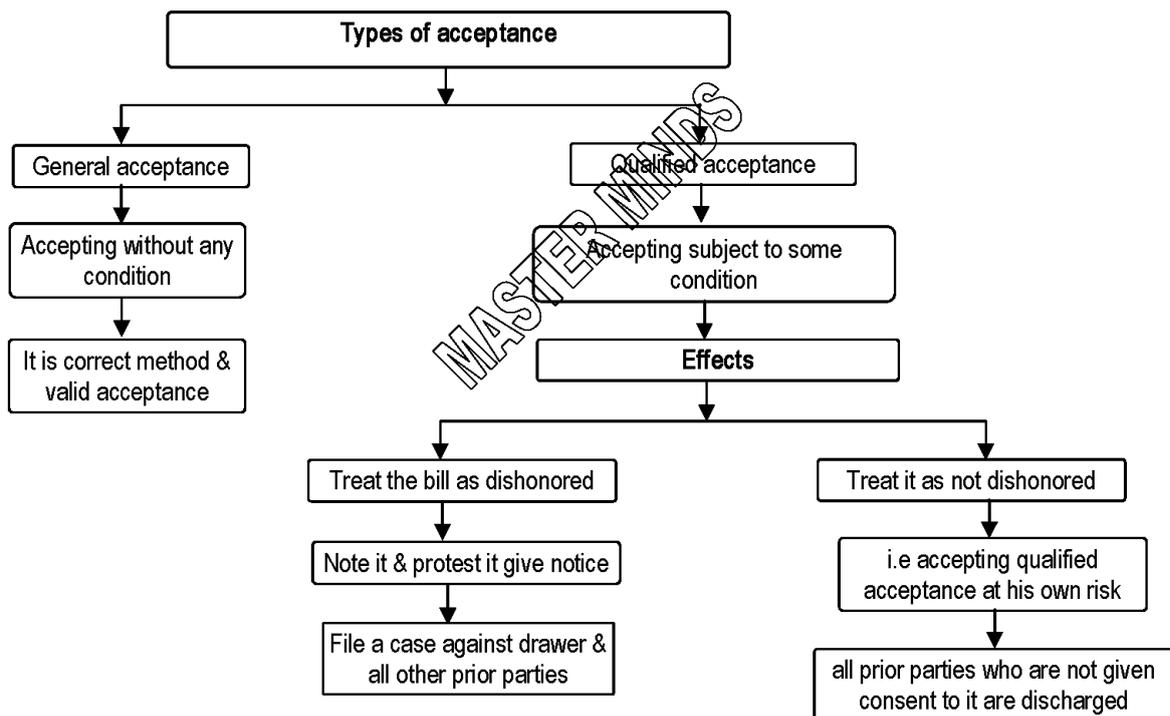


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26. State the provisions relating to Alteration of N.I.



27. Write about types of acceptance.

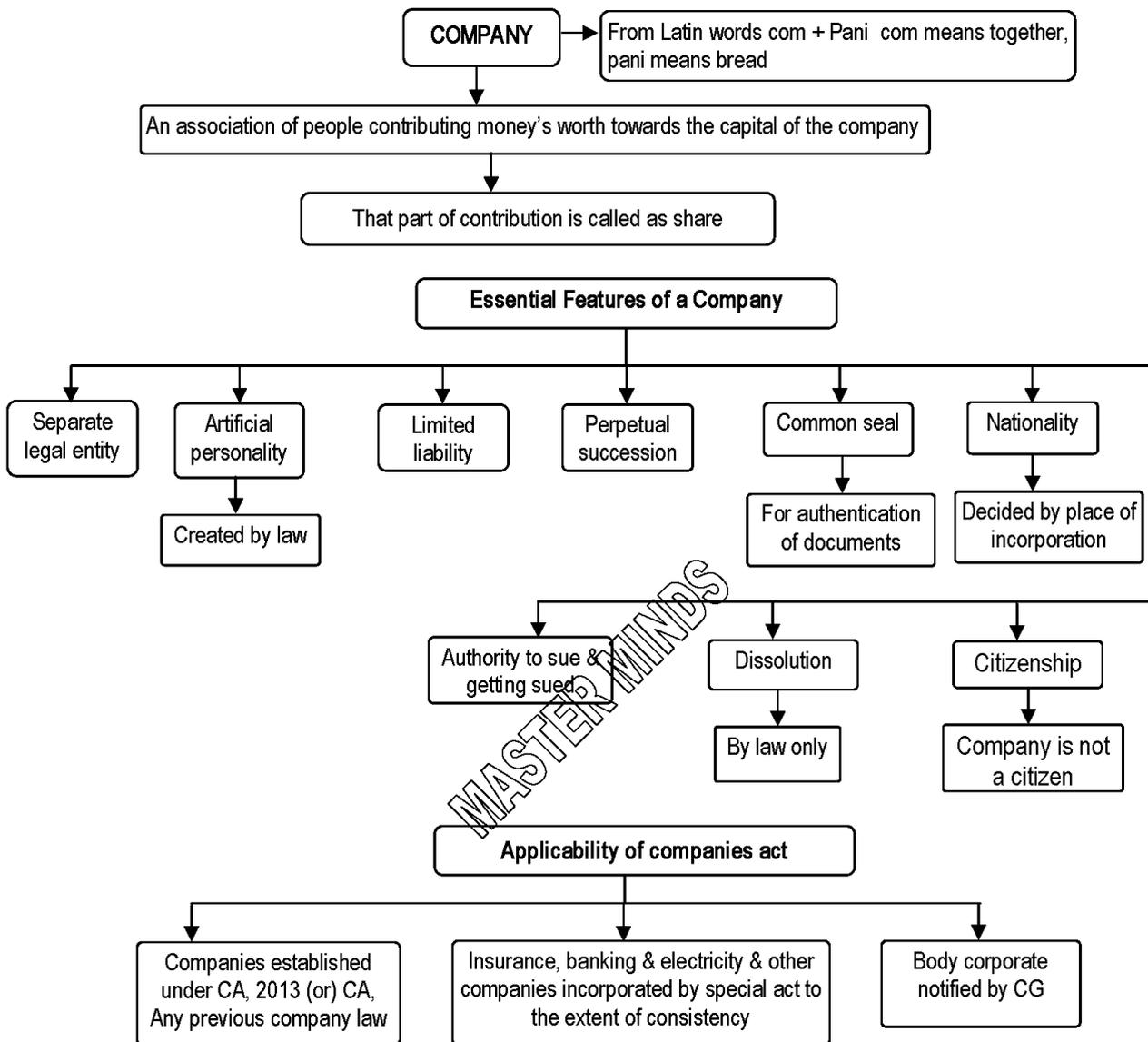


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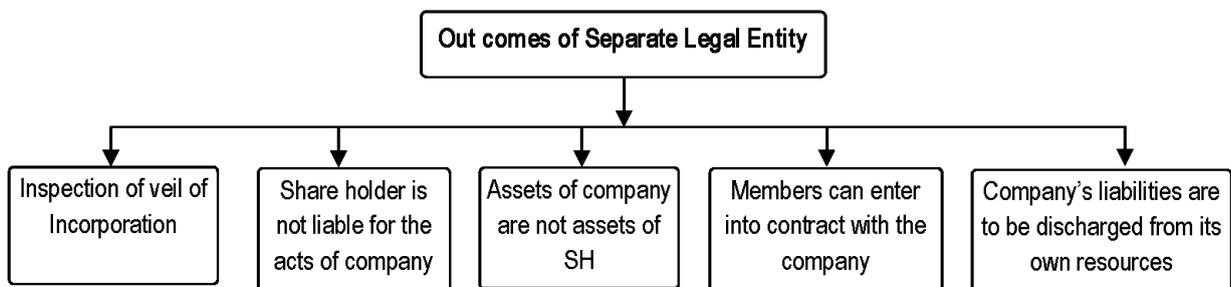
THE END

1. COMPANY BASIC CONCEPTS

1. Define the Company and State its essential features.

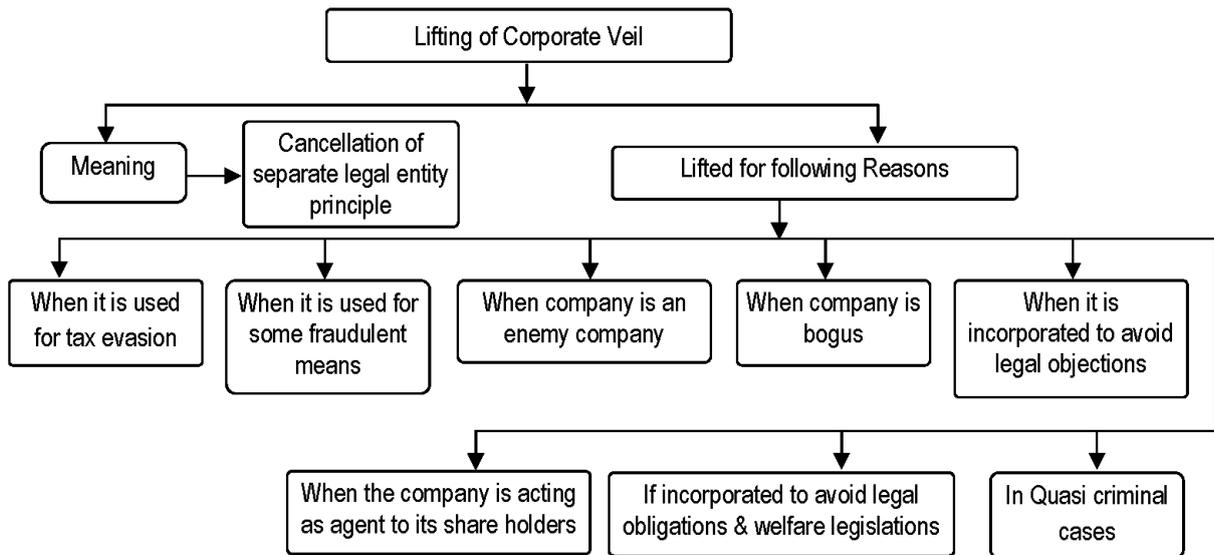


2. What do you understand by “Separate Legal Entity” of Company.

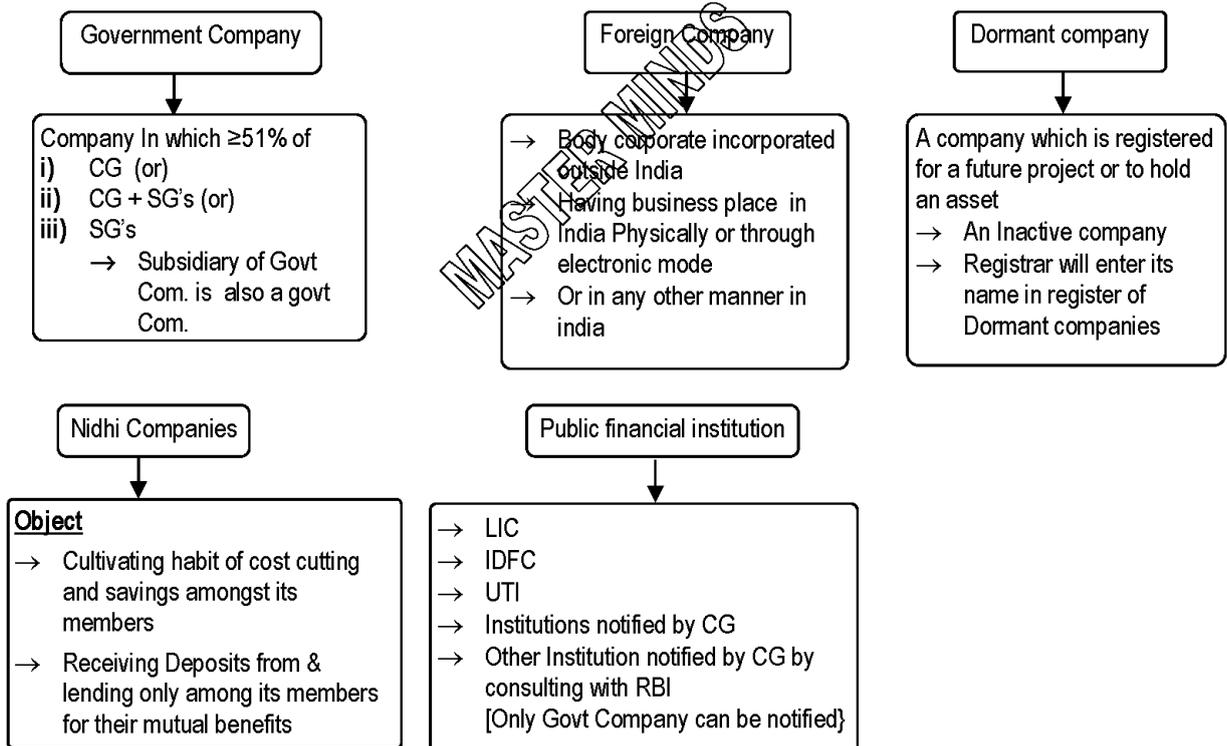


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3. Explain the meaning of lifting of corporative veil. under what circumstances the viel of company can be lifted by court.

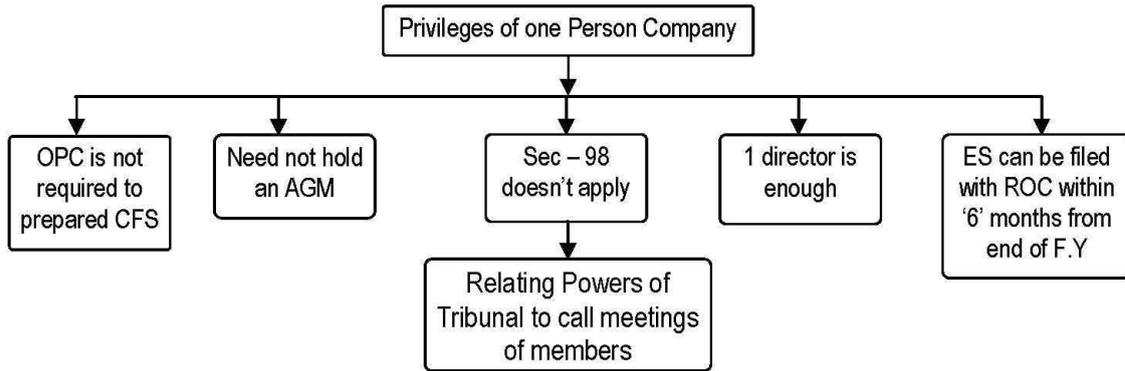


4. Definitions.



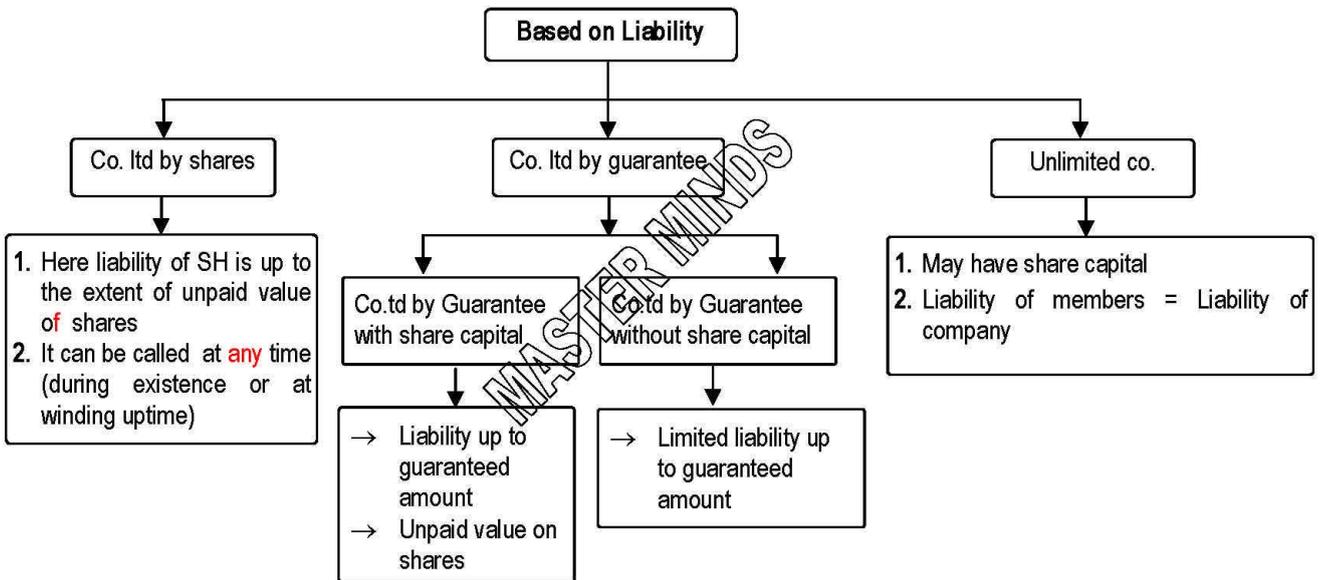
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5. Write the privileges of one person company.

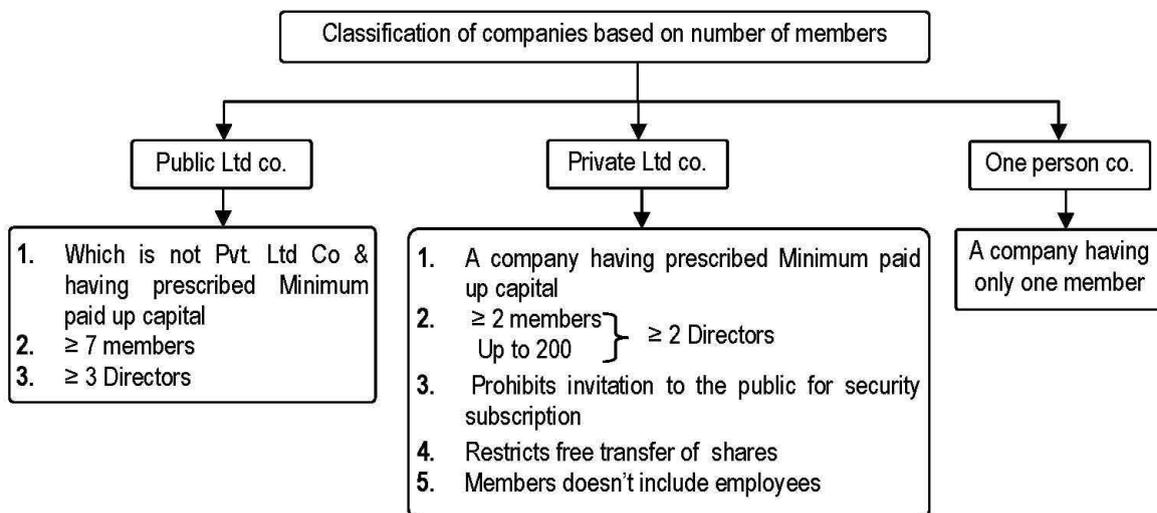


2. CLASSES OF COMPANIES

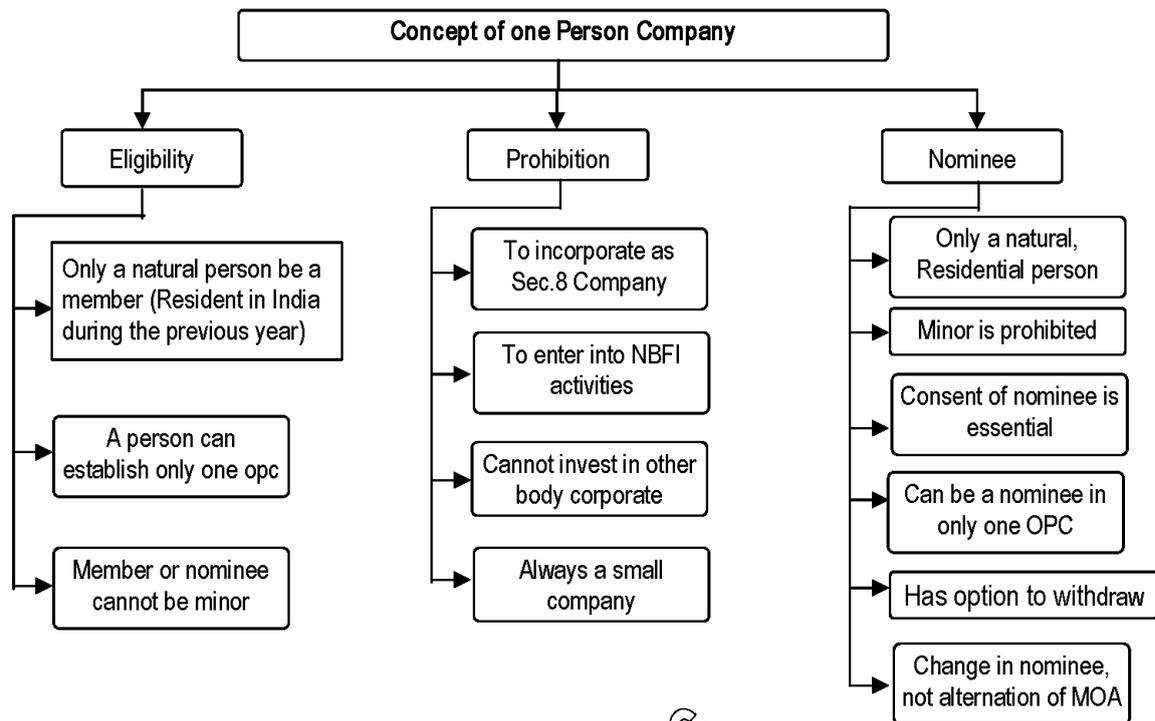
1. How companies may be classified on the basis of Liability”?



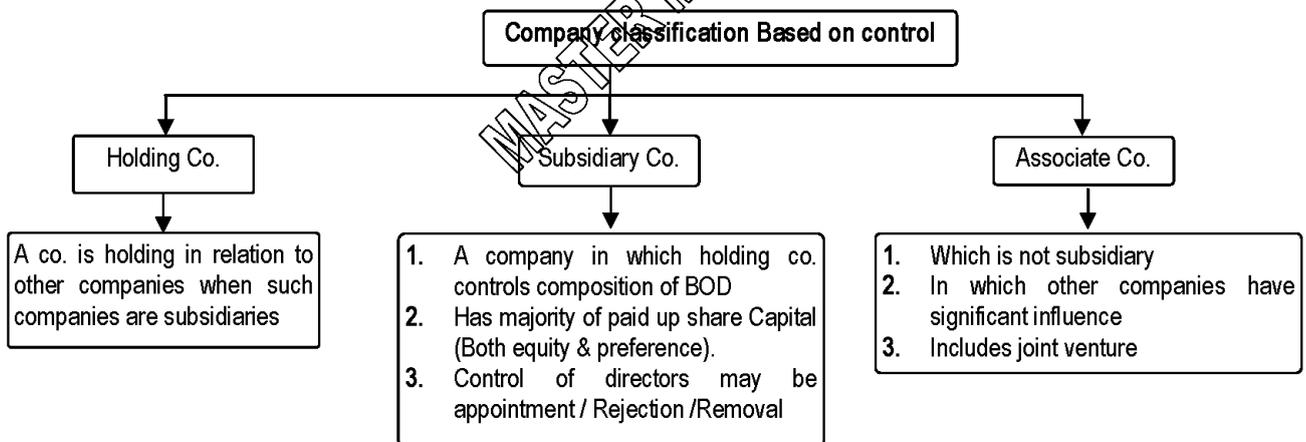
2. Write about classification of companies on the basis of its members



3. Explain the concept of One Person Company (OPC).

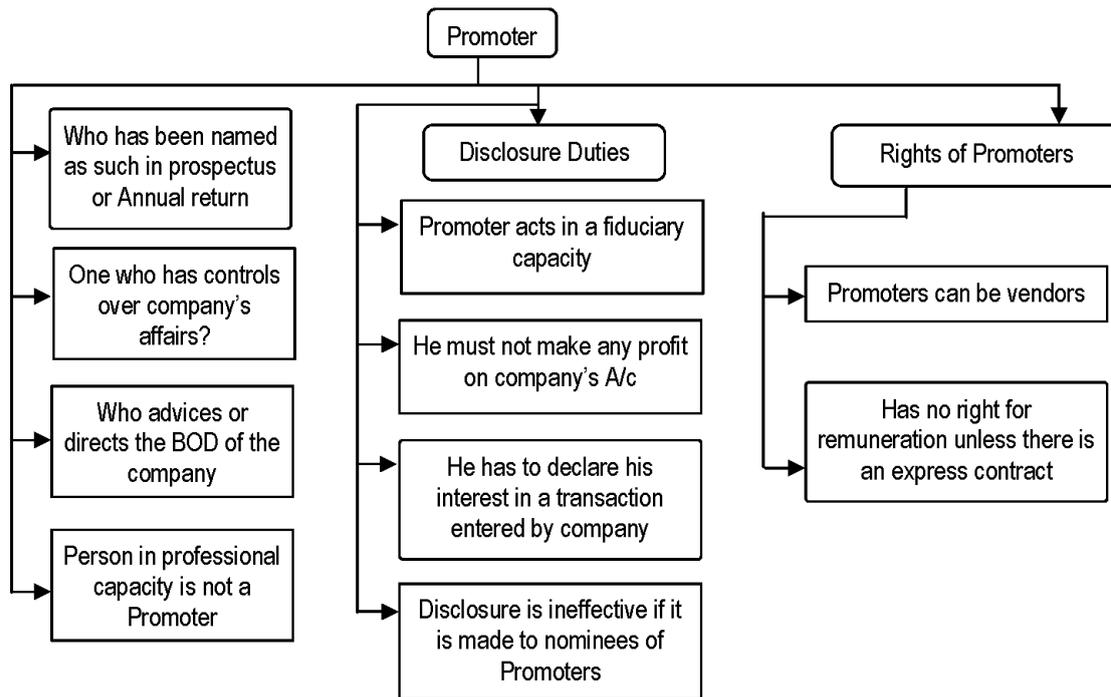


4. How companies may be classified on the basis of control?



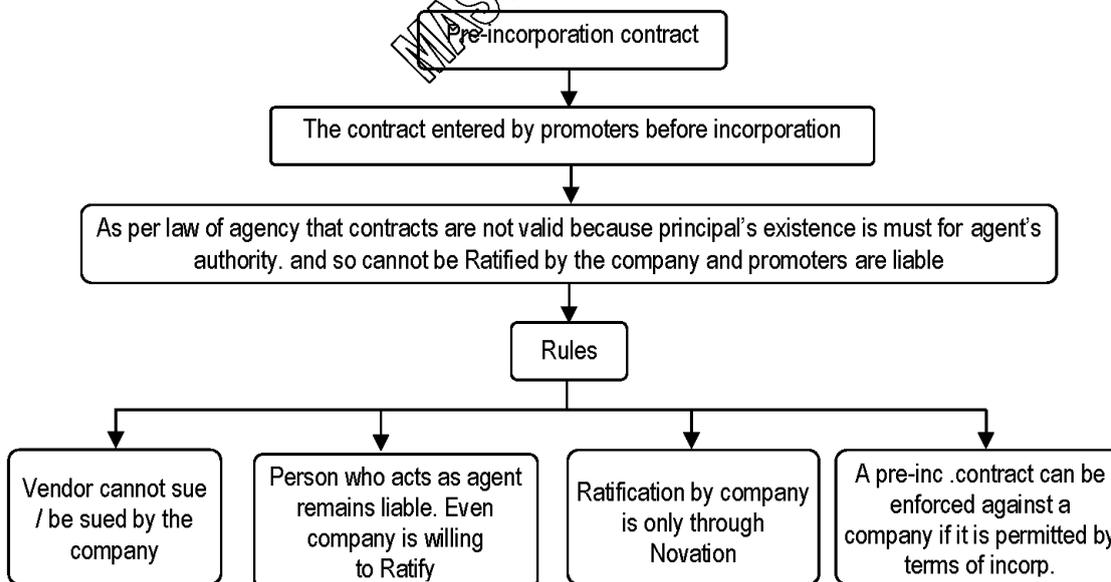
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5. Who is promoter? Write about rights of Promoter?



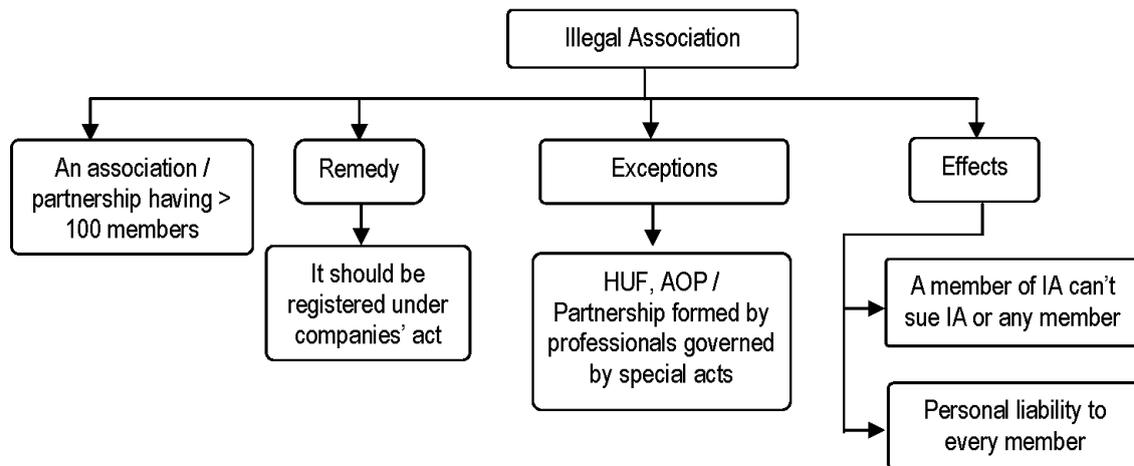
3. INCORPORATION OF A COMPANY

1. What is Preliminary Contract or Pre-Incorporation Contract?

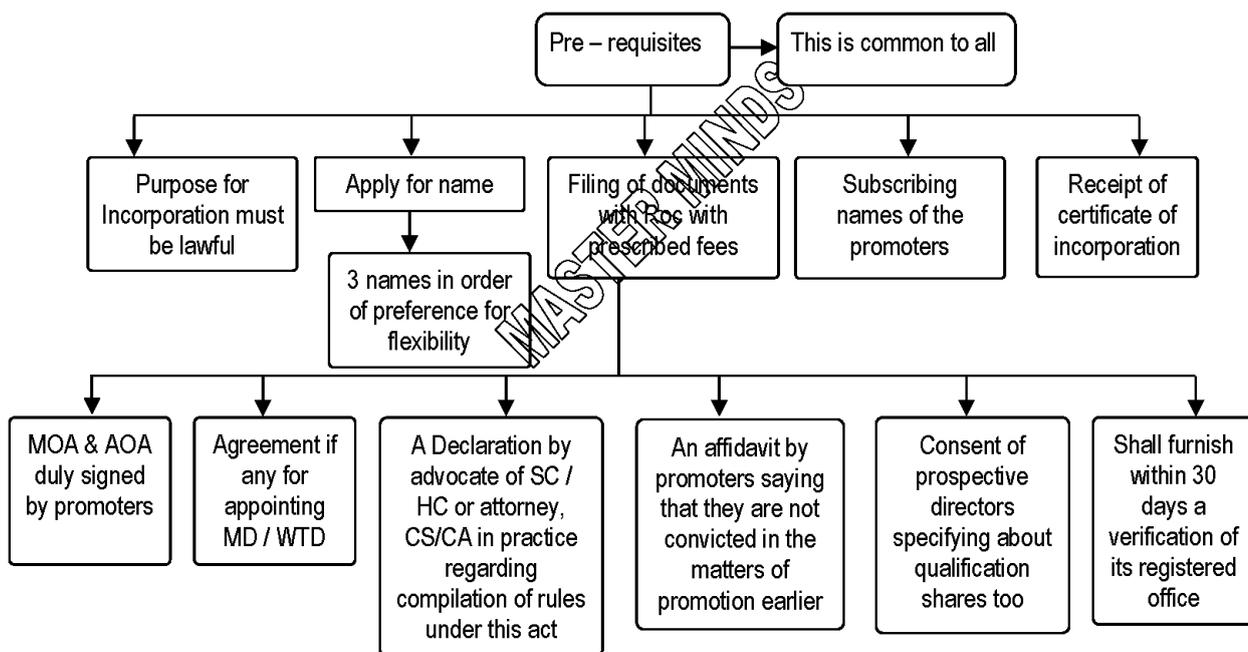


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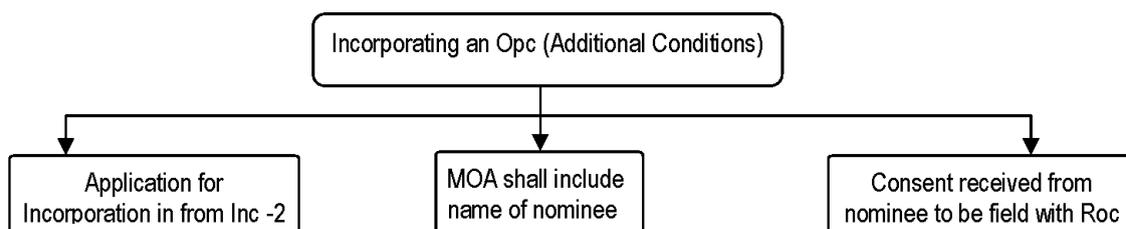
2. Explain the prohibition of association or partnership of persons exceeding certain number? (Or) When Companies must be registered ?



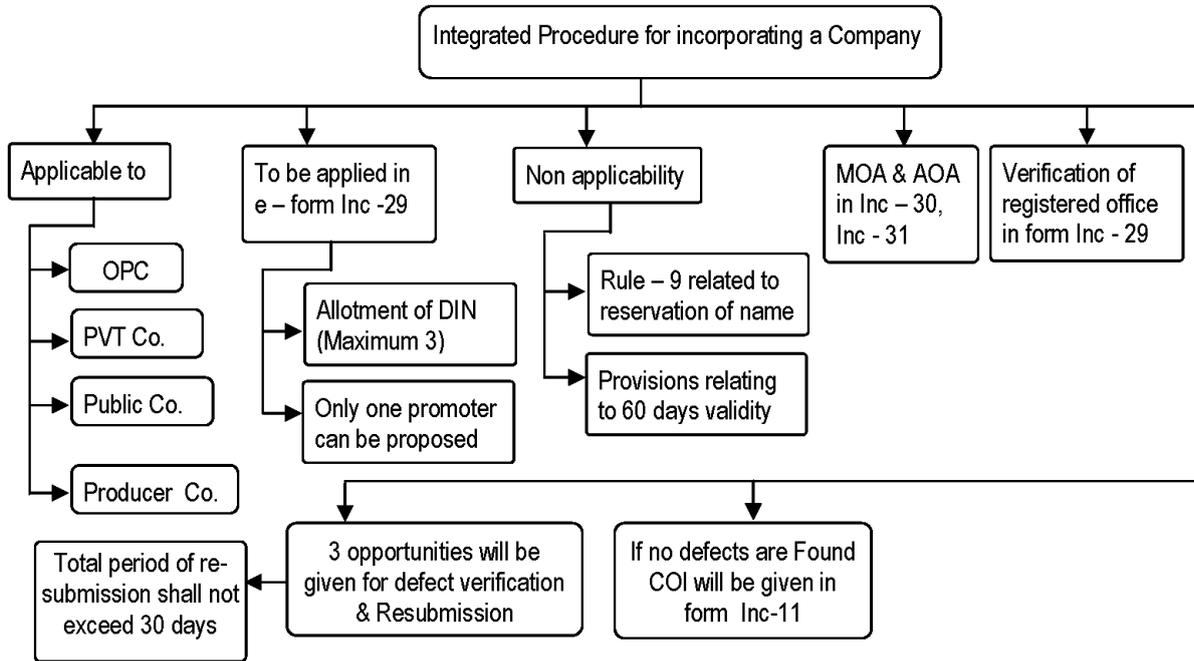
3. Explain the Procedure / Mode for Incorporation of Company [Sec.7]



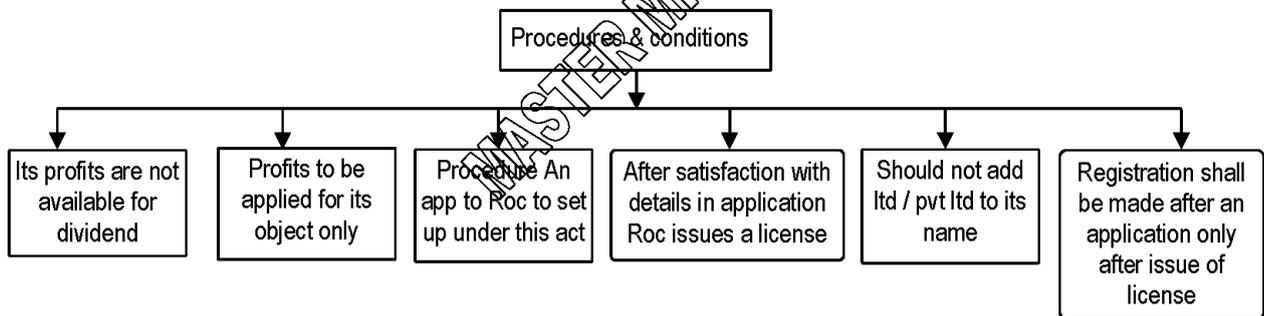
4. Explain Procedure for Incorporation of "One Person Company"



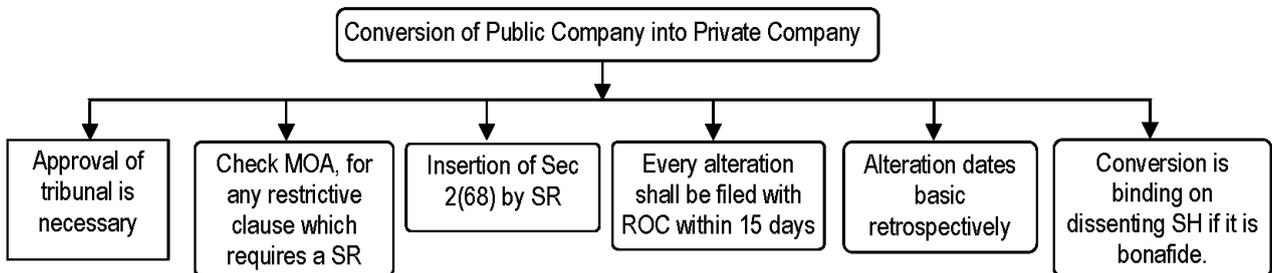
5. How A Company can get itself incorporated as per the Integrated Process of Incorporation under the provisions of the Companies Act, 2013.



6. Explain Procedure for Incorporation of “Non-Profit Organisation”

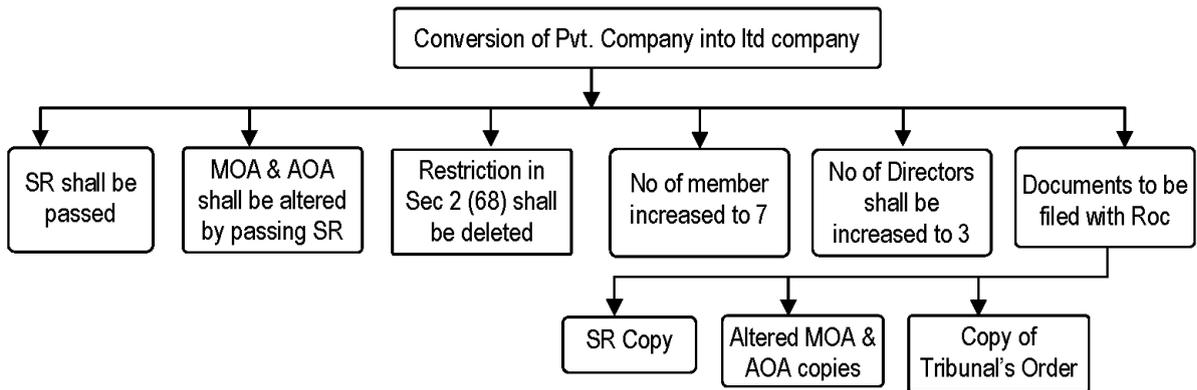


7. Explain the procedure for conversion of a Public Company into a Private Company.



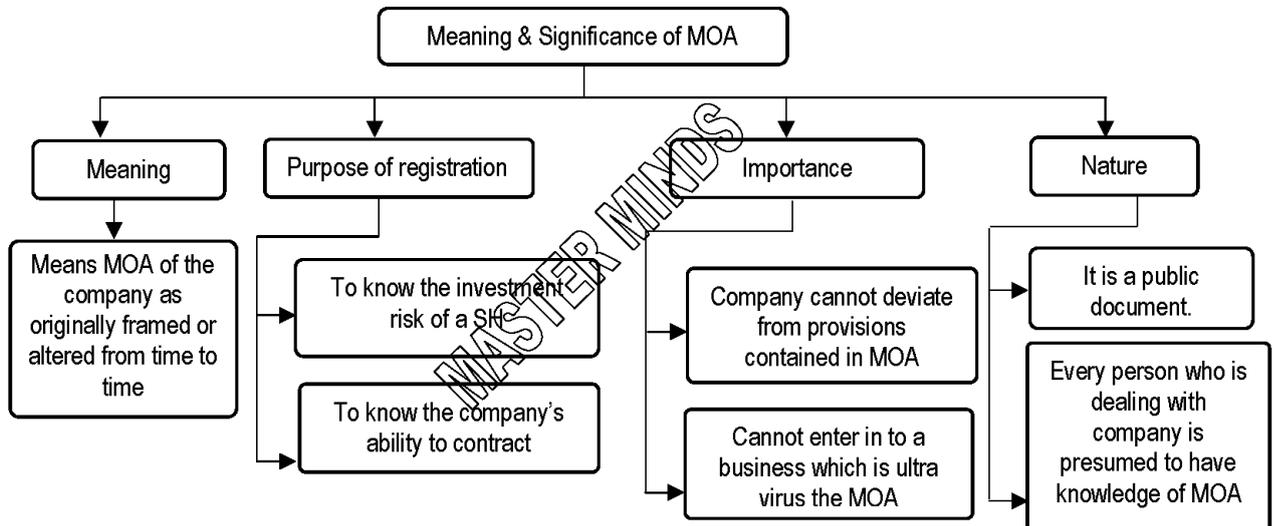
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8. Explain the procedure for conversion of a Private Company into a Public Company.

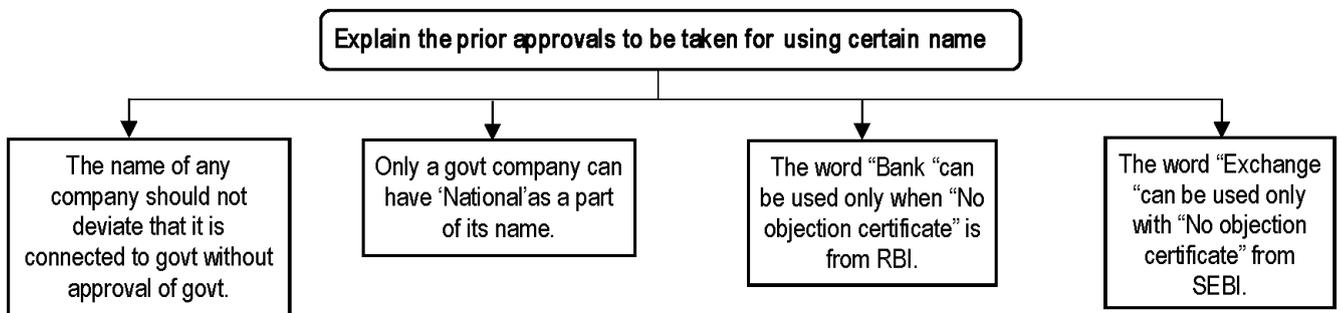


4. MOA & AOA

1. Explain the meaning and significance of memorandum of association (MOA).

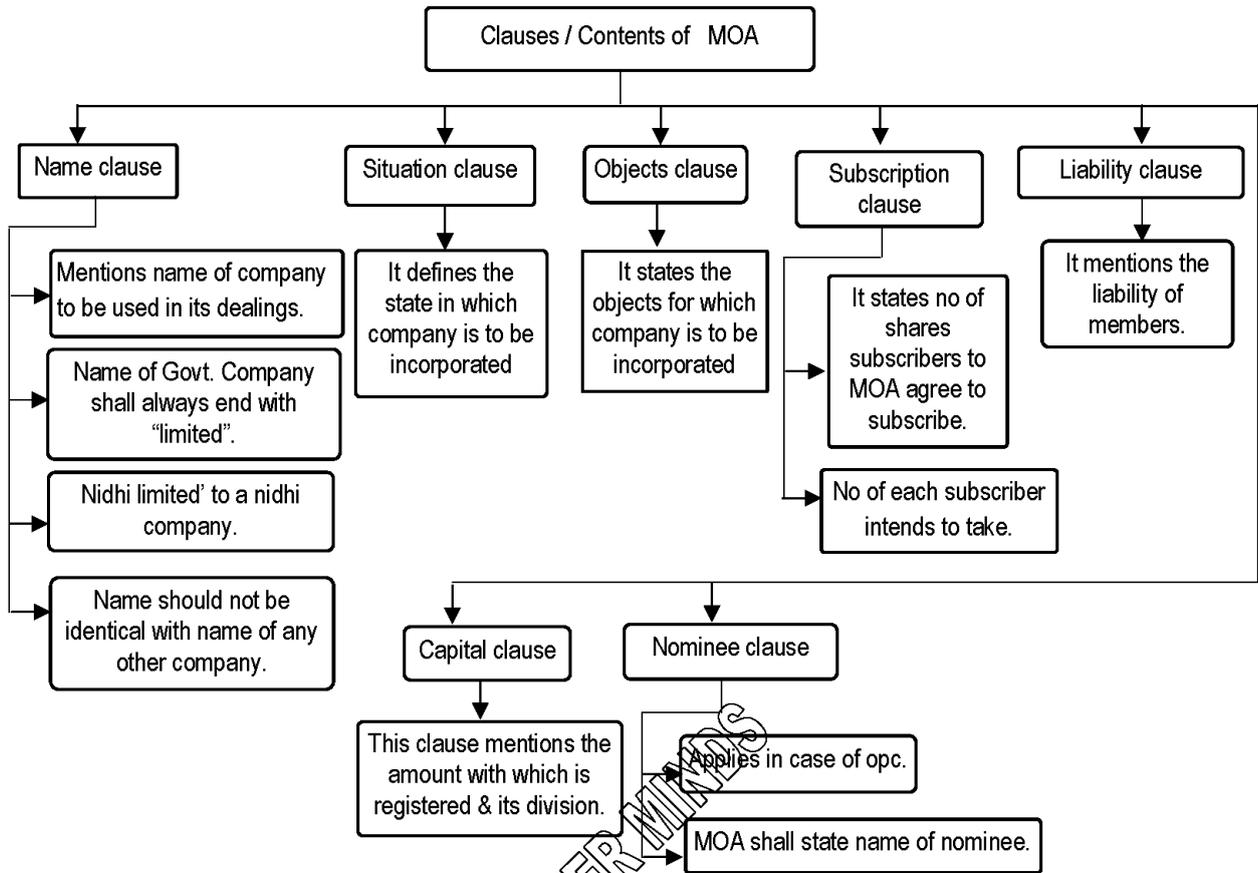


2. Explain the prior approvals to be taken for using certain name.

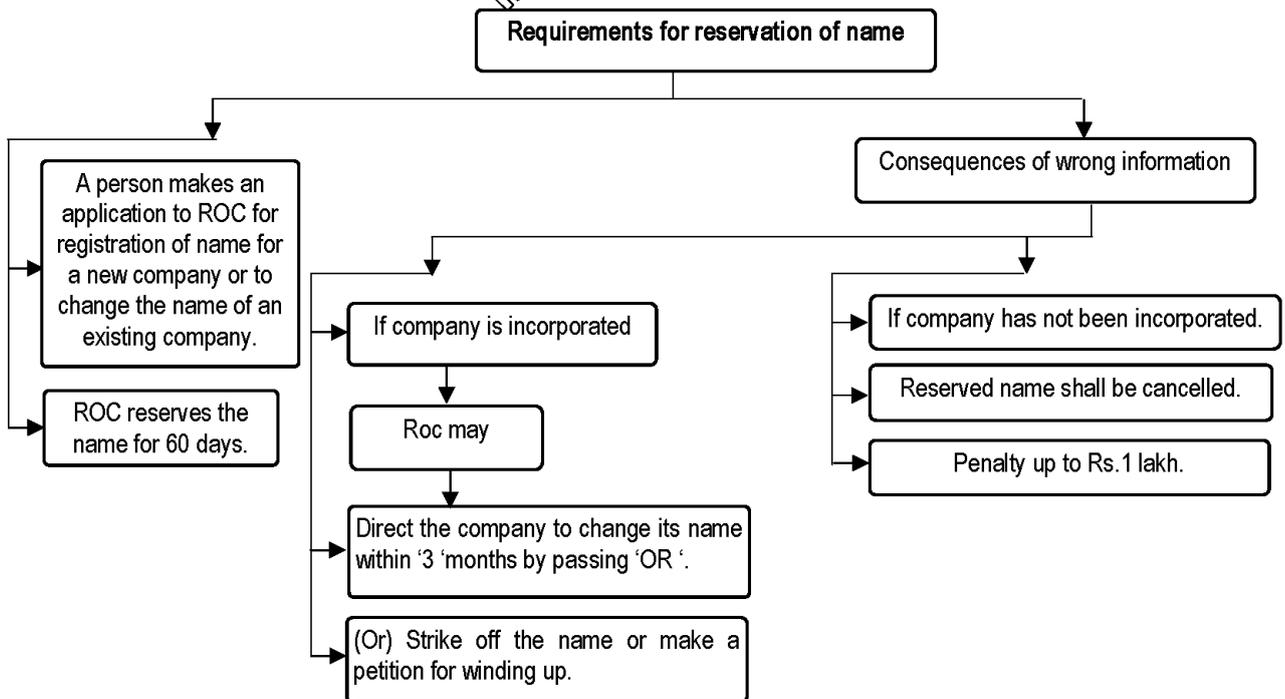


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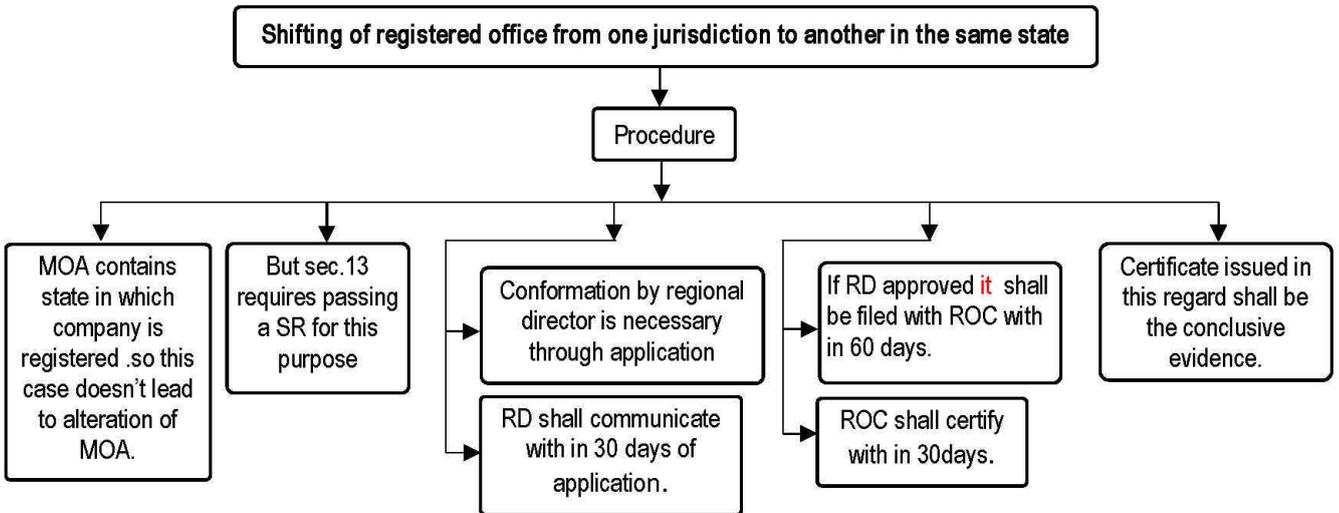
3. What are the clauses / contents of MOA



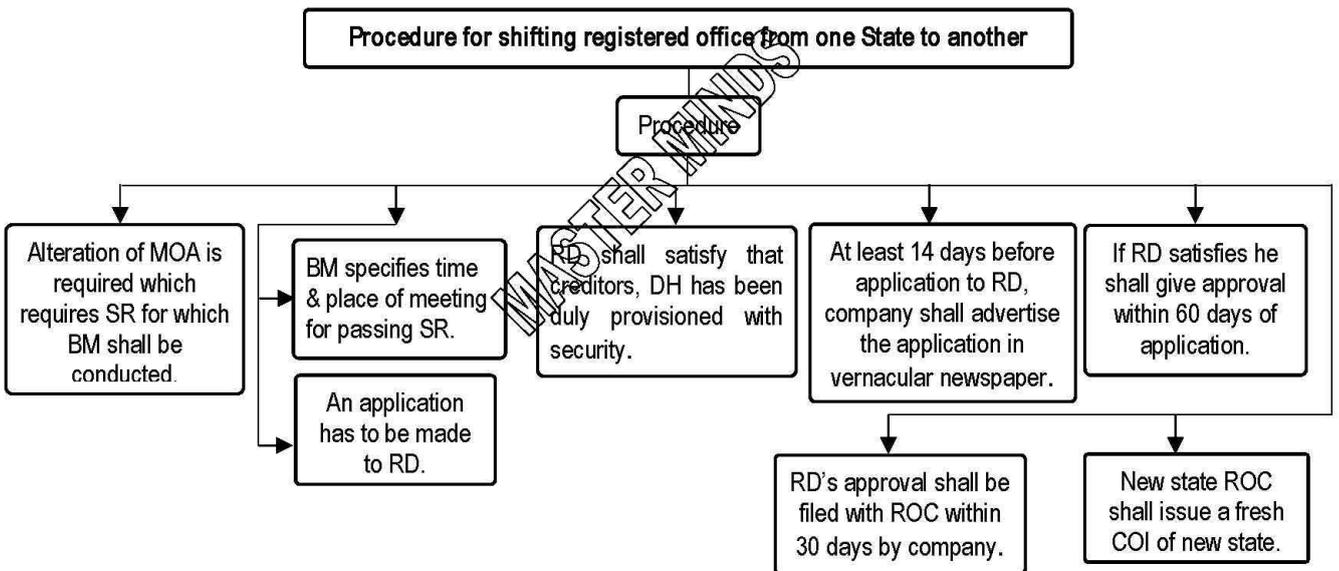
4. Explain the Requirements for reservation of the name of the company



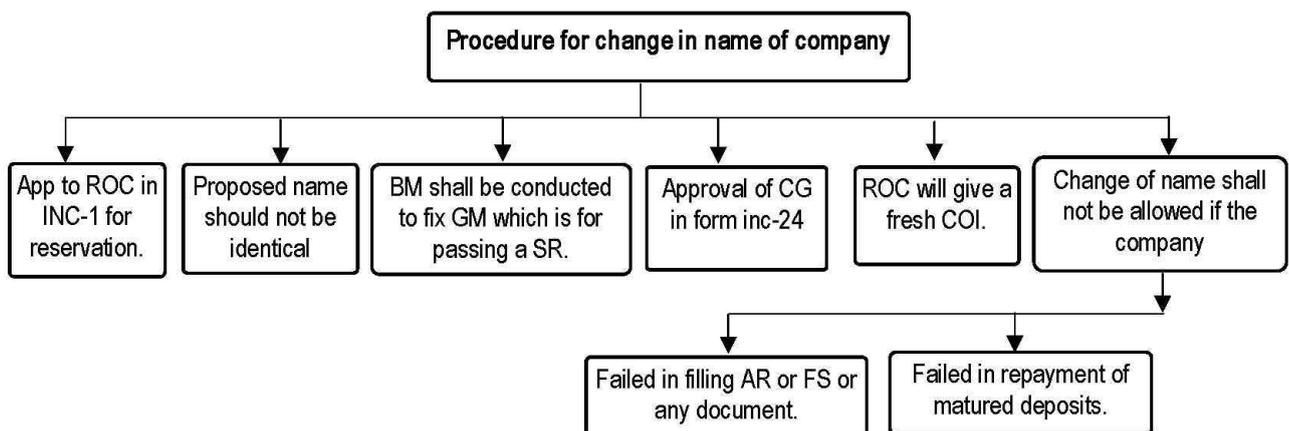
5. Explain the procedure for shifting of registered office from the jurisdiction of one Registrar to the other Registrar within the same state



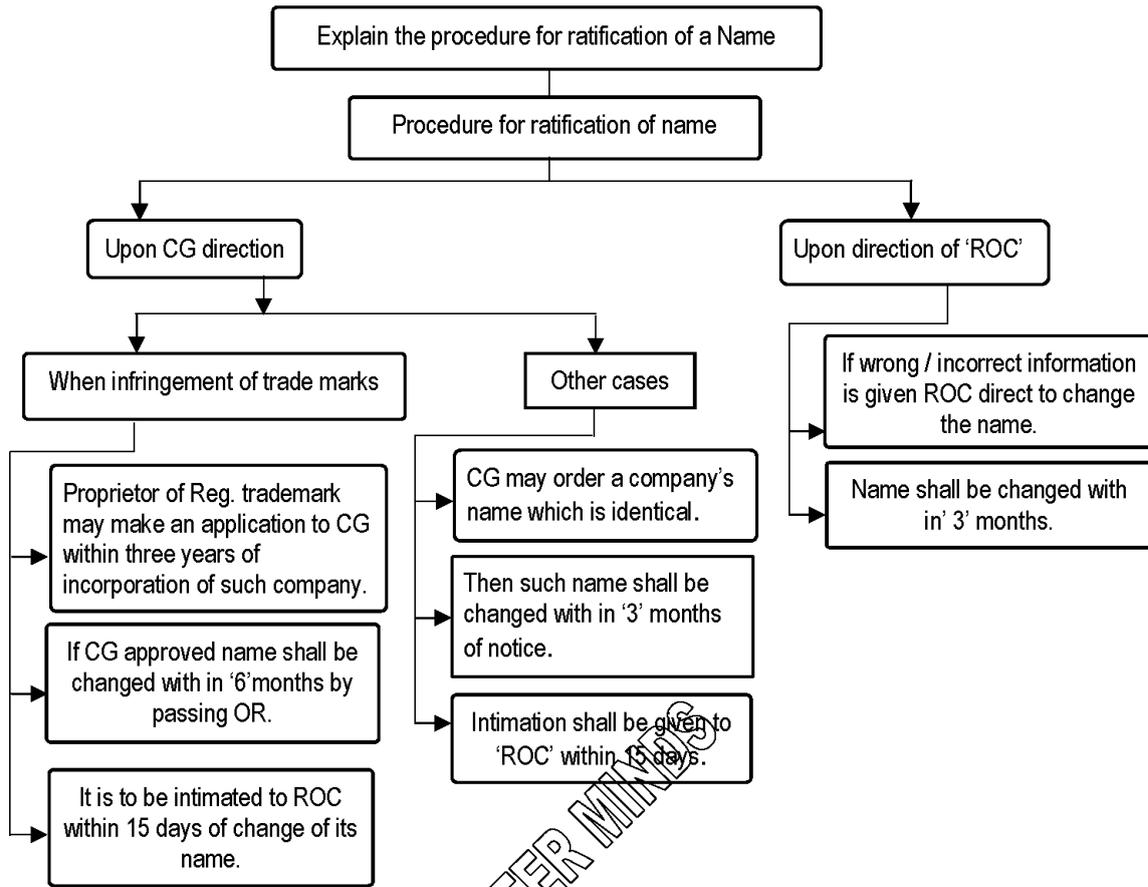
6. Explain the procedure for shifting of registered office from one state to another state.



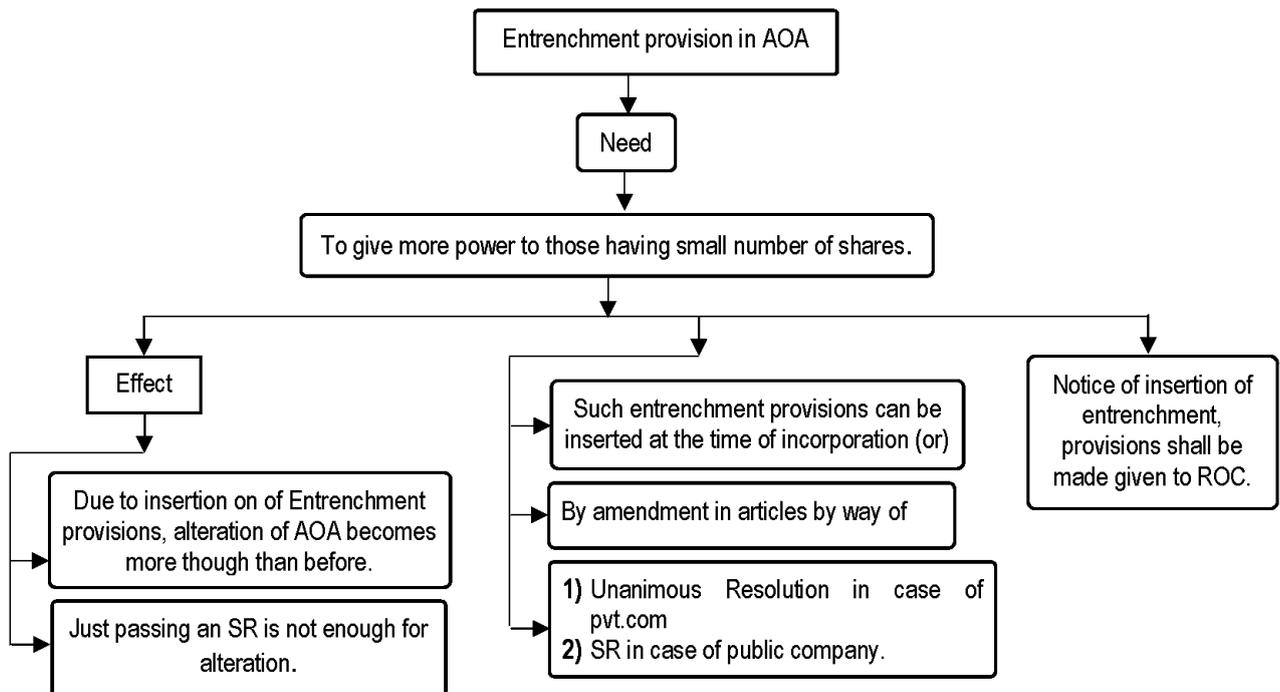
7. Explain the procedure for alteration of name clause.



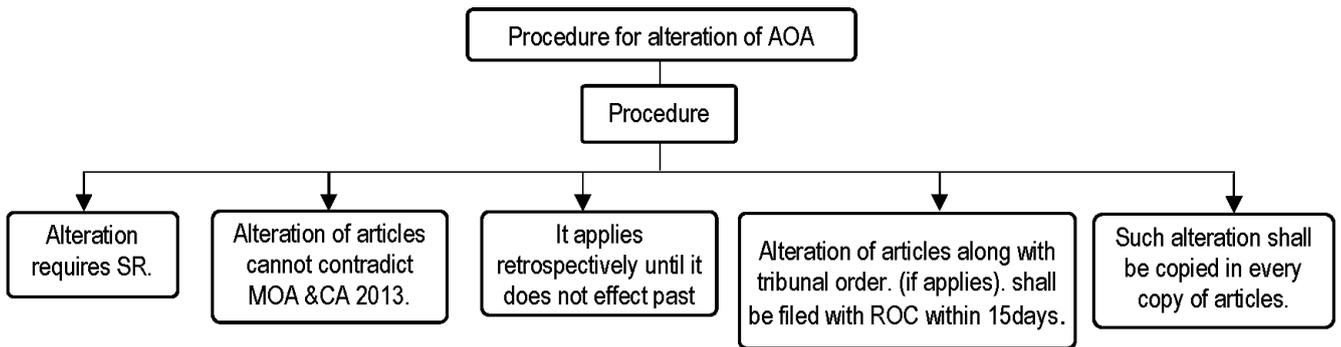
8. Explain the procedure for Ratification of name clause.



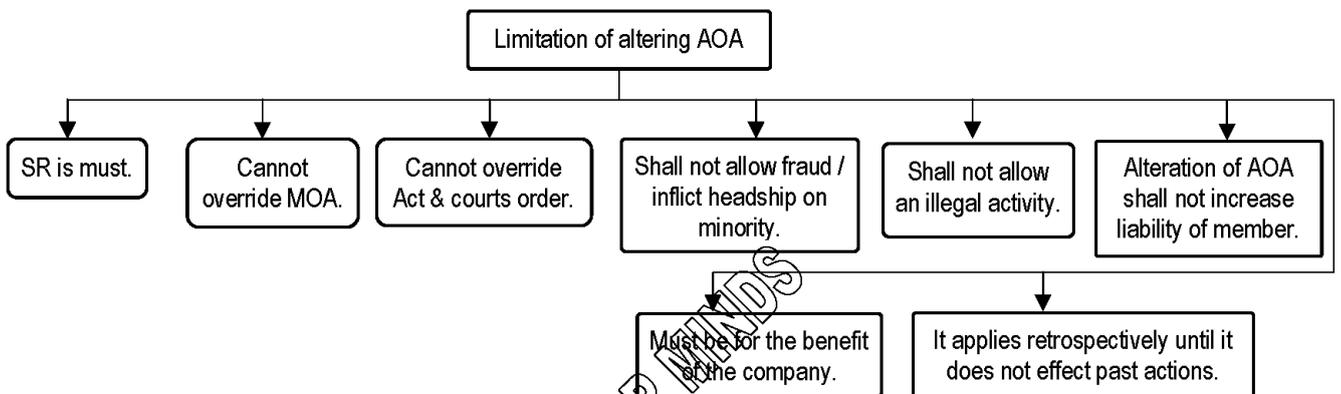
9. Write a short note on "Entrenchment provision in the AOA".



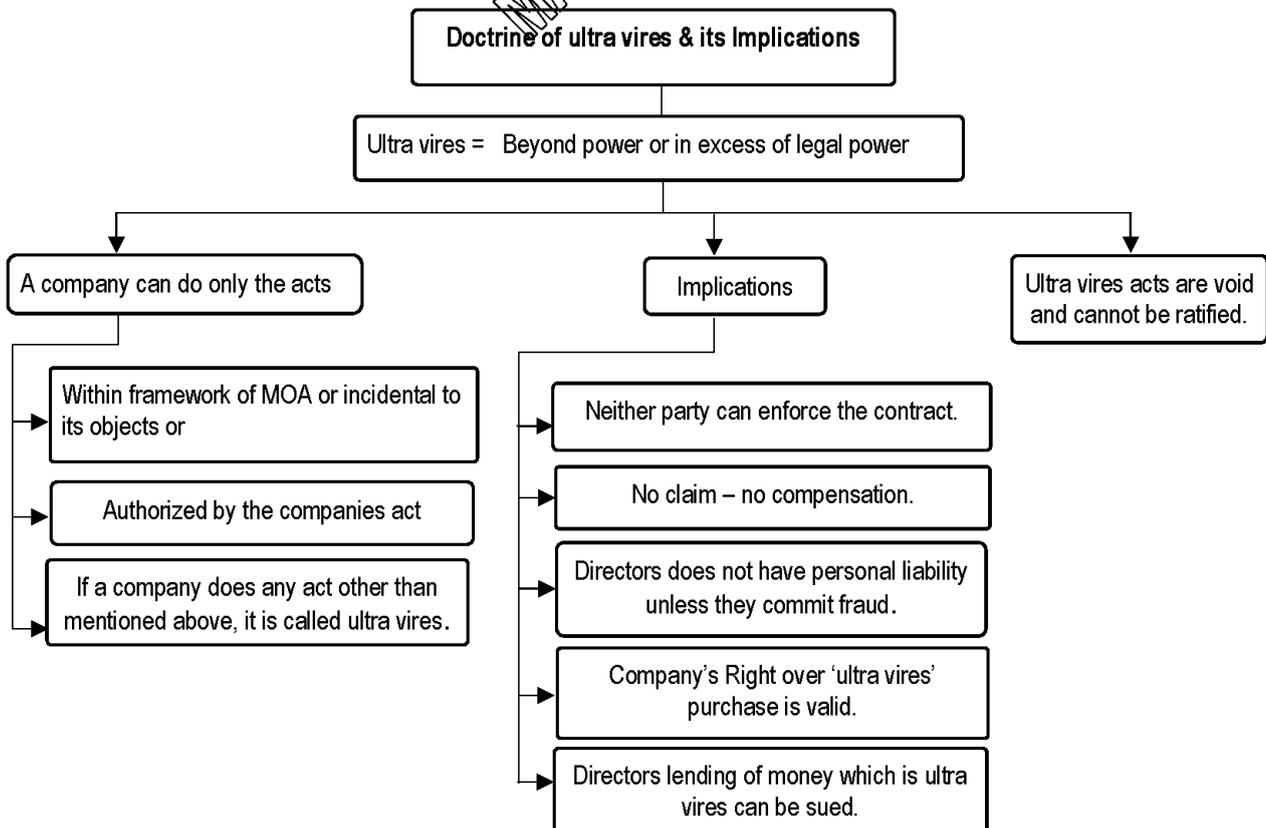
10. Explain the procedure for alteration of Articles of Association (AOA).



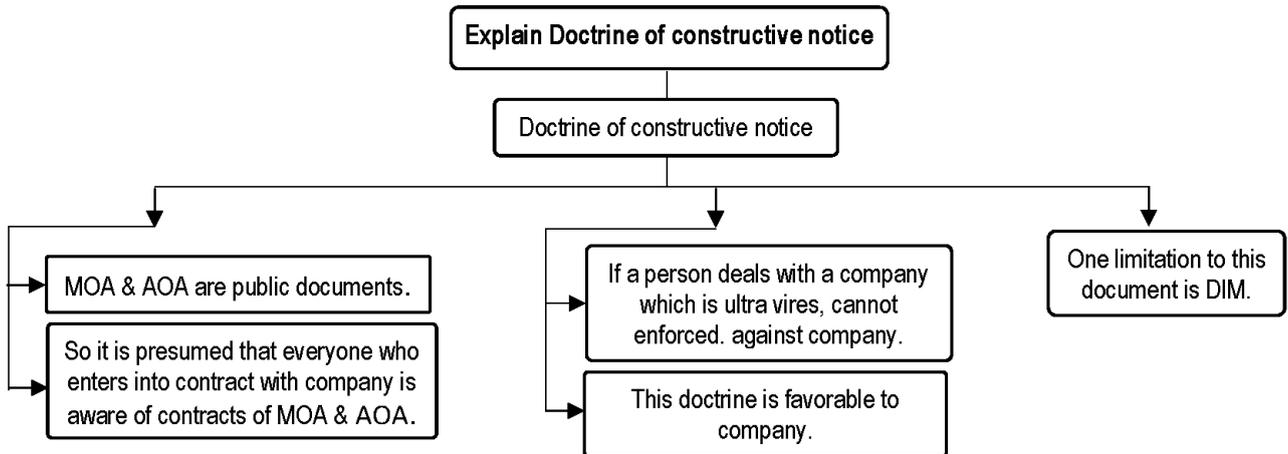
11. Explain the limitations relating to alteration of AOA of a company



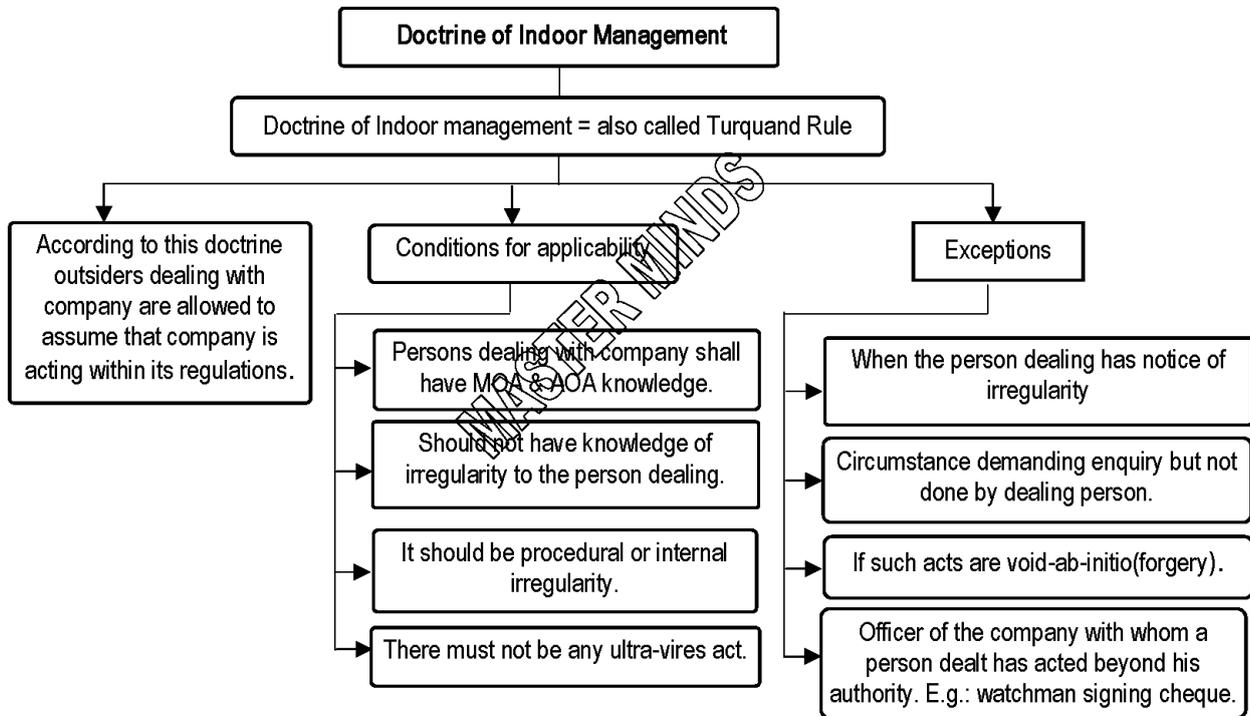
12. Explain fully the doctrine of Ultra vires and state its implications



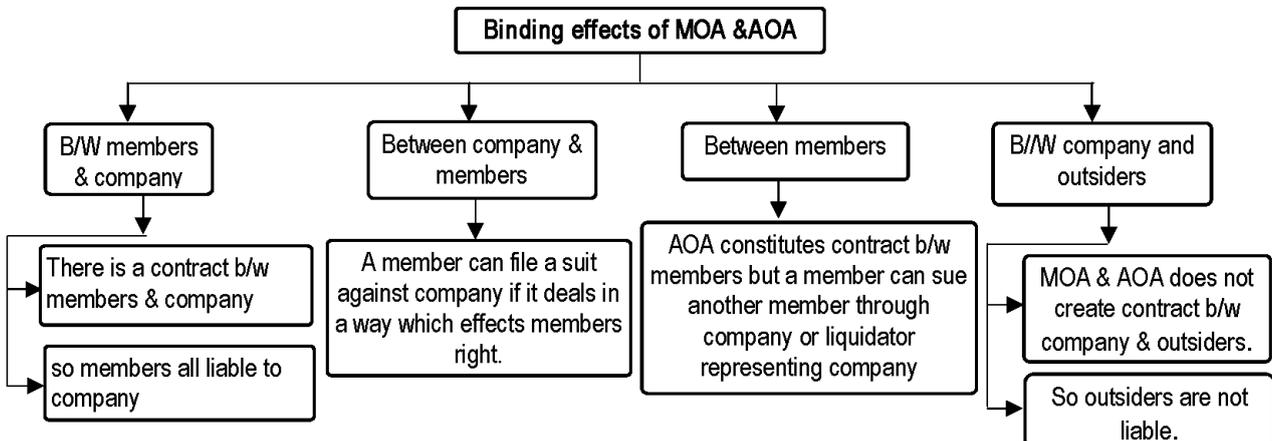
13. Explain the concept of Doctrine of Constructive Notice.



14. Explain the concept of Doctrine of Indoor management.

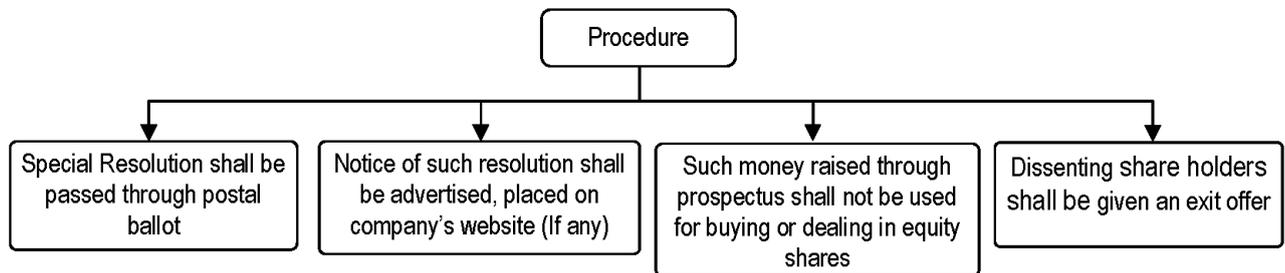


15. Explain the Binding Effects of Memorandum and Articles of a company

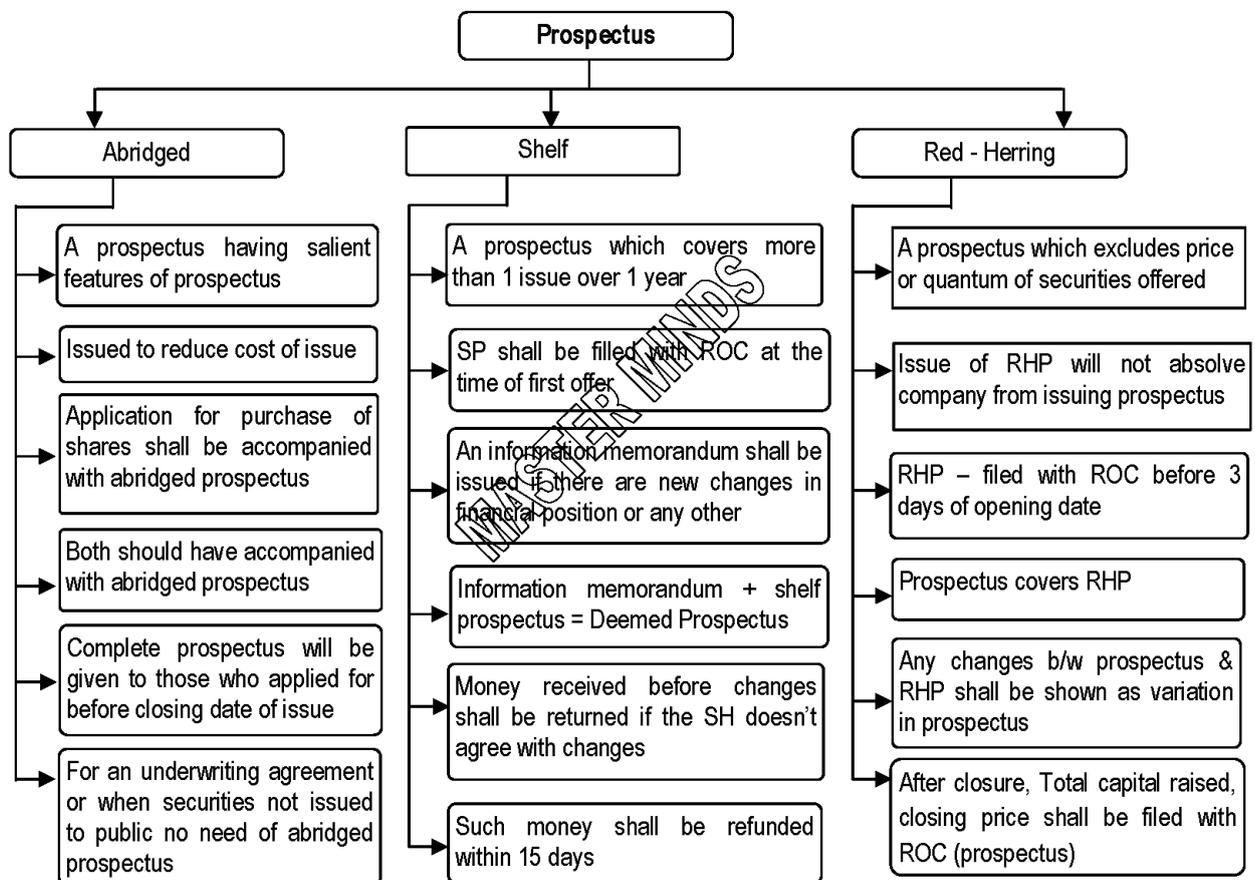


5. PROCEDURE FOR VARIATION OF OBJECTS OF PROSPECTS

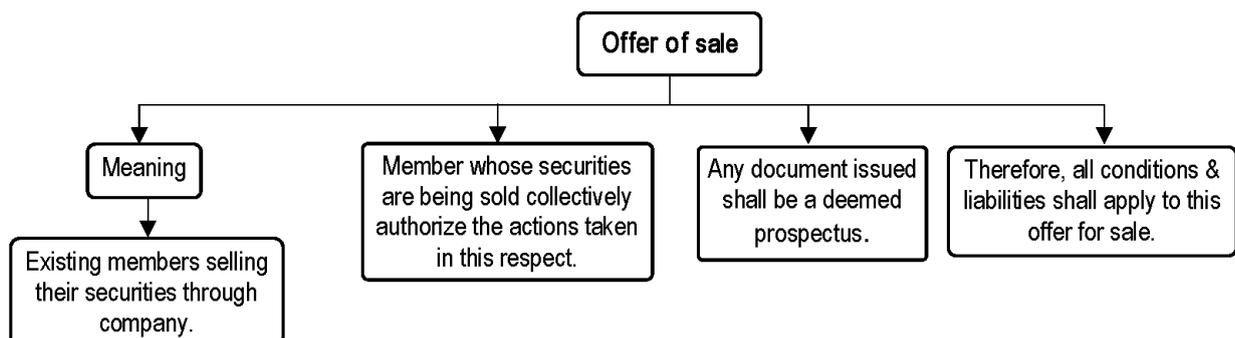
1. What is the procedure for variation in terms of contract or objects in prospectus and requirements that needs to be complied with?



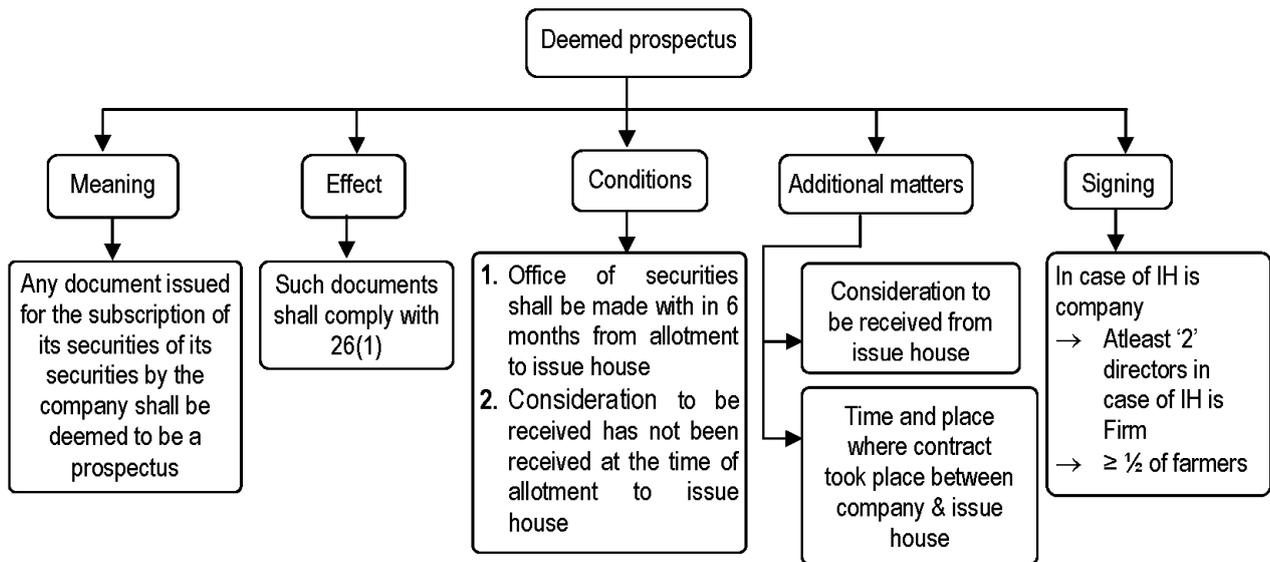
2. Write about Abridged, Shelf, Red - herring prospectus.



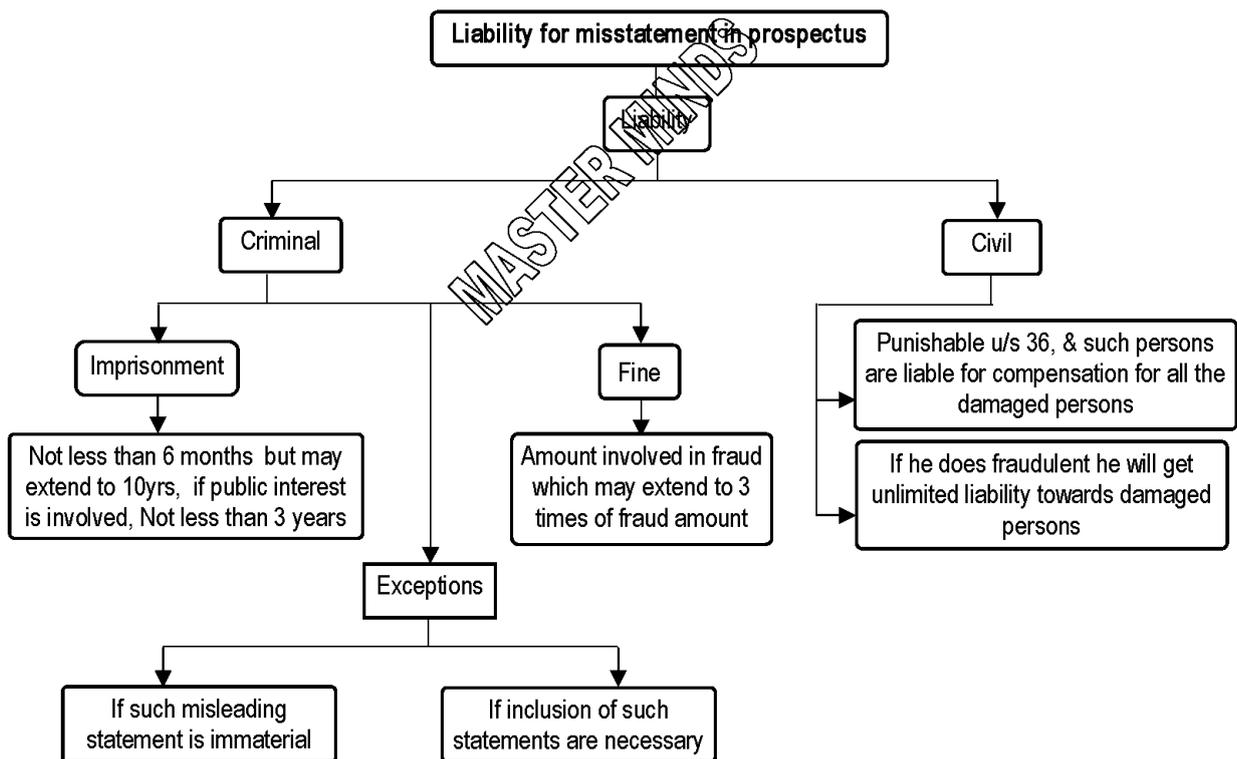
3. Explain the concept of "Offer of sale" of shares by certain members of the company. [Sec.28] (A)



4. Document containing offer of securities for sale to be deemed prospectus. Comment. [Sec.25] (A)



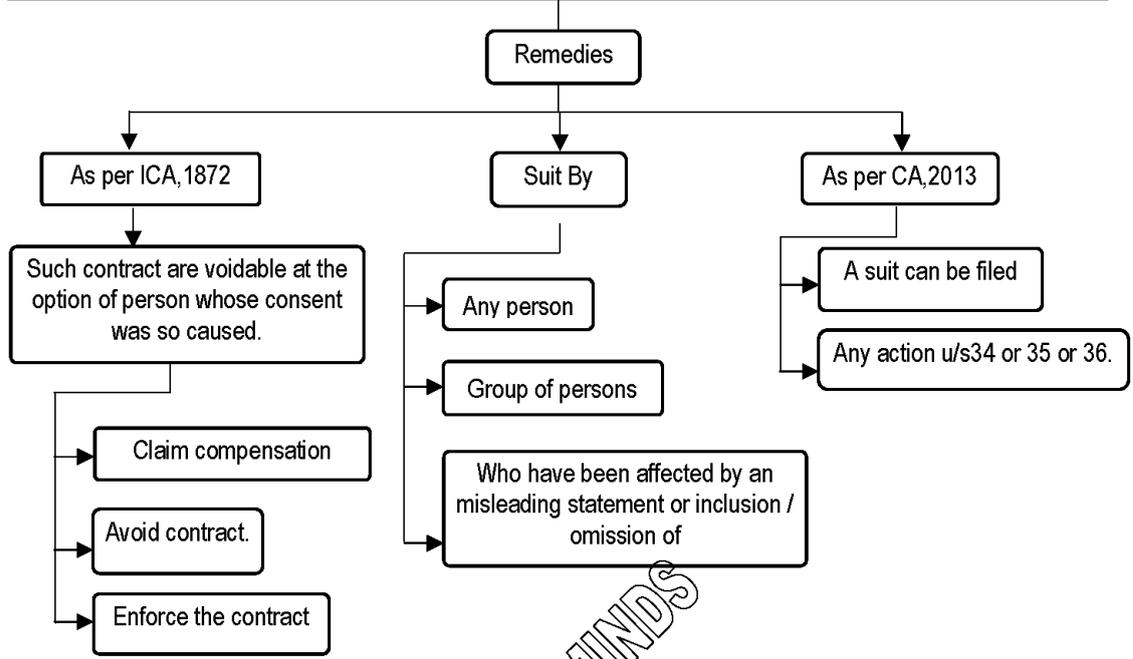
5. What are the liabilities for Misstatements in Prospectus.



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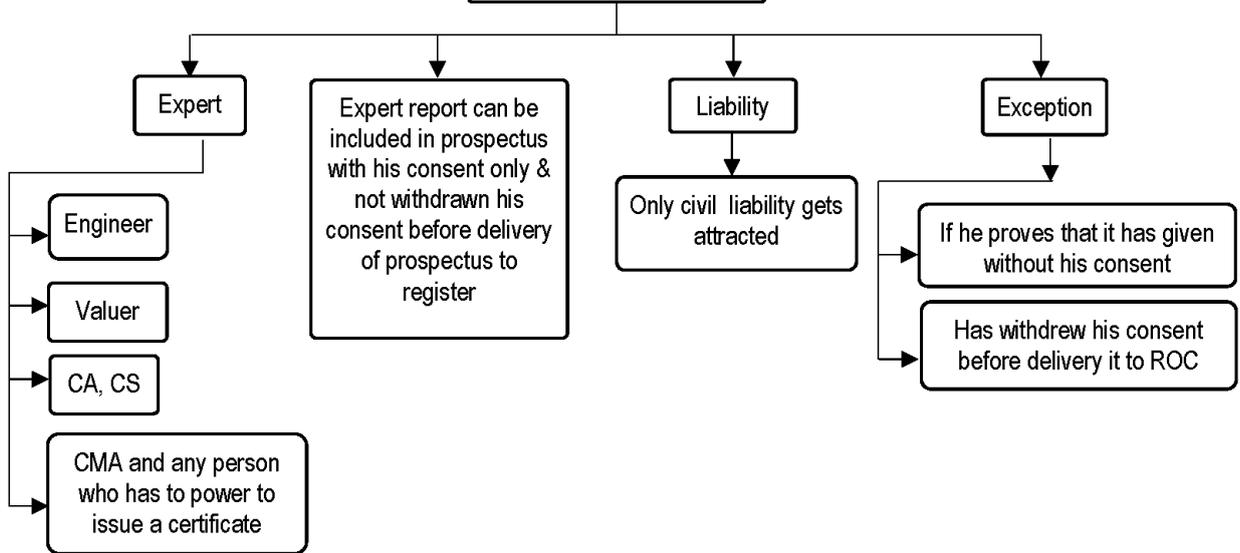
6. State the remedies available against a company to a subscriber for allotment of shares on the faith of a misleading prospectus. What conditions must be satisfied by such a subscriber before opting for the remedies?

Remedies available to a person purchasing securities faithfully depending upon misleading prospectus



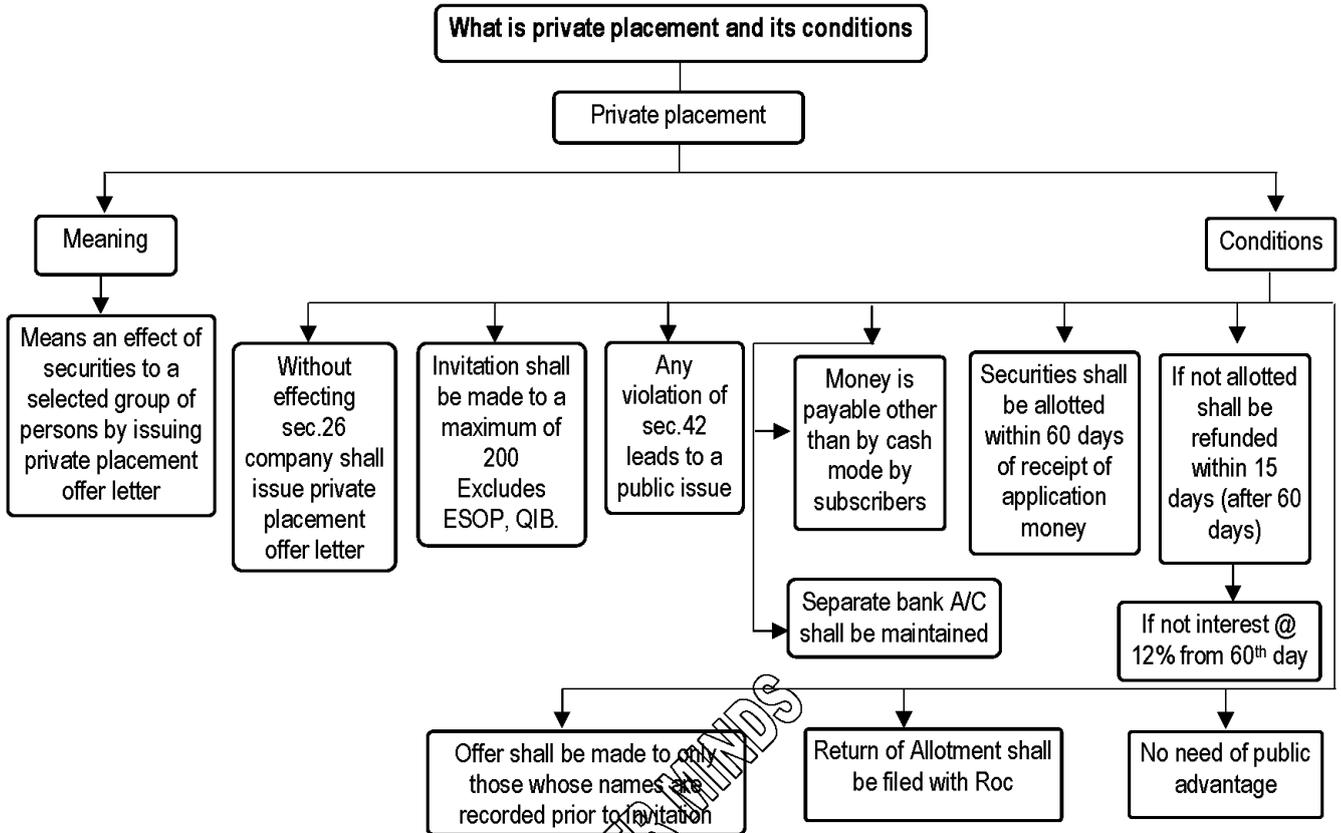
7. Who is an Expert? When is he liable for any mis-statement in the prospectus? When is he not liable?

Expert and his liability

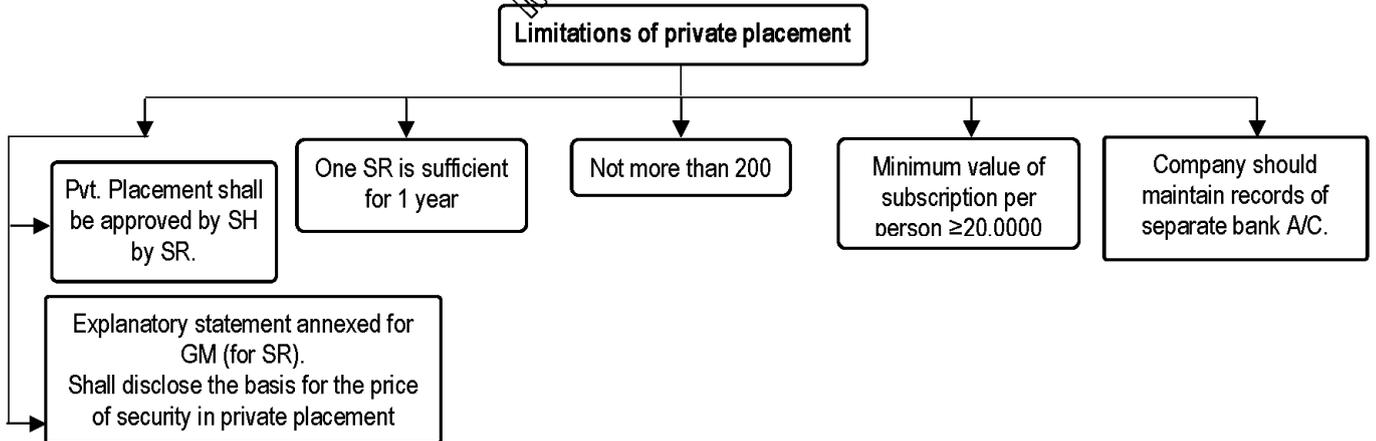


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8. What is private placement of securities and state the conditions for issue of private placement of securities.



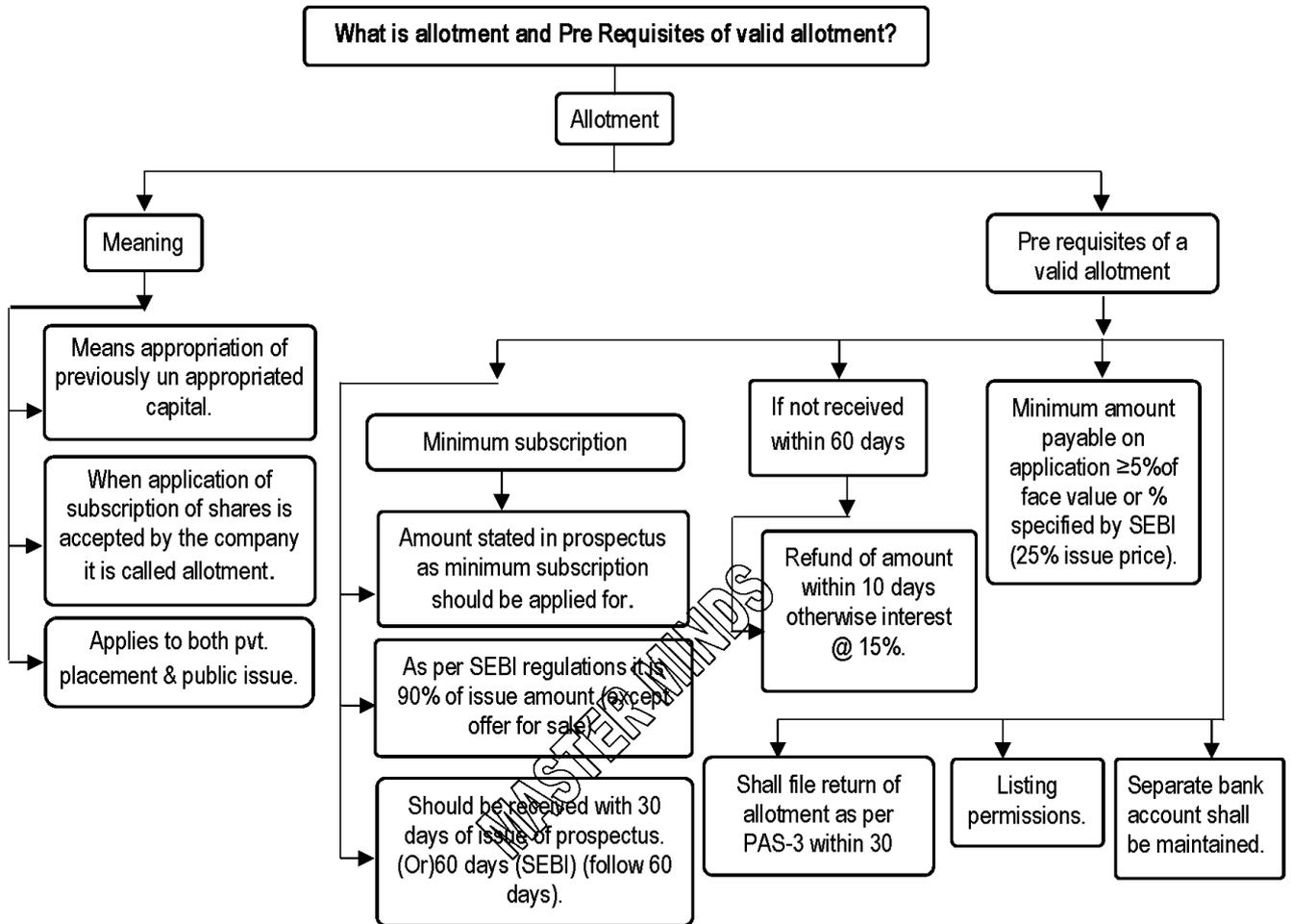
9. What are the limitations on making a private placement by company?



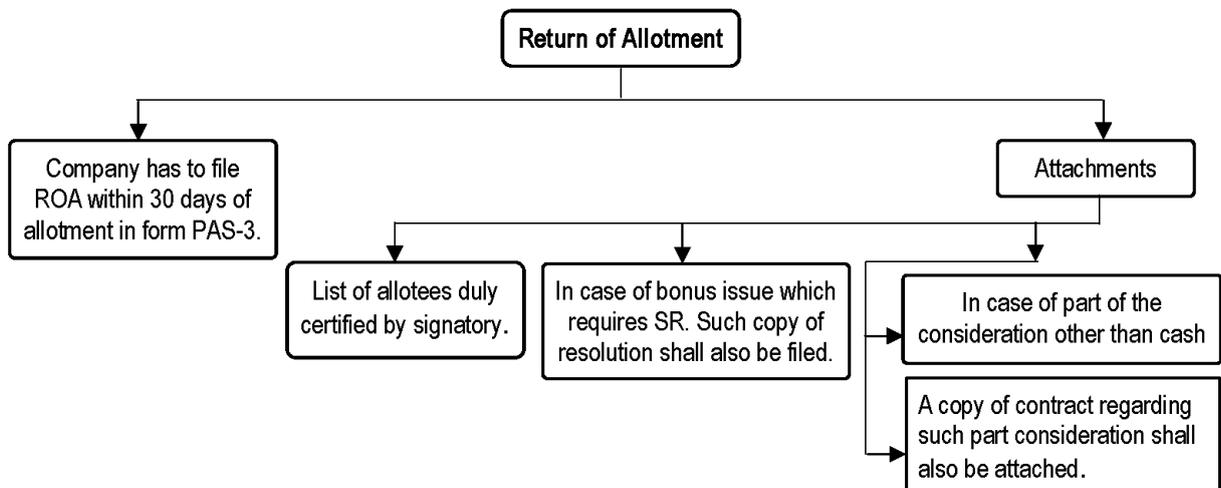
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6. ALLOTMENT OF SECURITIES AND UNDER WRITING

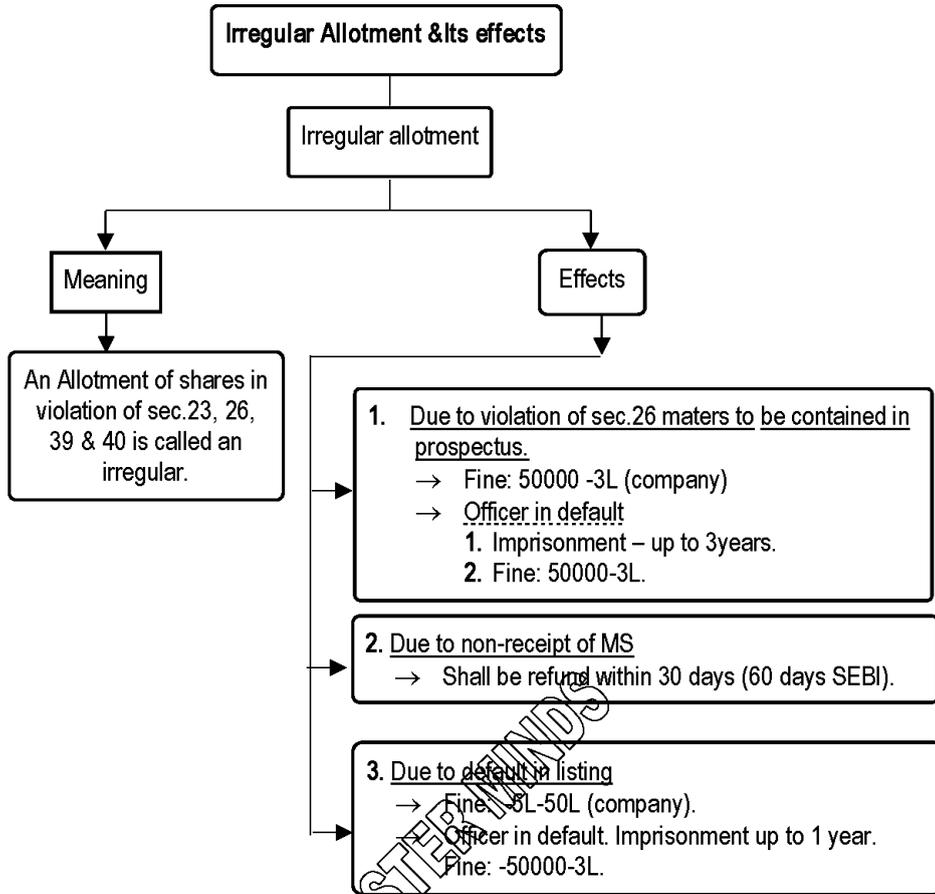
1. What do you mean by Allotment of shares and What are the requisites of a valid allotment of securities by the Company?



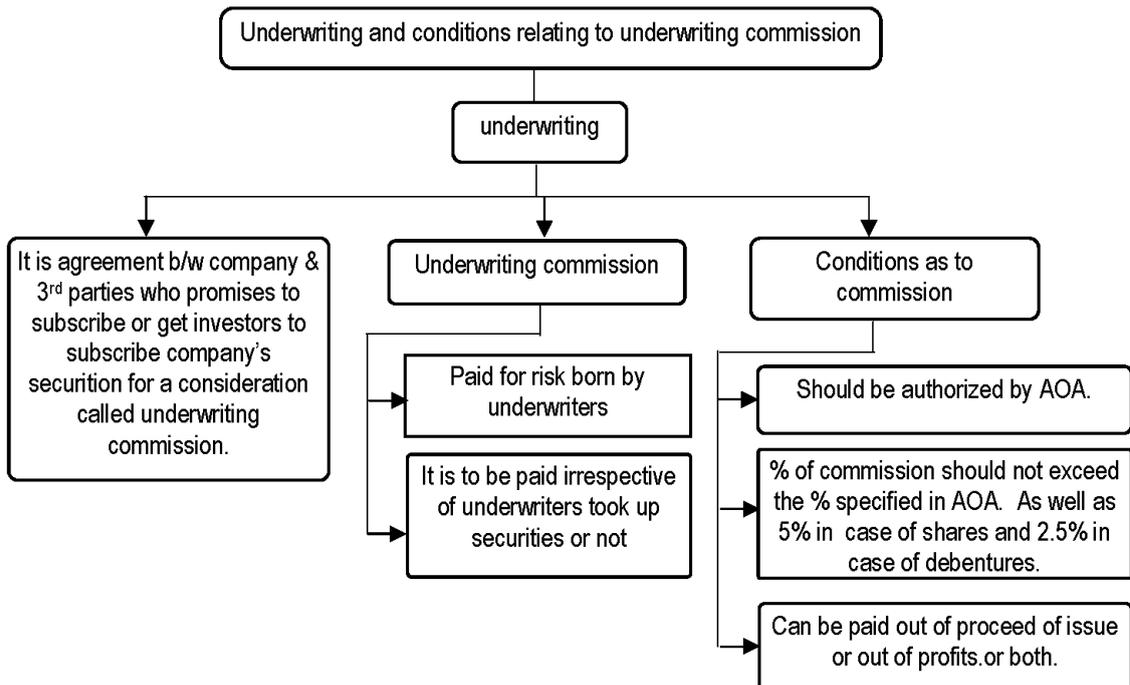
2. What is Return of Allotment? List the documents which have to be enclosed therein?



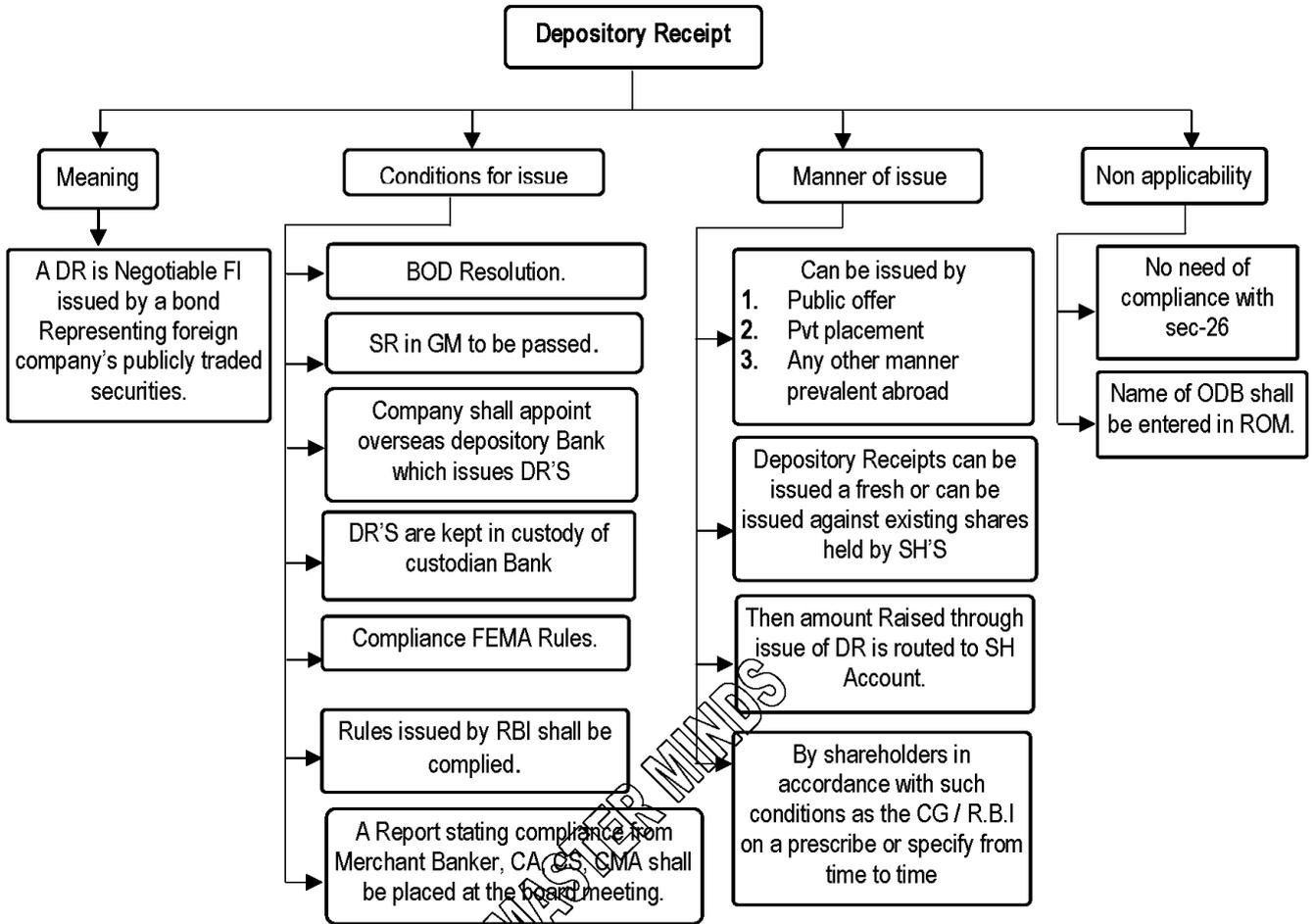
3. When is an Allotment of Shares treated as irregular allotment? State the effects of an irregular allotment?



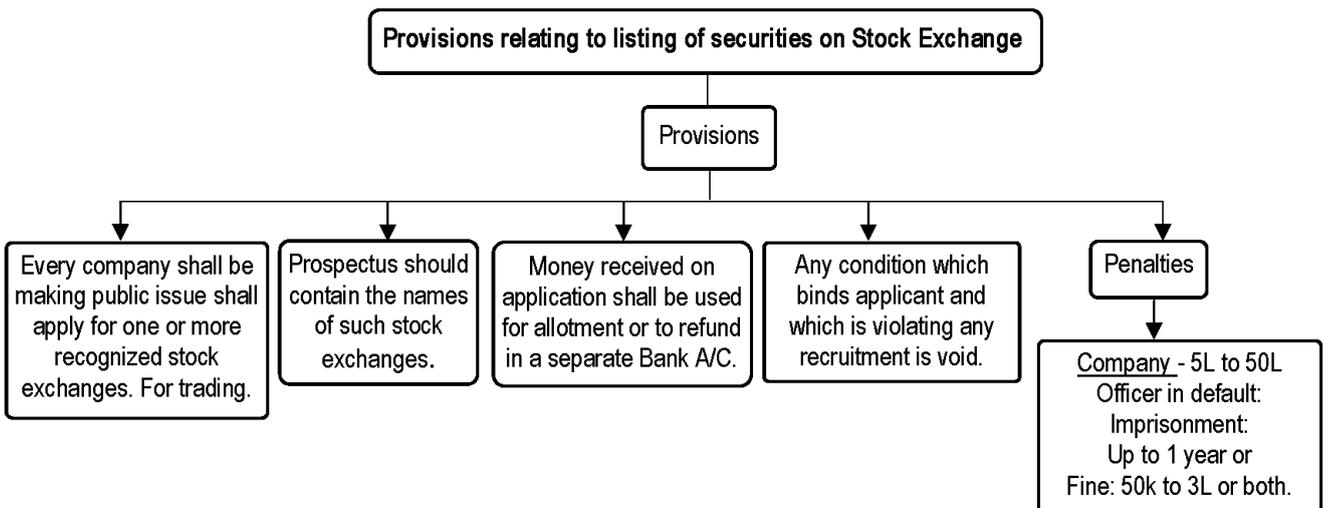
4. Define the term underwriting and state the circumstances in which underwriting commission can be paid as per provisions of sec 40 of companies act 2013.



5. What is a Depository receipt? Discuss the provisions of the Companies Act, 2013 and rules relating to issue of Global Depository Receipts (GDR) by an Indian Company.

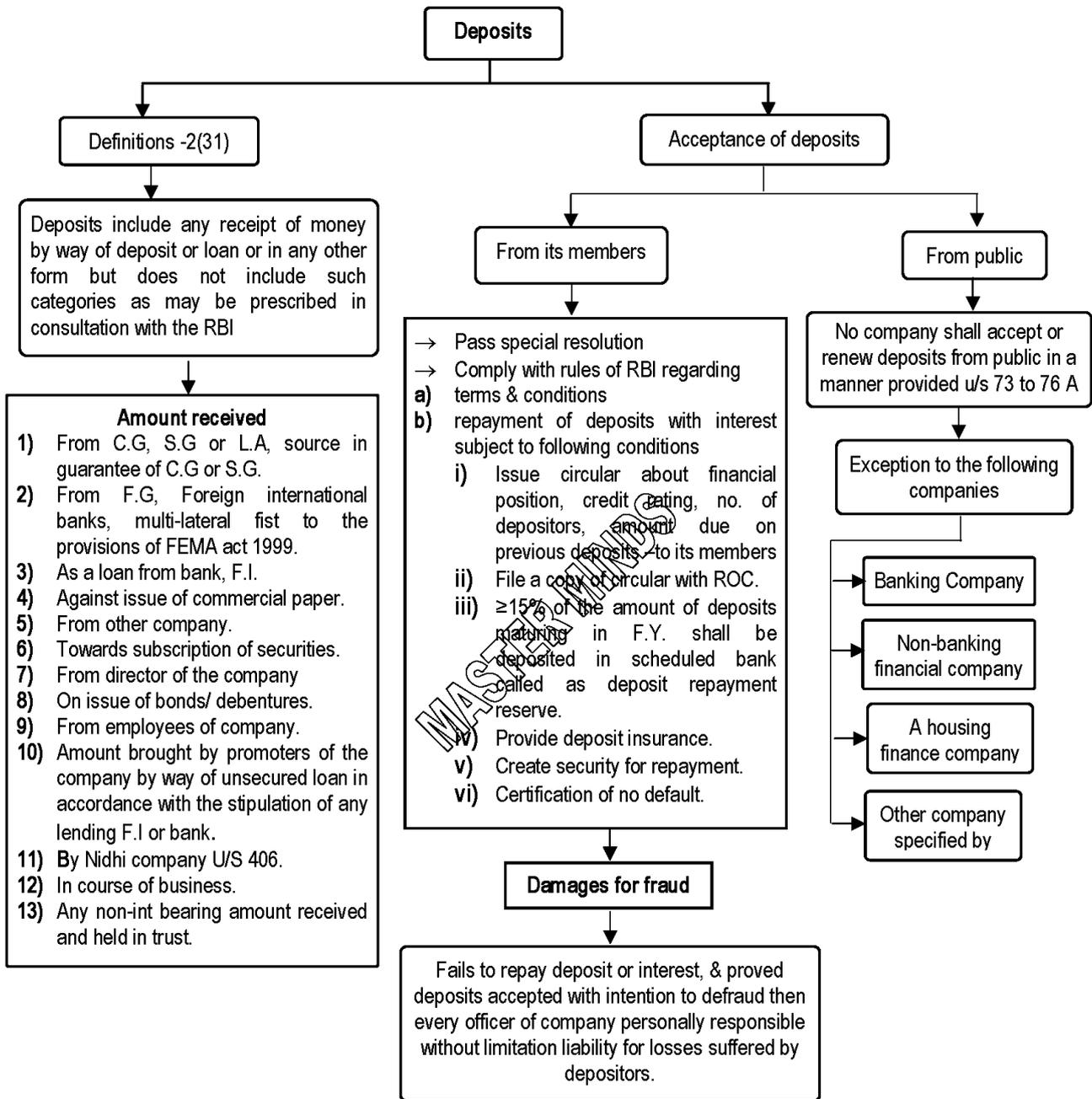


6. What are the provisions relating to listing of securities on stock exchange and consequences of failure to get the securities listed?



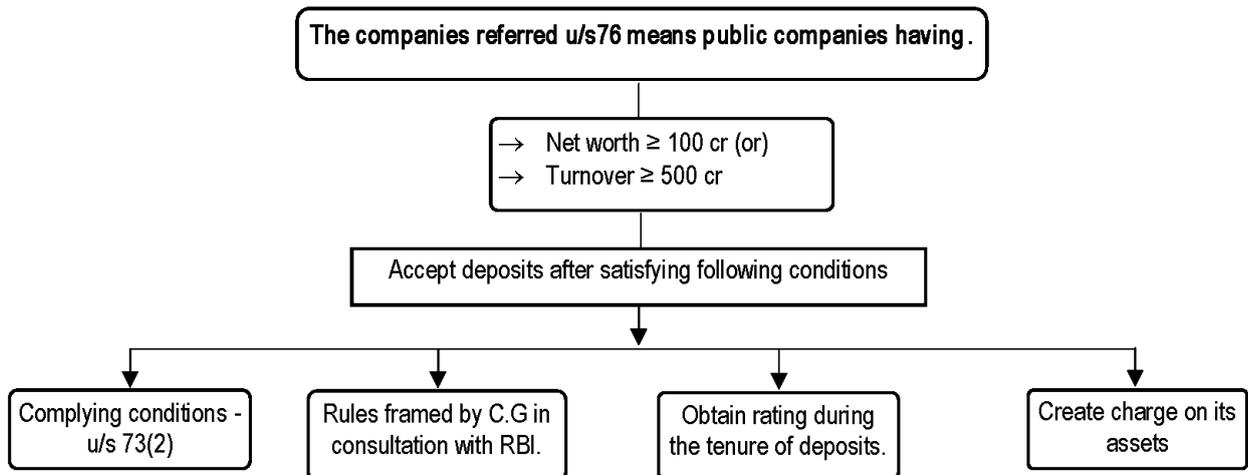
7. DEPOSITS

1. Define the term "Deposit". And. Explain the provisions relating to acceptance of deposits from Members as per the Companies Act, 2013? (Sec 73)



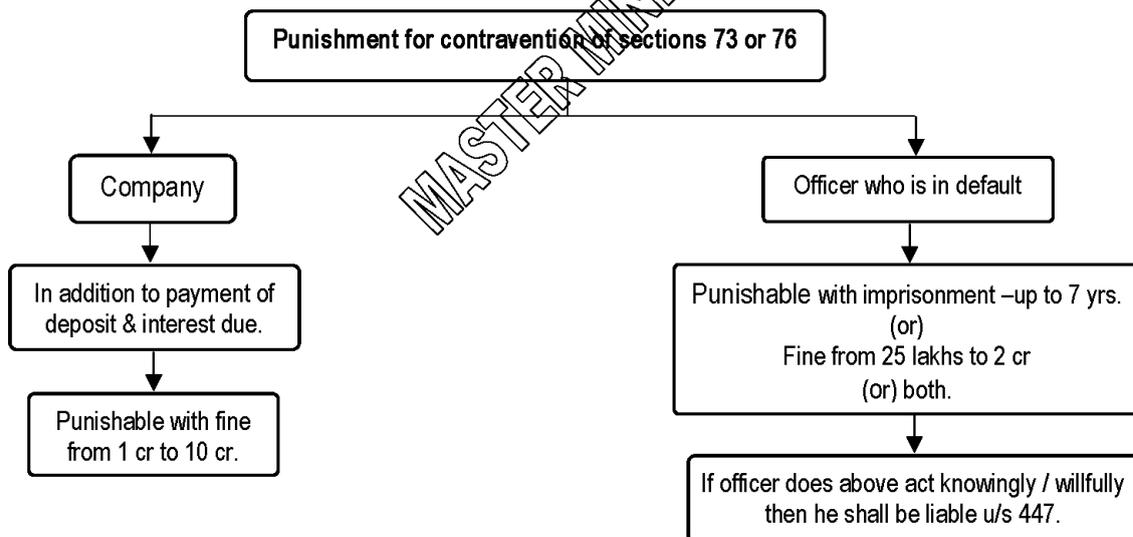
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2. Discuss the provisions of the Companies Act, 2013 with respect to acceptance of deposits from public by certain companies (i.e. Eligible Public Companies) having high net worth or high turnover as may be prescribed? [Sec 76]



* Private companies prohibited to accept deposits from public.

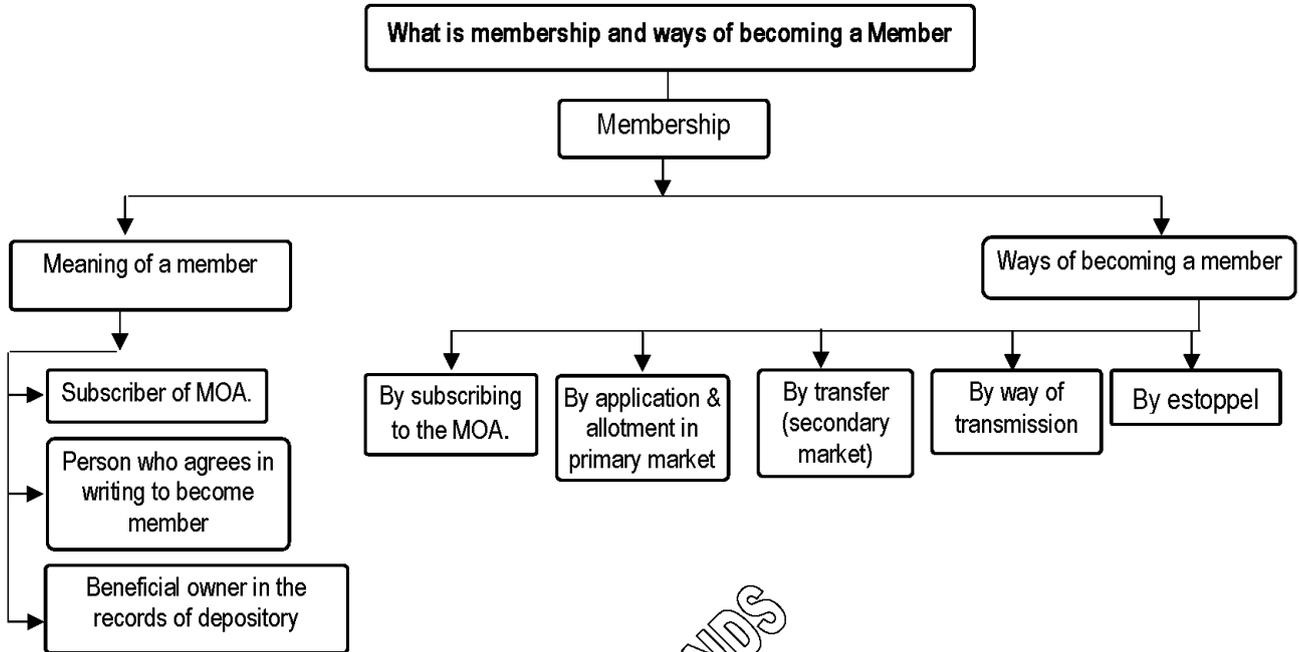
3. Explain the Punishment for contravention of sections 73 or 76 (Sec.76A)



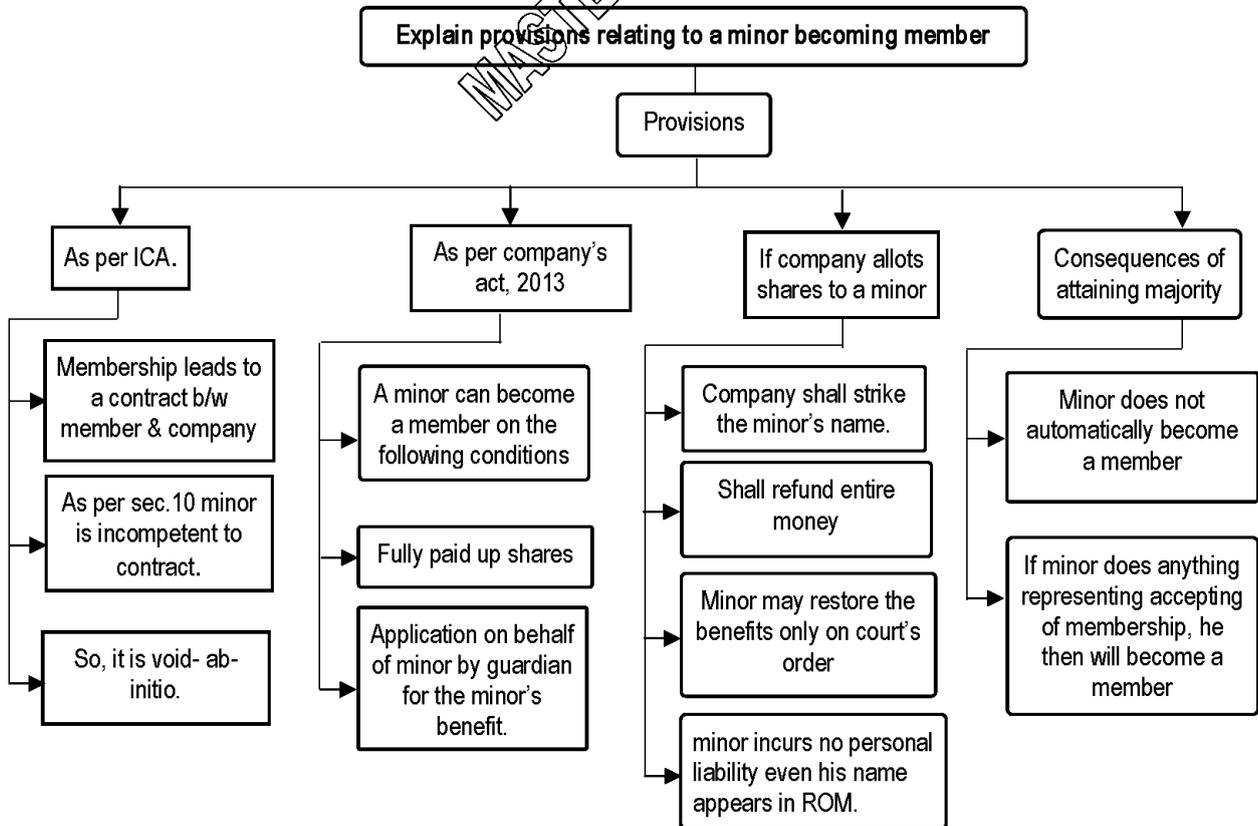
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8. MEMBERSHIP

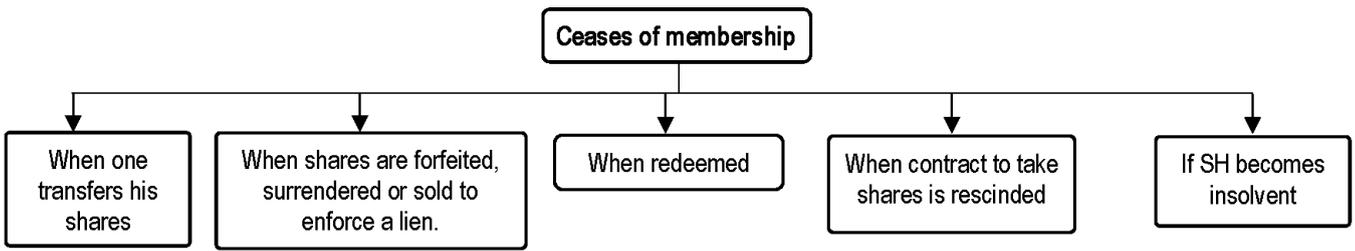
1. Define the term “Membership”, and. Explain different ways through which a person may become a member.



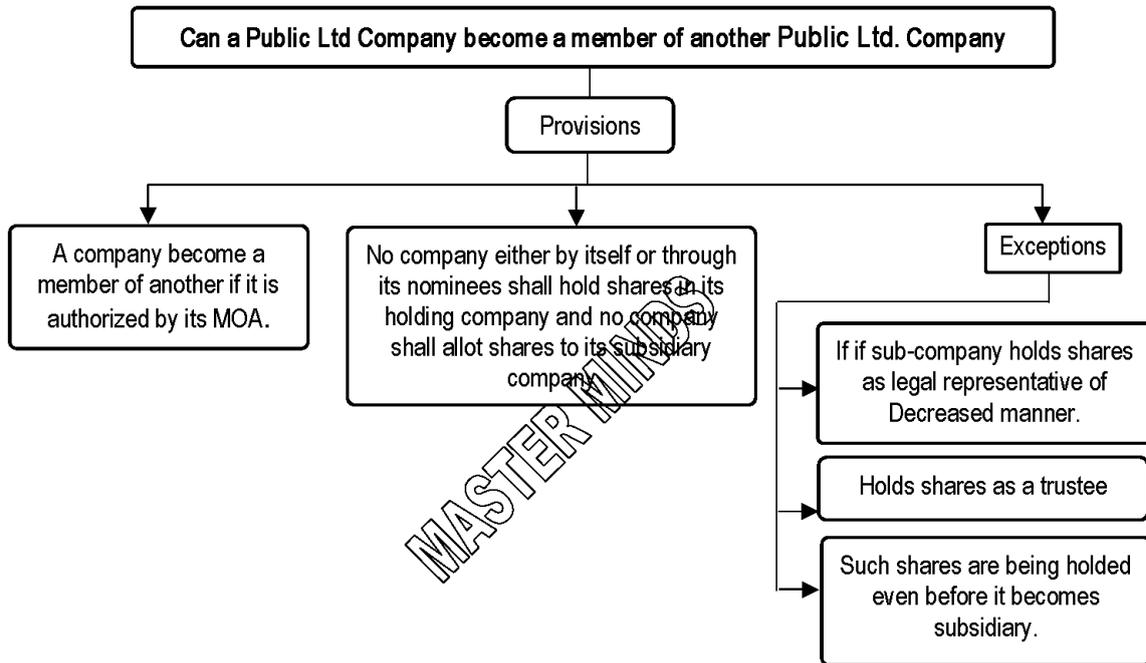
2. Explain the position of a minor in relation to obtaining membership in a company.



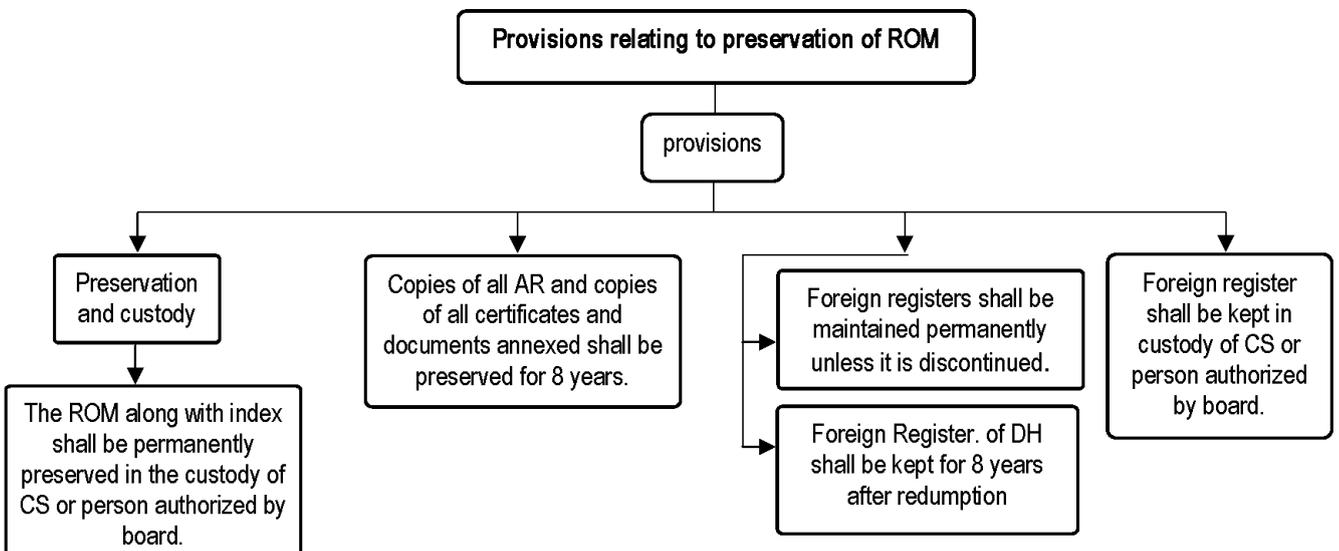
3. When Membership ceases?



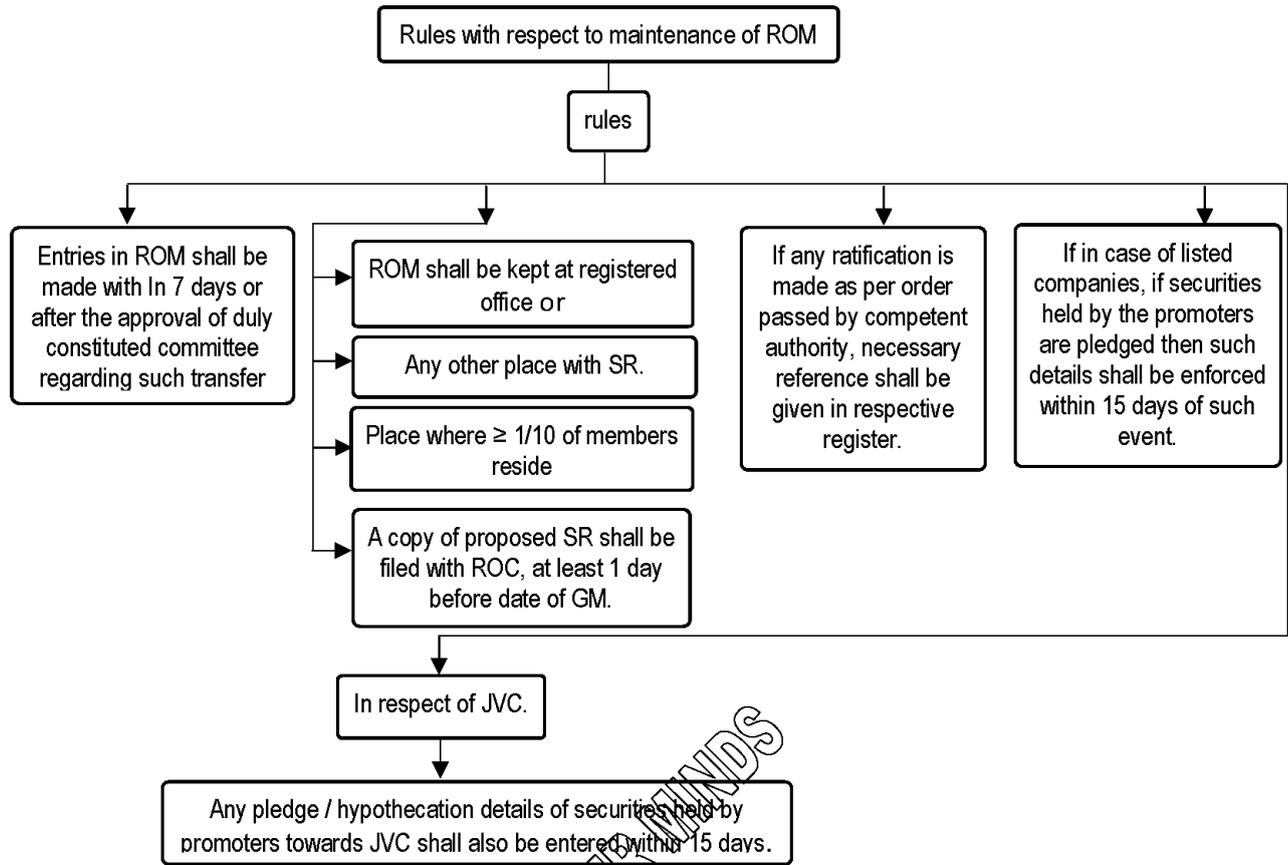
4. Can a Public Limited Company becomes a member of another Public Limited Company. Comment?



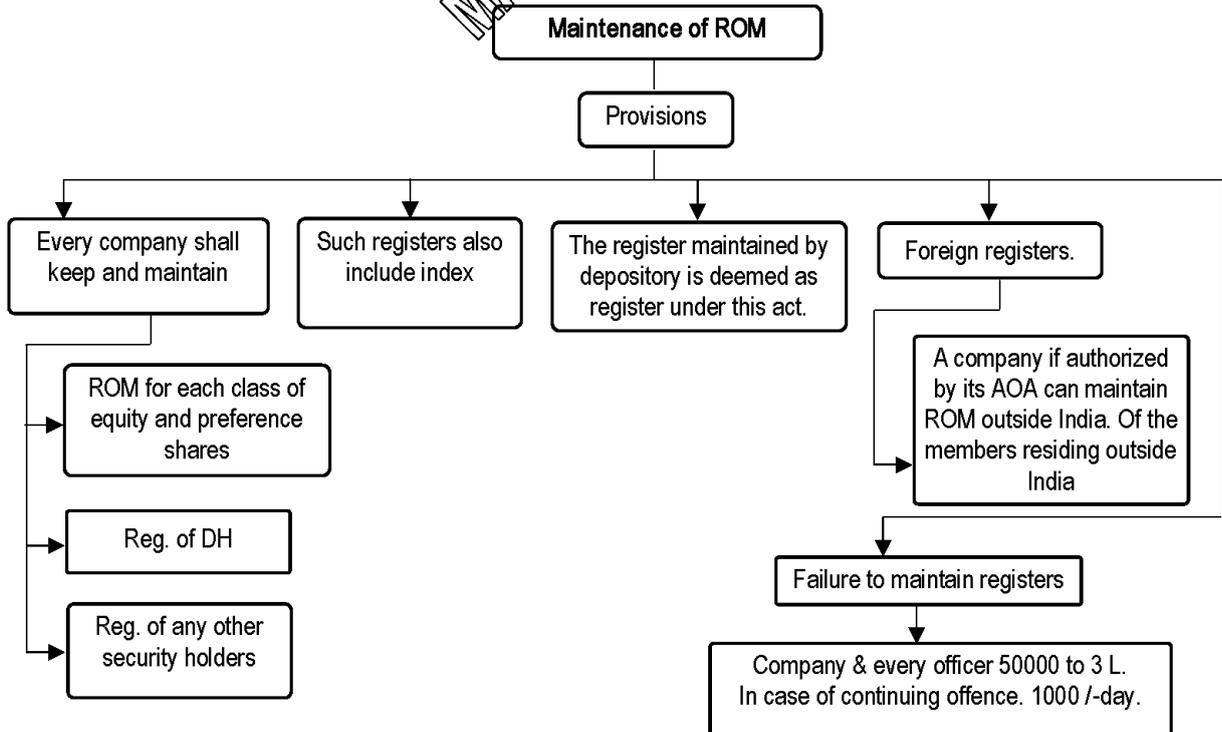
5. Explain the provisions of preservation of Register of members (ROM).



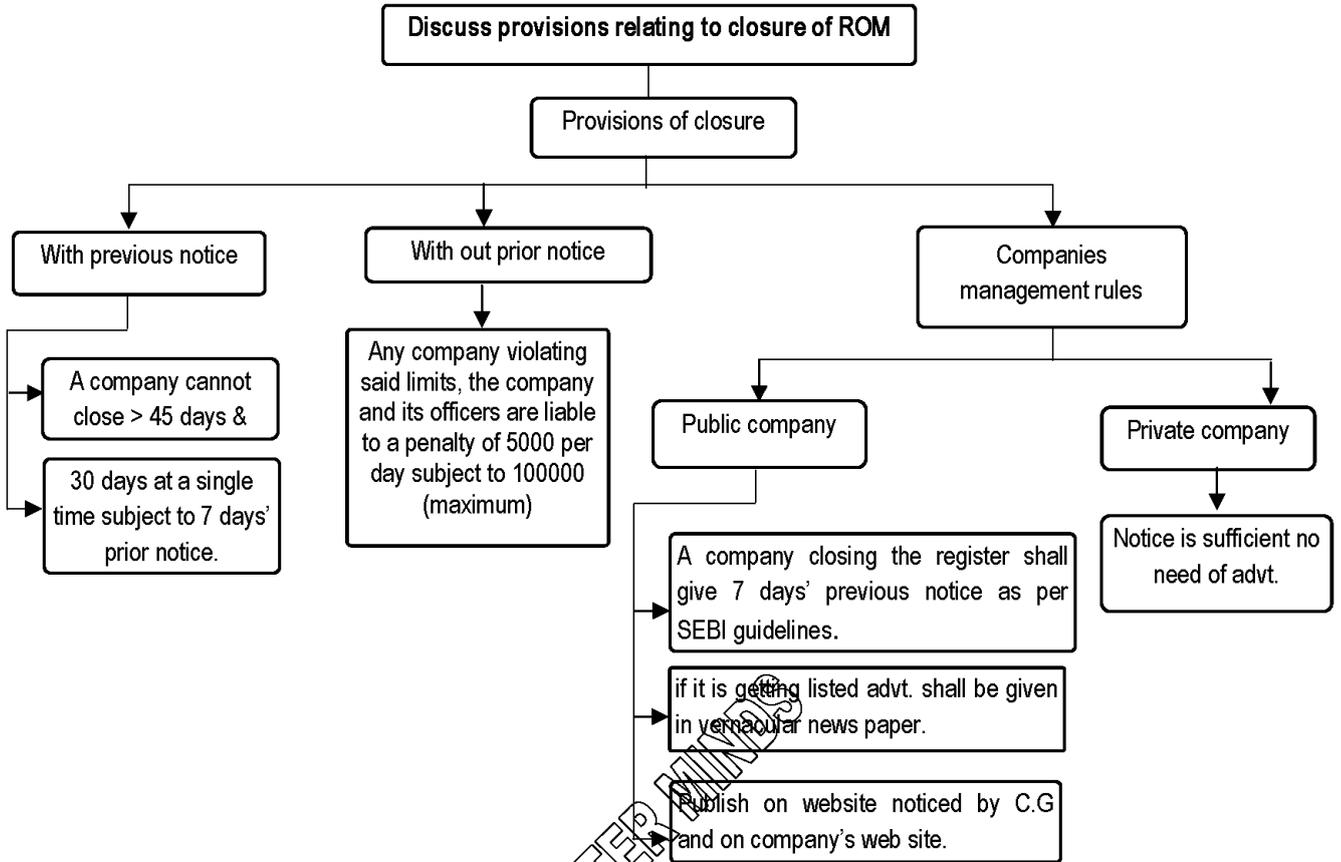
6. Explain the Rules of maintenance of Register of members (ROM)?



7. Explain the provisions Relating to maintenance of Register of members (ROM).

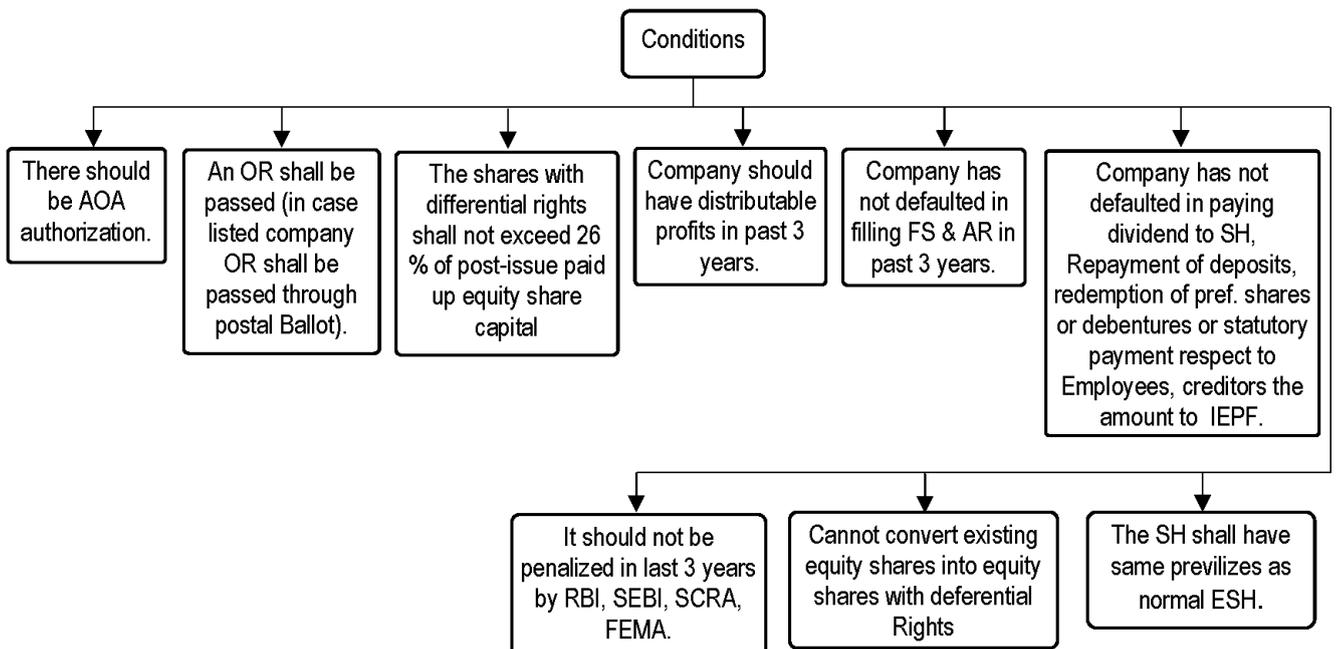


8. Discuss the provisions of the Companies Act, 2013 relating to closure of its register of members and related rules made thereunder?

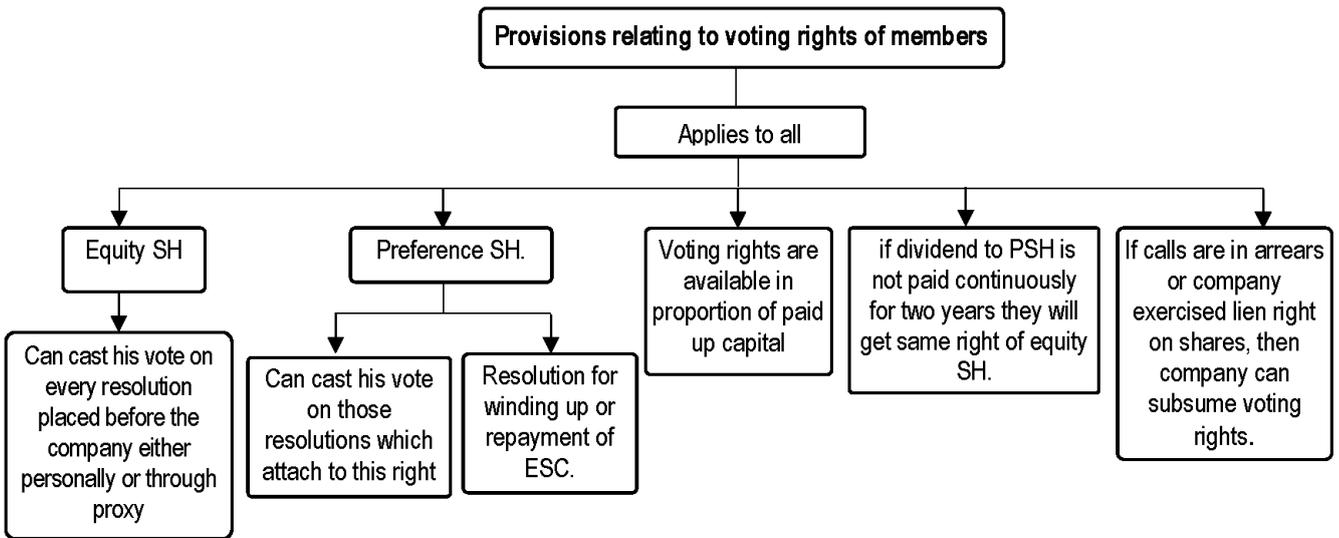


9. SHARE CAPITAL

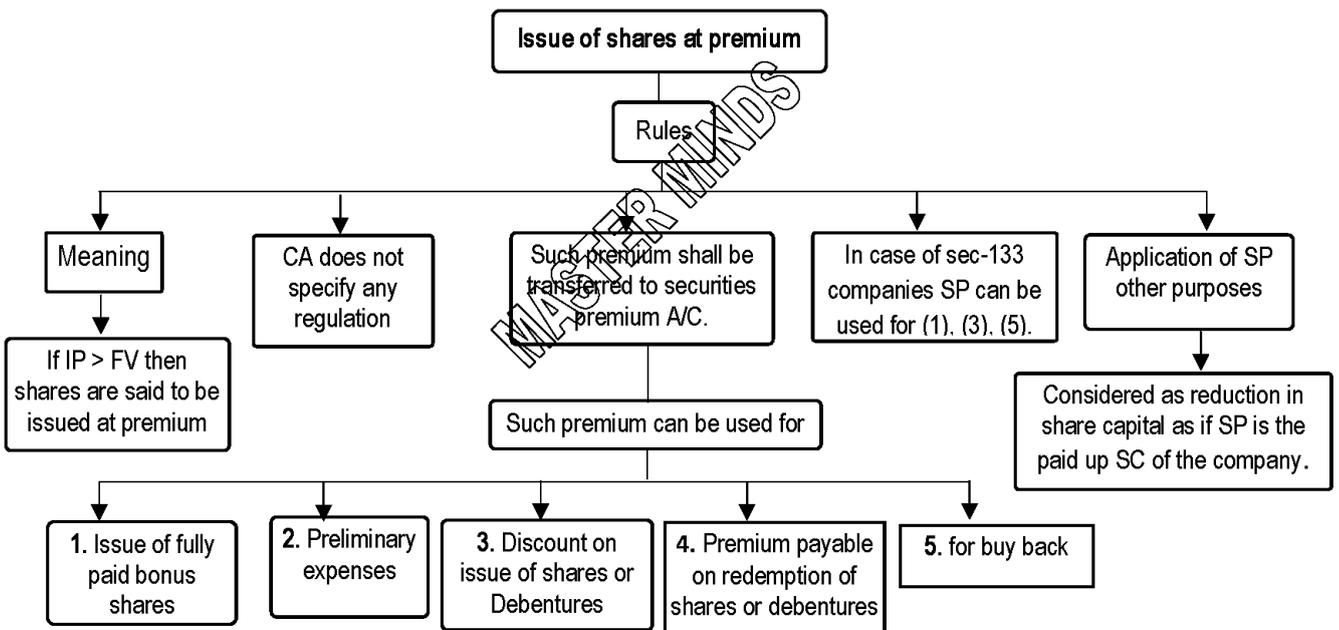
1. What are the conditions that needs to be satisfied for issue of Equity shares with differential rights?



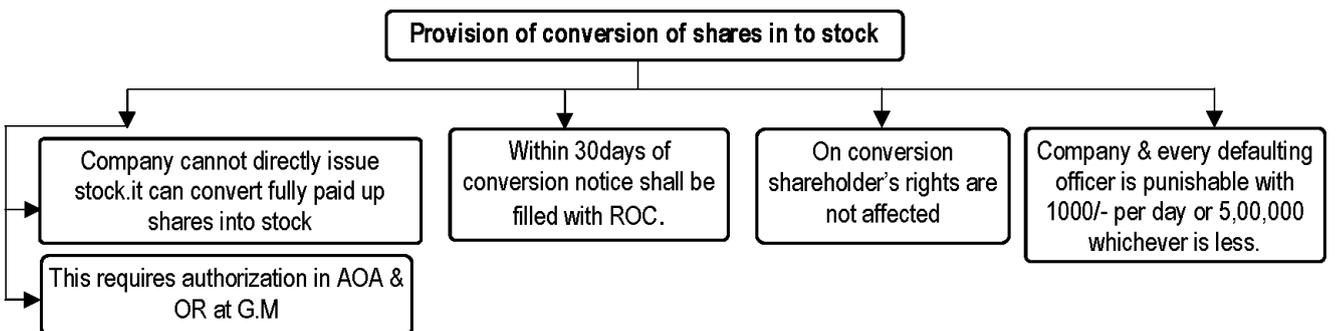
2. What are the provisions relating to voting rights of members?



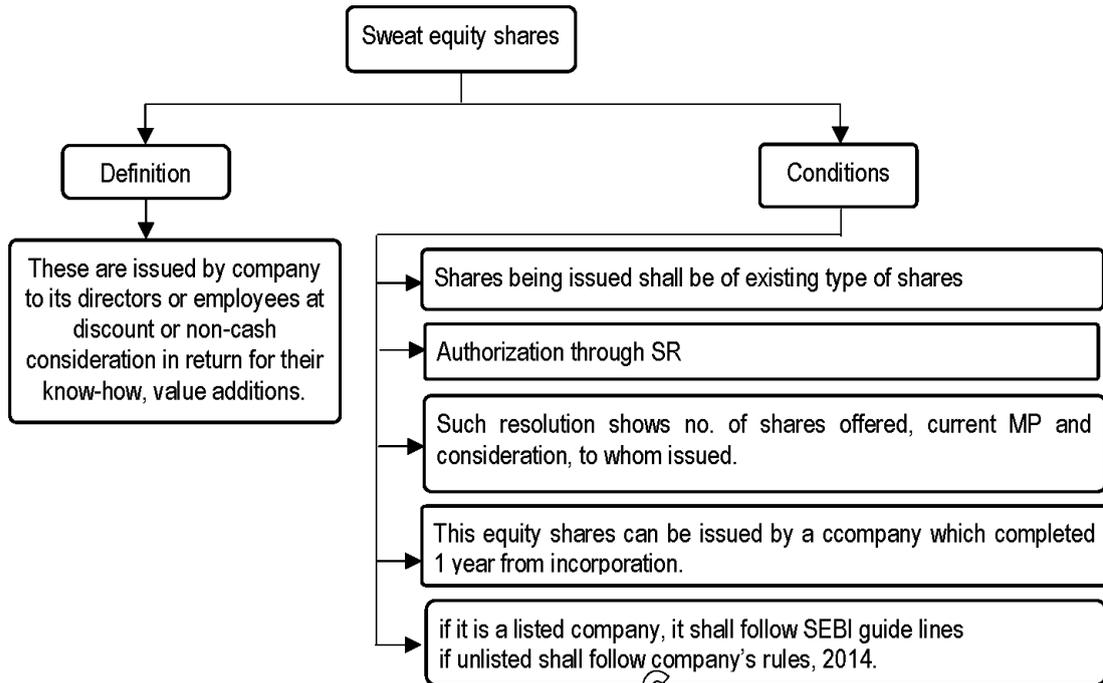
3. Write about "issue of shares at a premium".



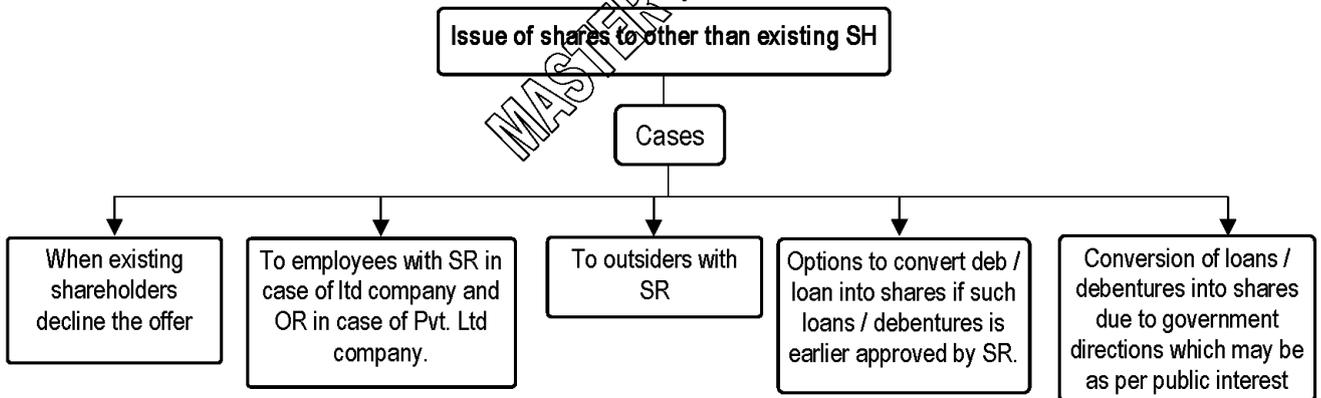
4. Explain the provisions of Conversion of shares into stock. [Sec 61]



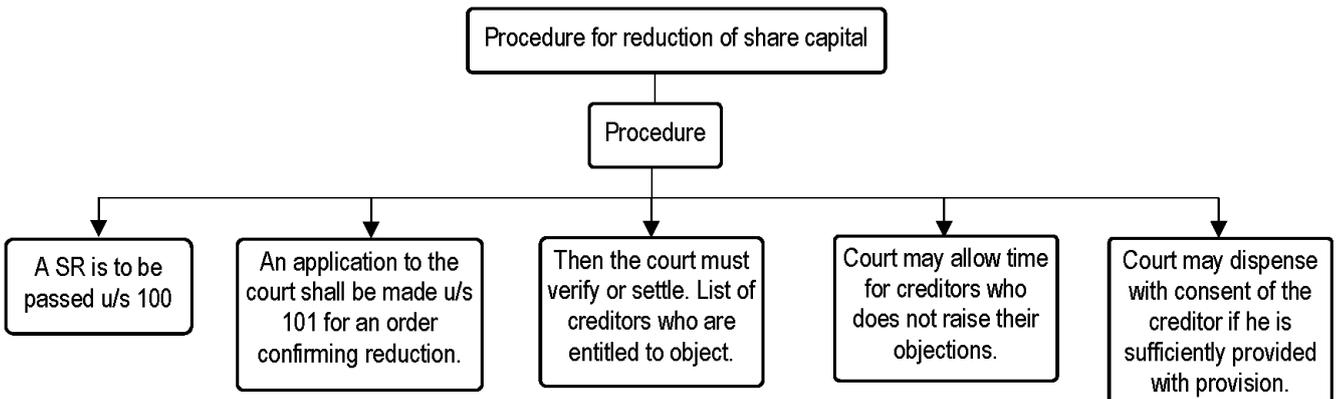
5. What is meant by sweat equity shares? What are the conditions to be fulfilled by a company proposing to issue sweat equity shares? (Sec 54)



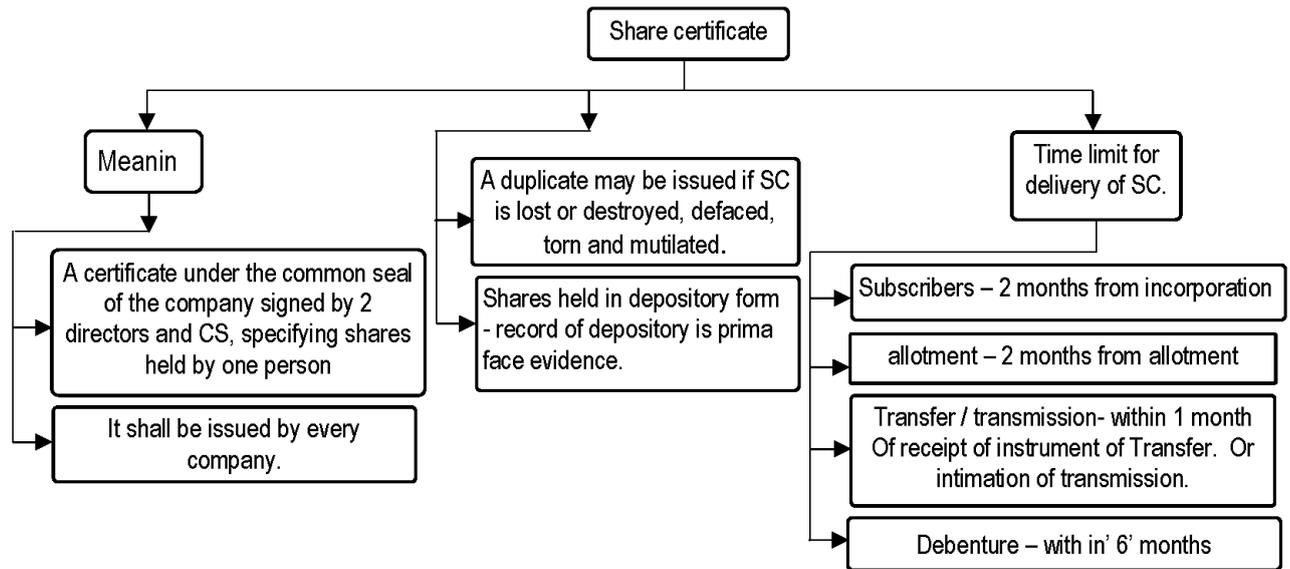
6. Issue of further shares to persons other than existing Equity Shareholders?



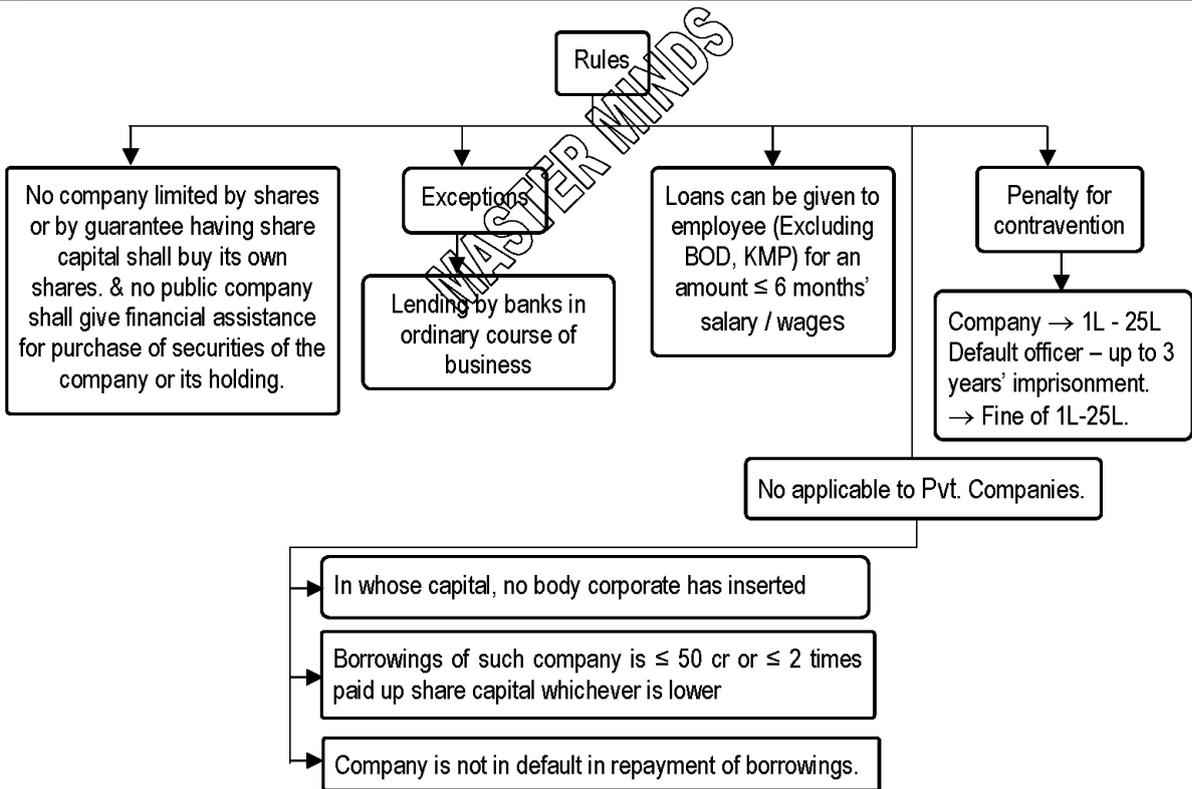
7. Describe the procedure to be followed for reduction of share capital.



8. What is share certificate? Write the form, contents etc. of share certificate?

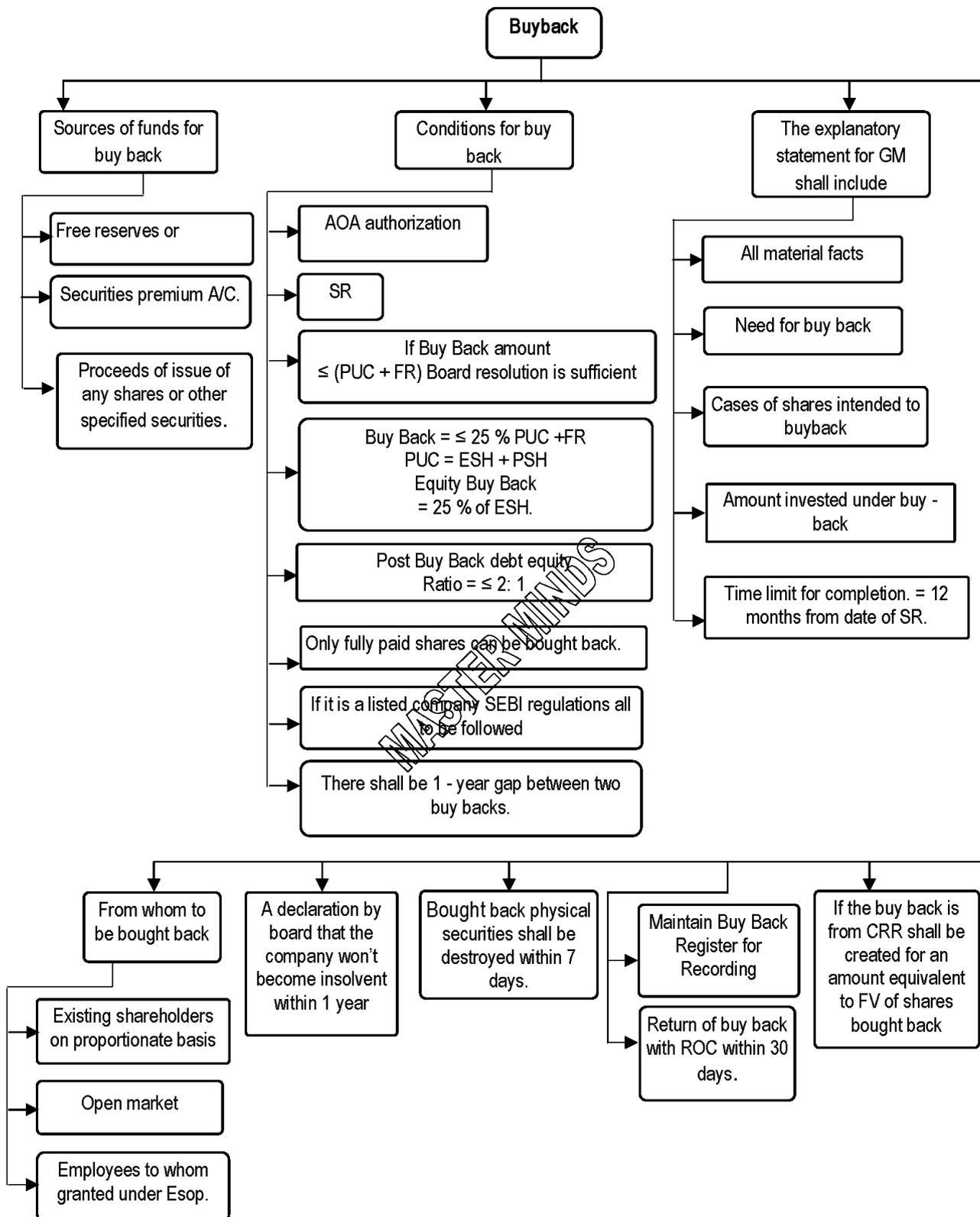


9. Can a company purchase its own shares? Can a company give loan or financial assistance to purchase its own shares?



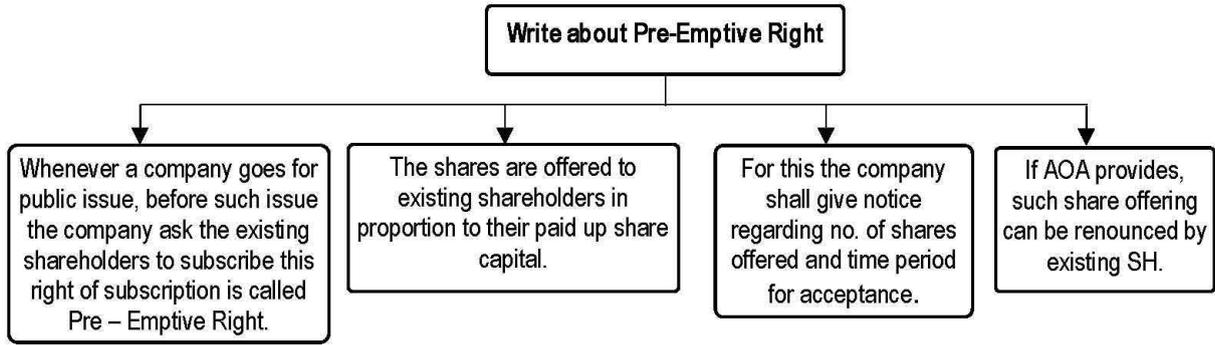
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10. What are the sources for buy back and its requirements?



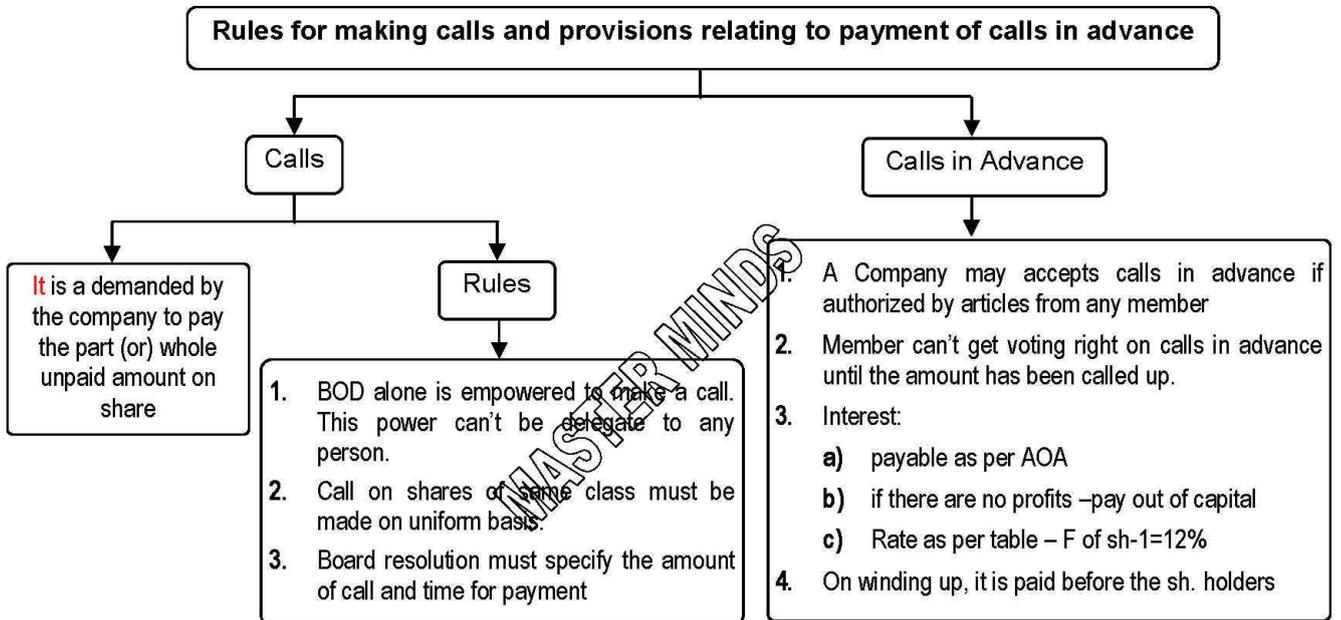
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11. Write about Pre- Emptive Right?

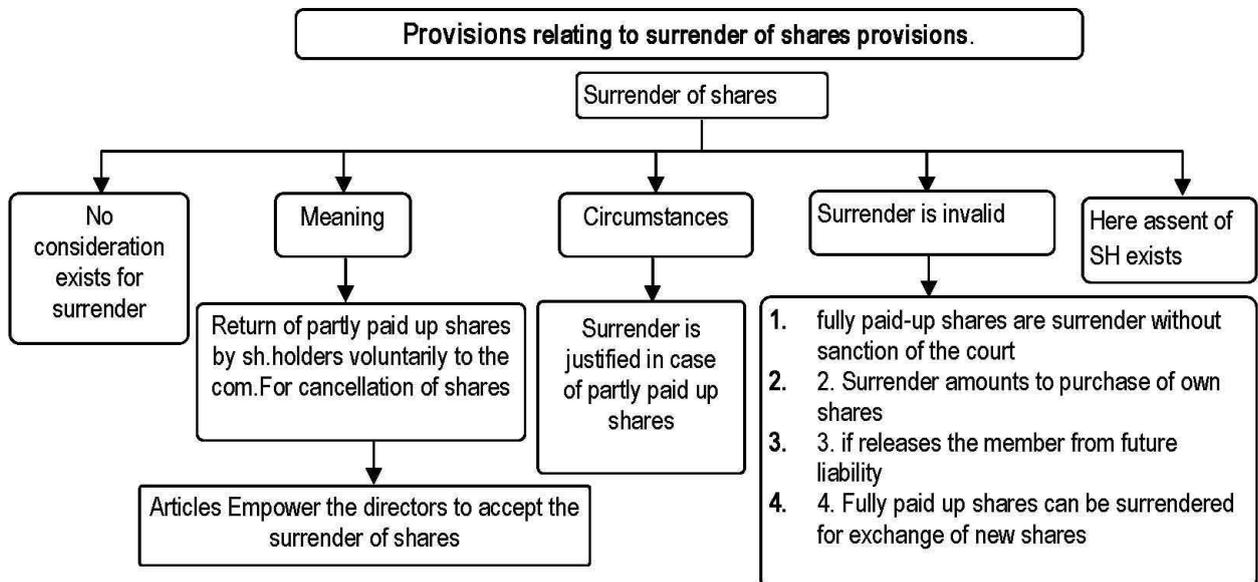


10. CALLS & FORFEITURE / SURRENDER OF SHARES

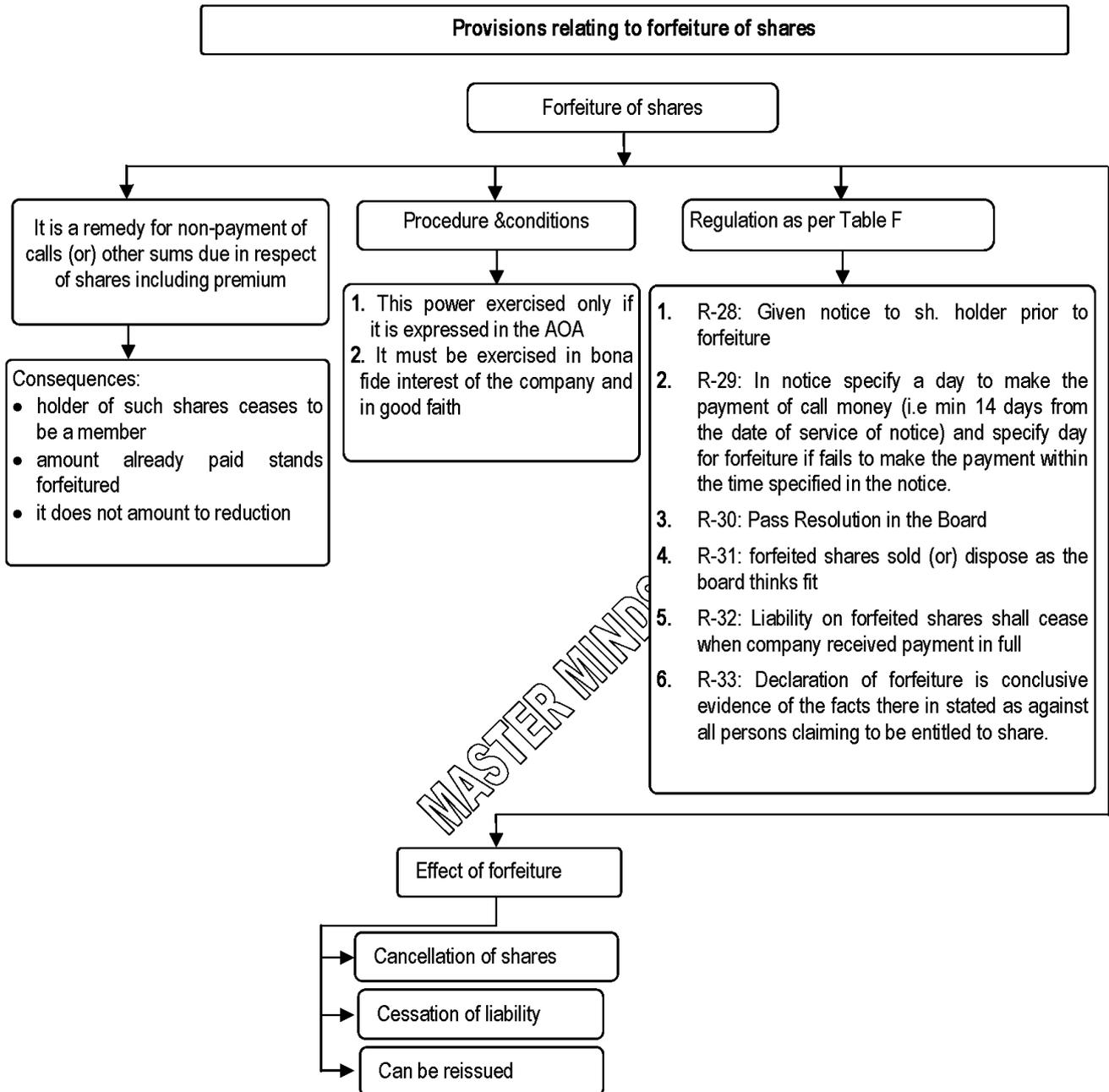
1. State the rules for making calls and provisions relating to payment of calls in advance?



2. State the provisions relating to surrender of shares.



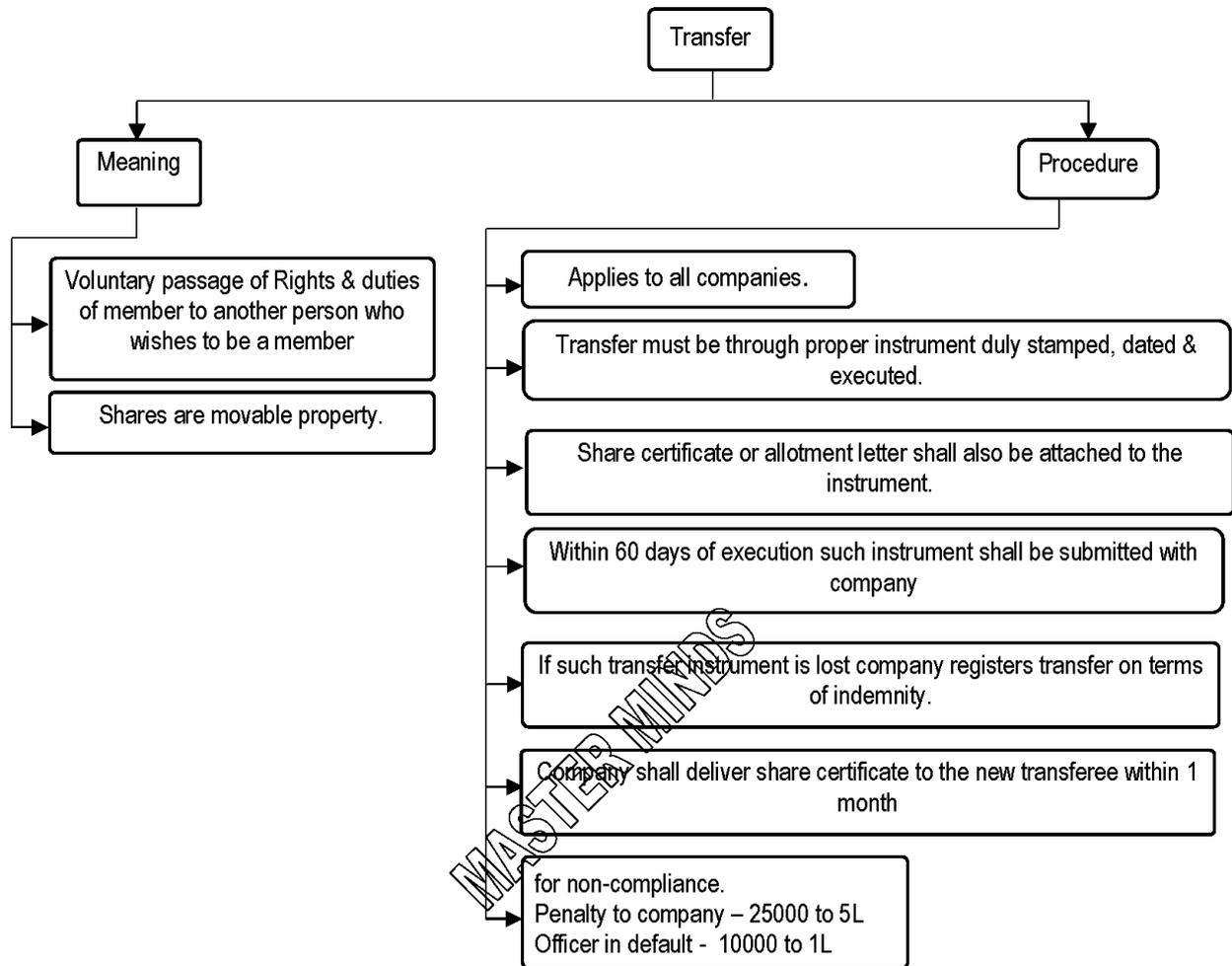
3. Write the provisions relating to forfeiture of shares.



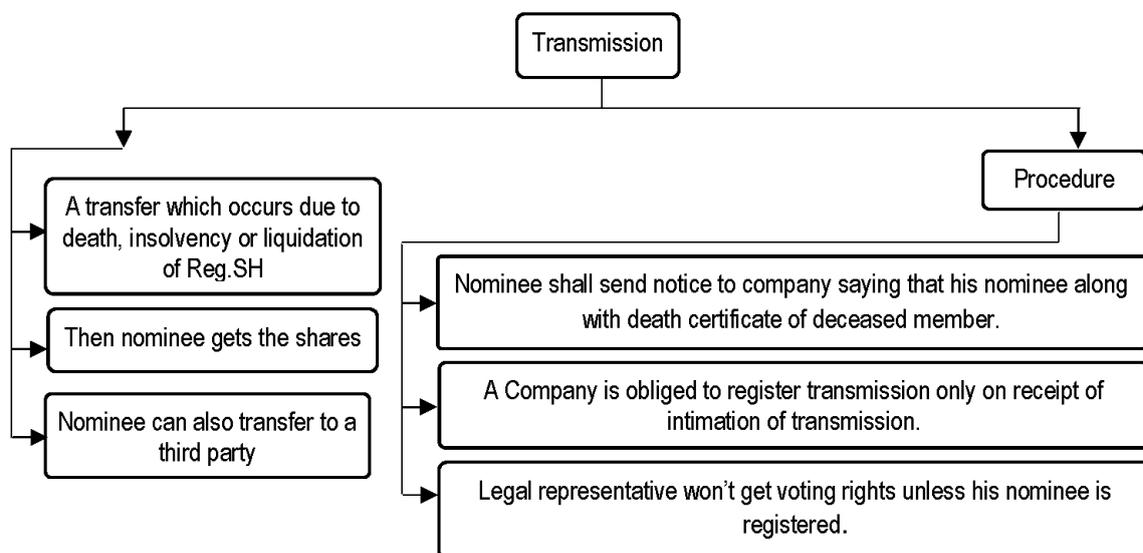
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11. TRANSMISSION OF SHARES

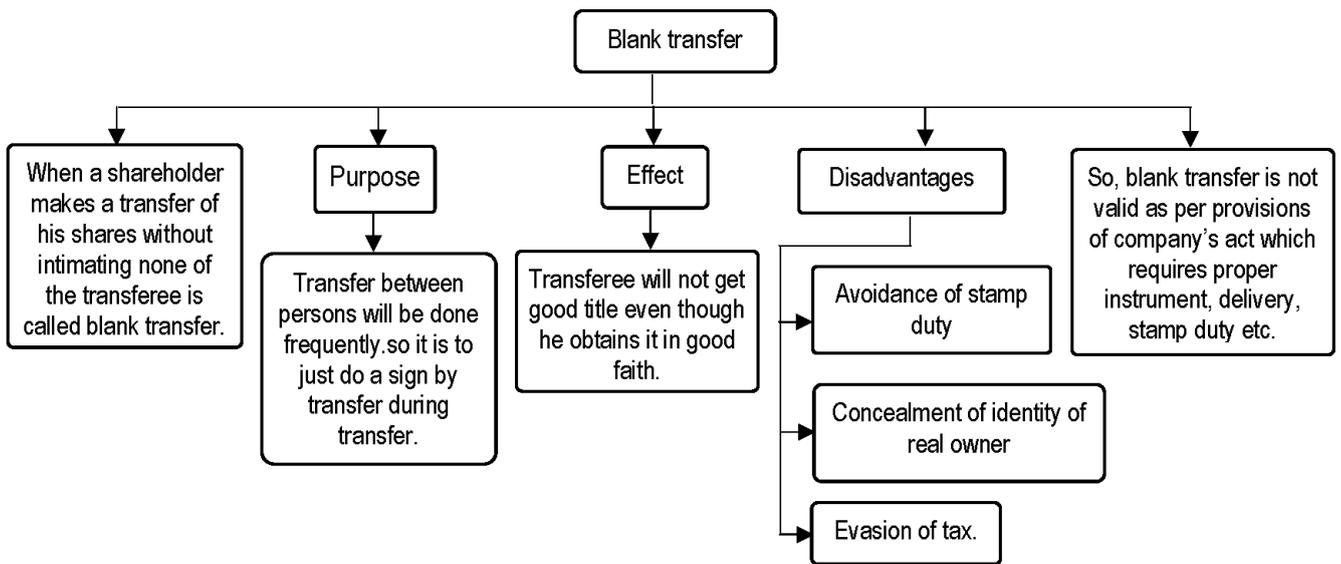
1. What is Transfer? State the procedure for Transfer of Shares?



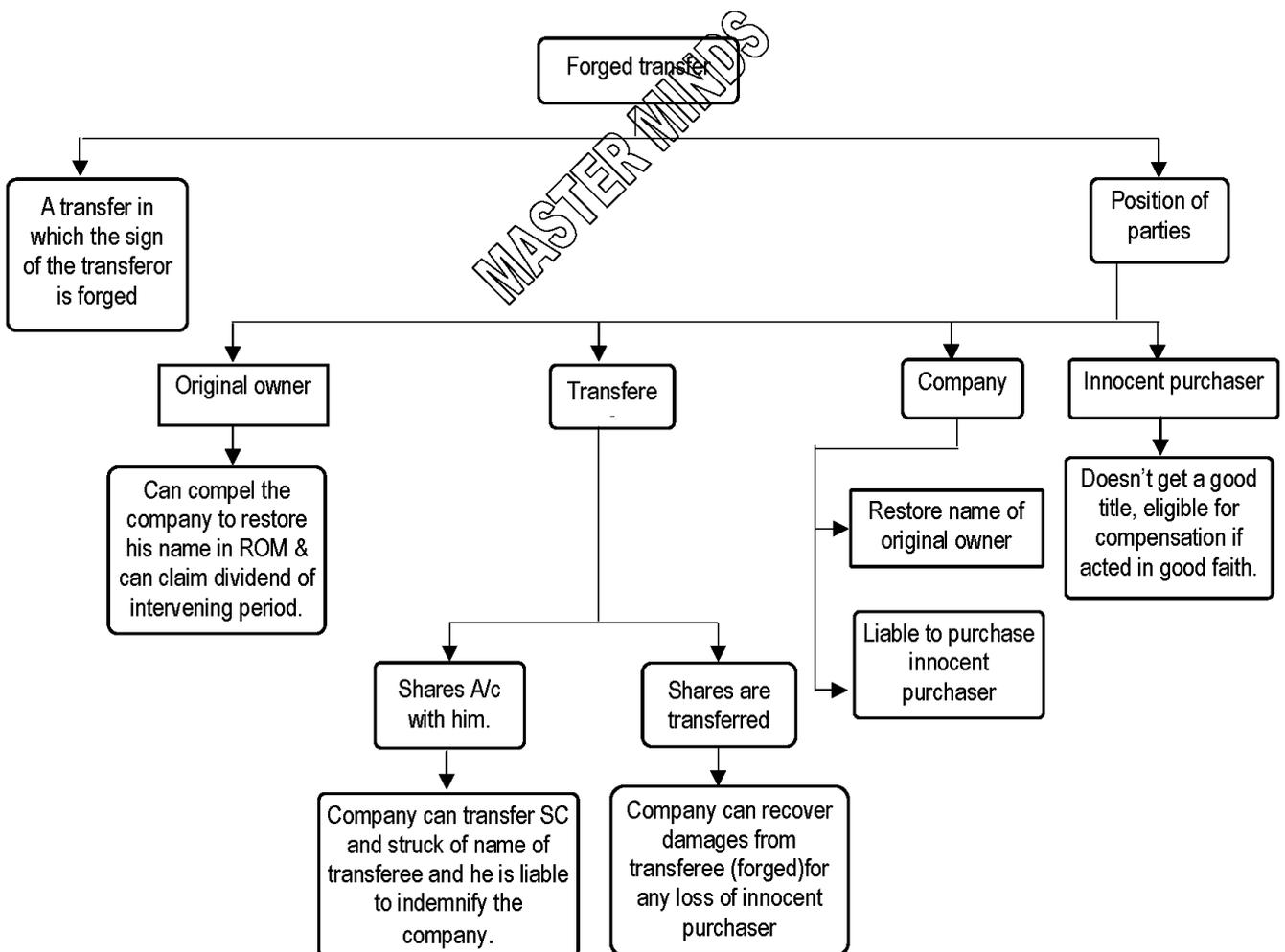
2. Explain the meaning of “Transmission of Shares” under the Companies Act, 2013?



3. What is Blank Transfer?

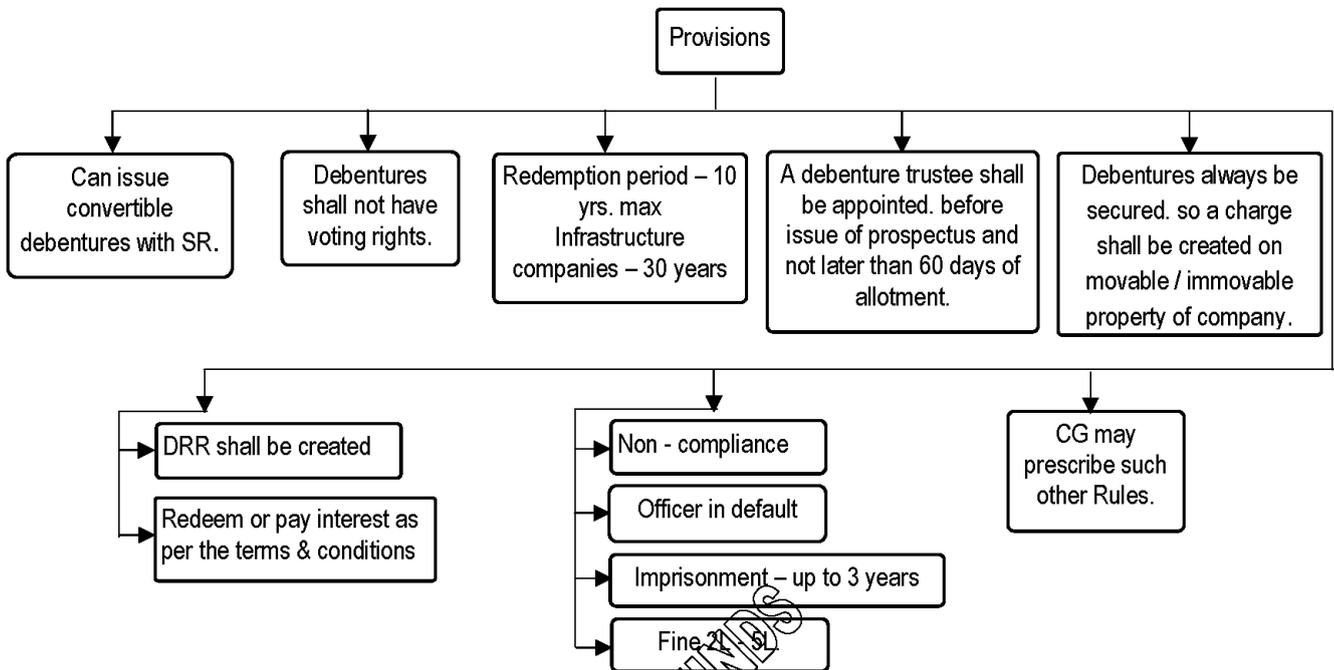


4. What is Forged Transfer?

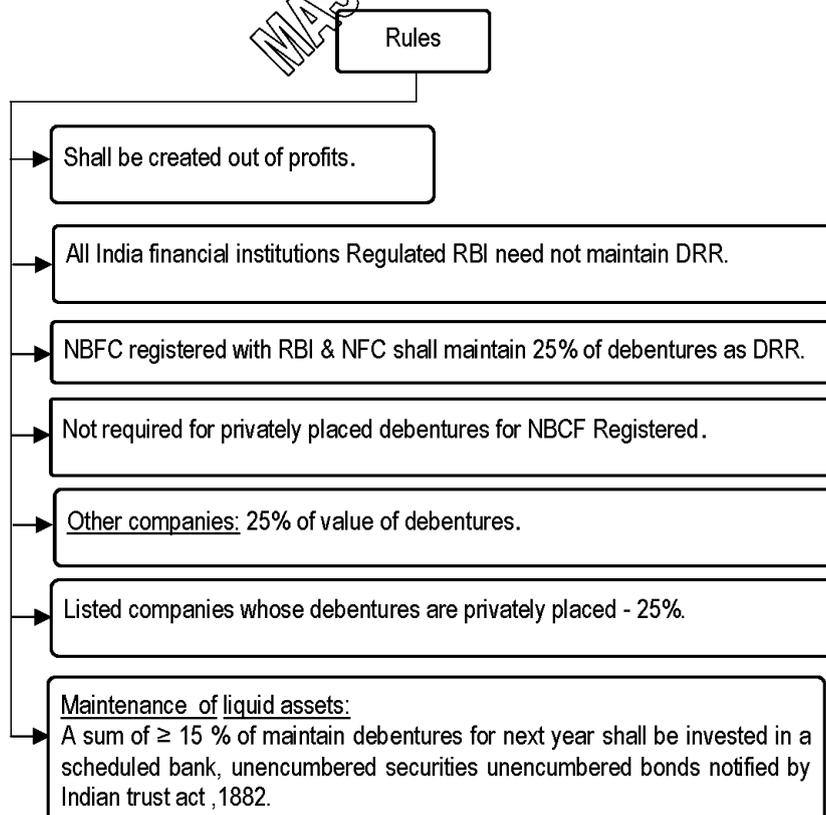


12. DEBENTURES

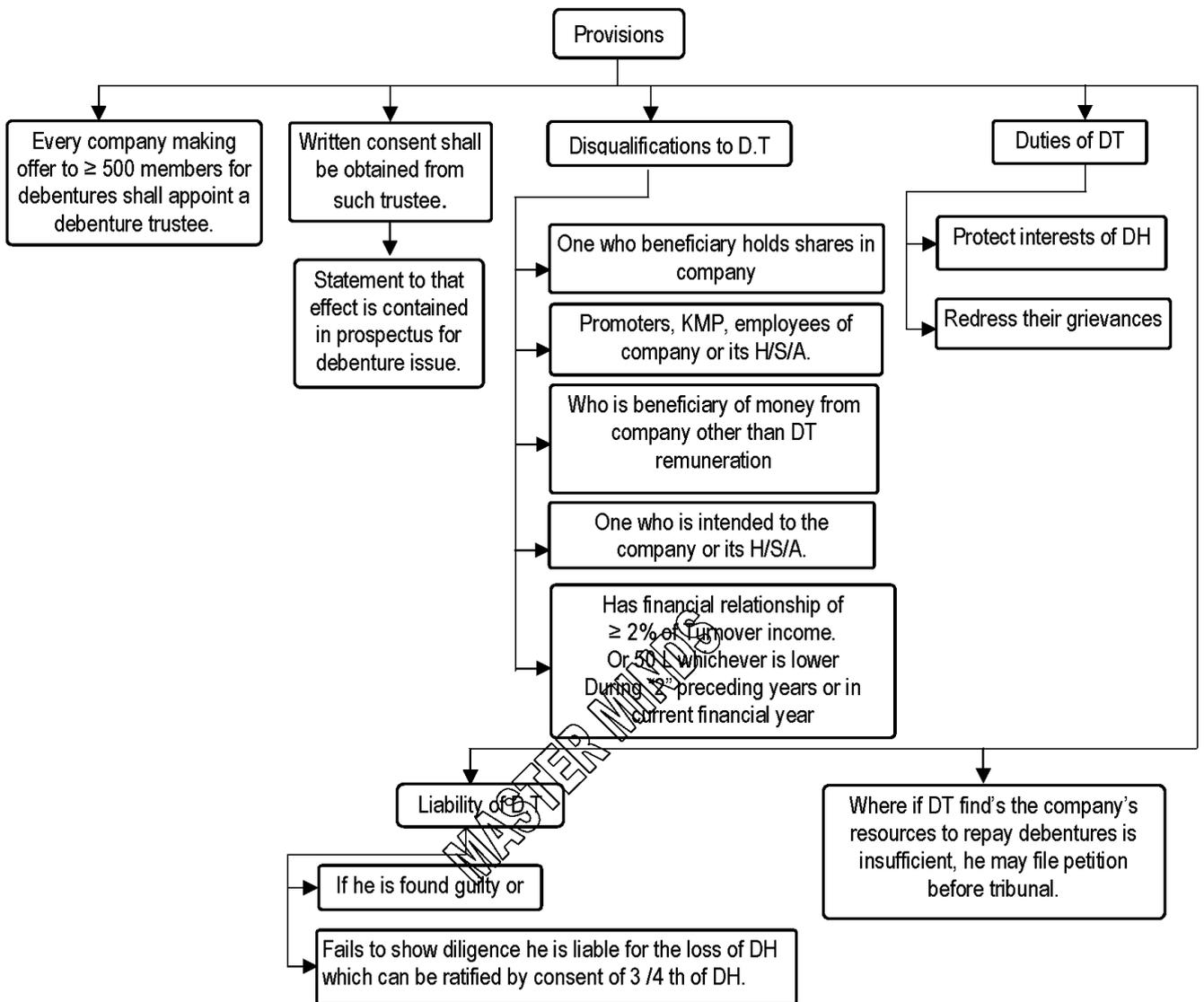
1. Discuss the manner in which a Company may issue debentures according to the provisions of the Companies Act, 2013.



2. Write the rules relating to duty of the company to create debenture redemption reserve [DRR].



3. Elaborately discuss the provisions relating to debenture trustee under the Companies Act, 2013?

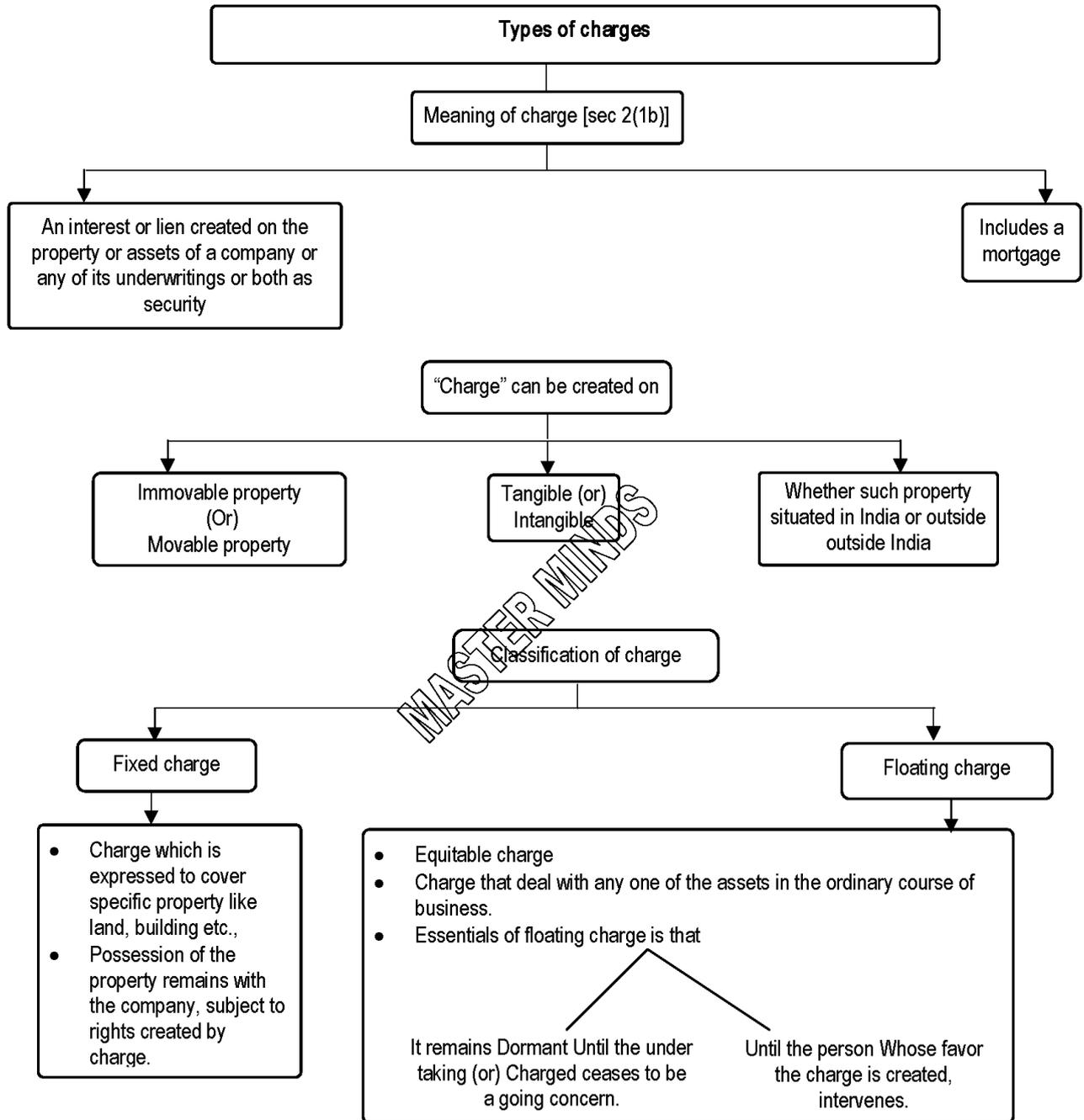


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13. CHARGE

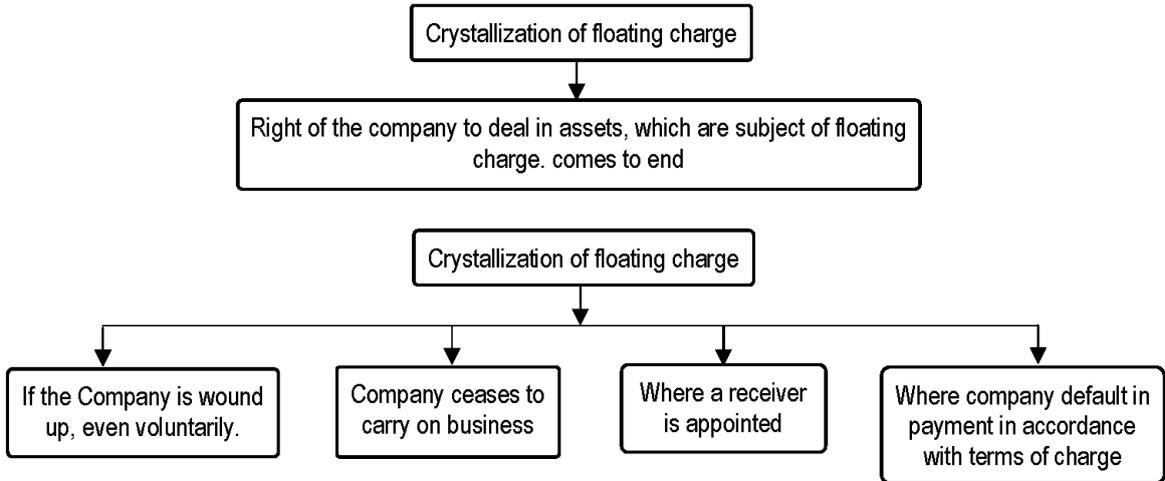
1.

What is a charge under the Companies Act, 2013? What are the types of charges?

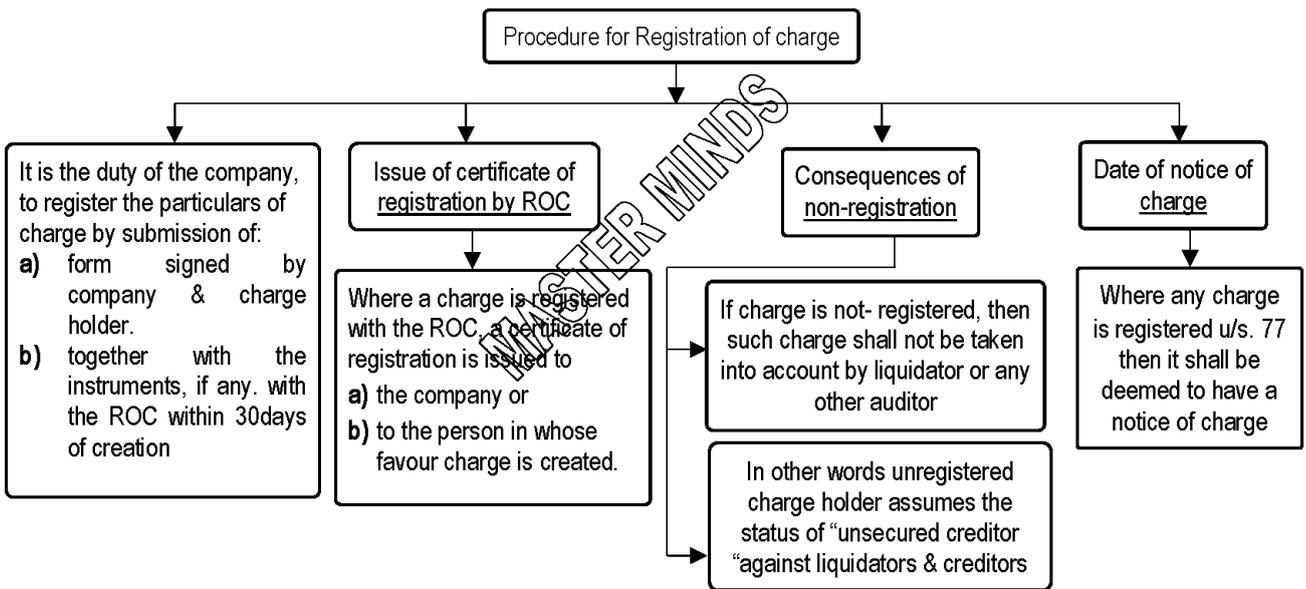


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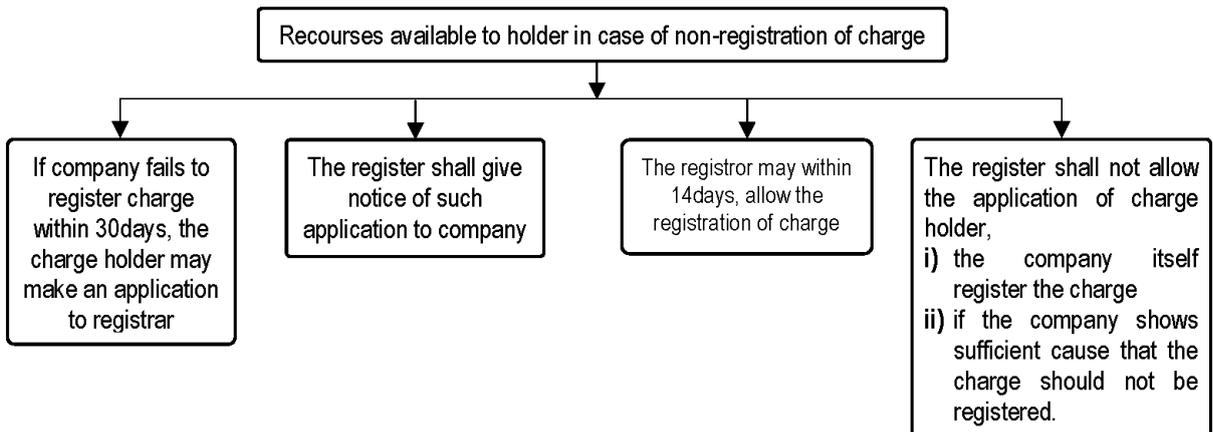
2. What is crystallization of floating charge? And state the circumstances under which floating charge becomes fixed charge.



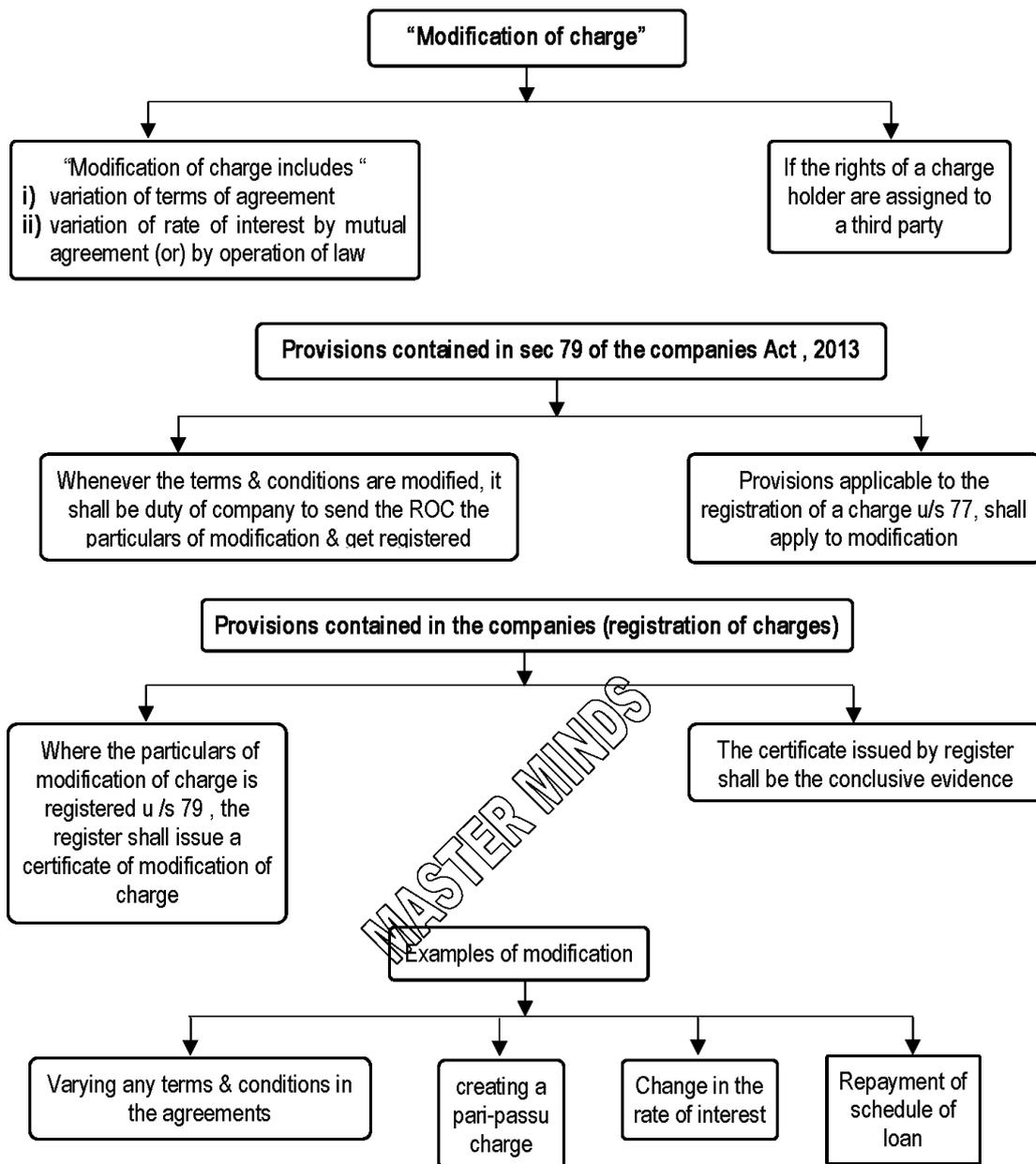
3. Explain the procedure as to Registration of Charges?



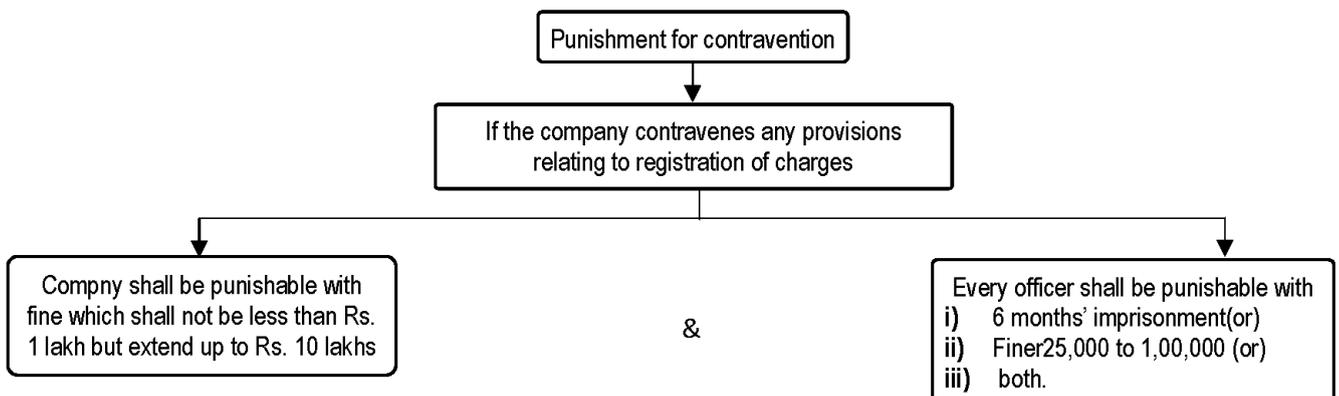
4. Discuss the recourse available to the charge holder according to the Companies Act, 2013 for non registration of charge created by the Company



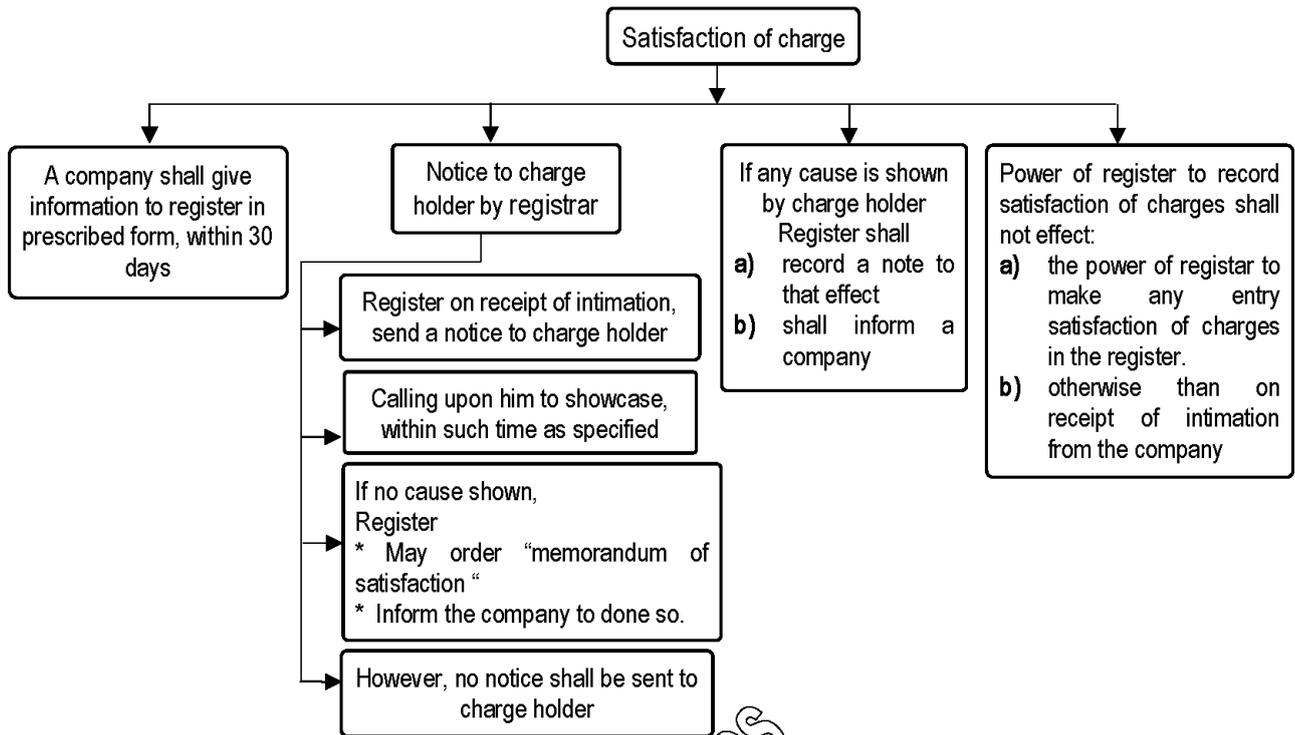
5. Explain briefly the provisions relating to "Modification of charge".



6. Write the penalty for violation of provisions with respect to charges under Companies Act, 2013.

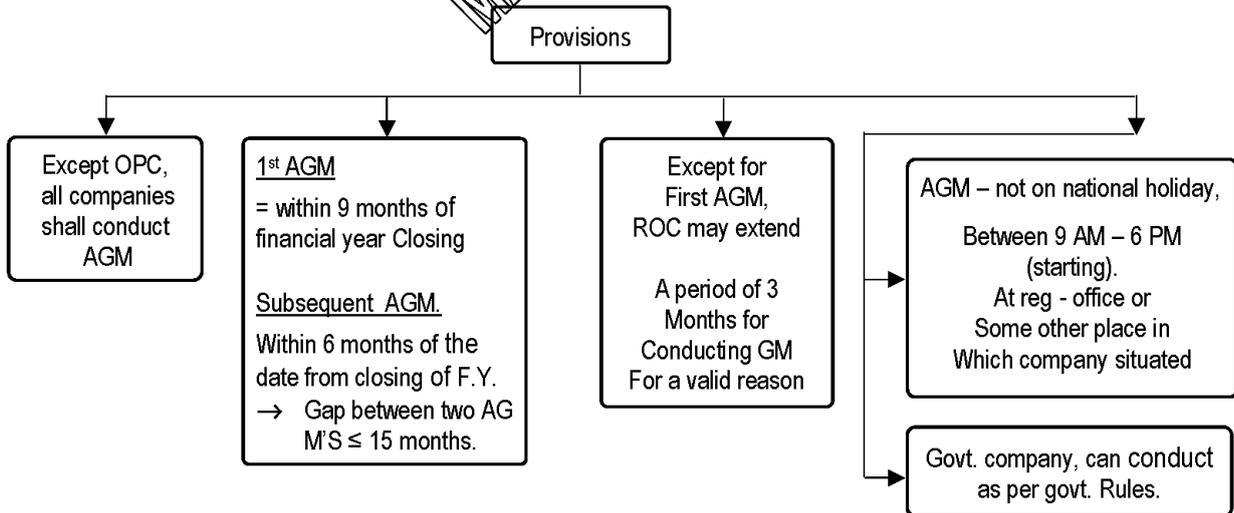


7. Explain briefly the provisions relating to "Satisfaction of charge".



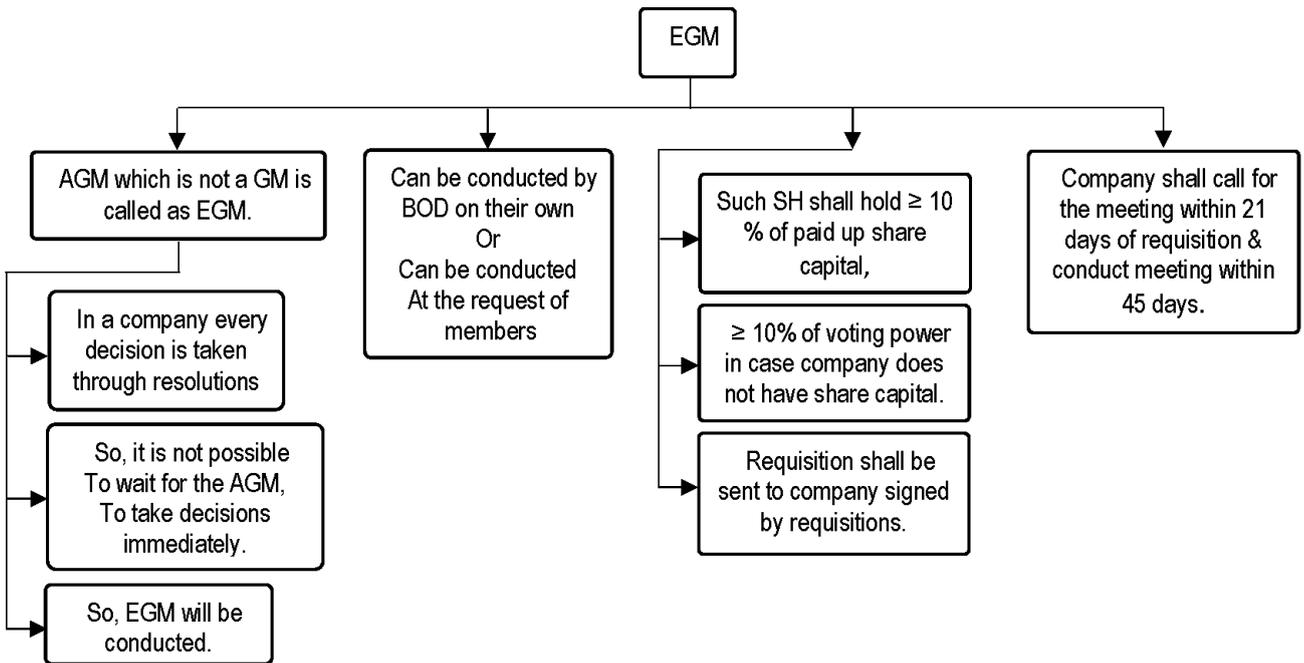
14. GENERAL MEETINGS – I

1. Explain the provisions of the Act with regard to holding of an Annual General Meeting (AGM) by a Company.

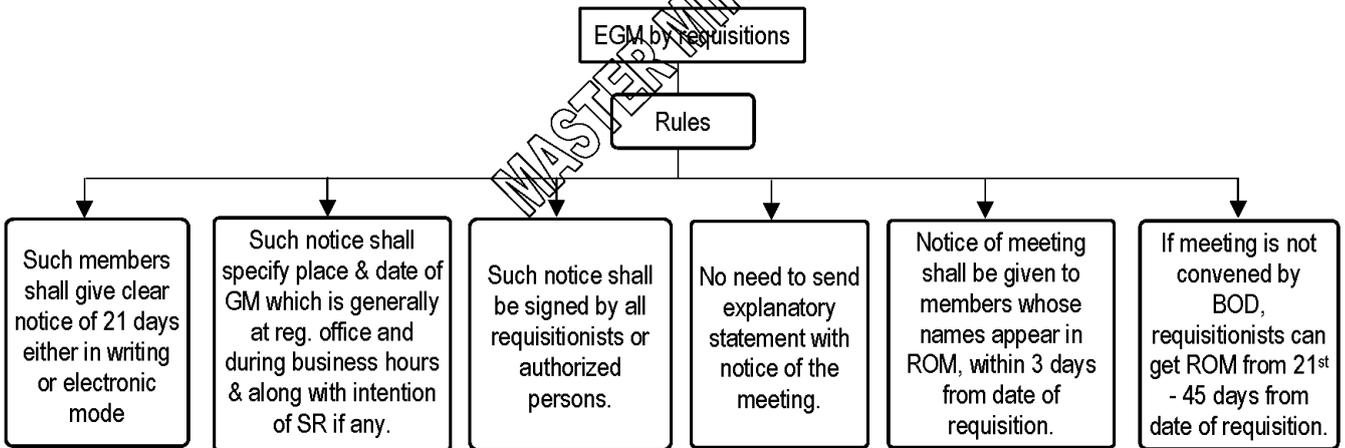


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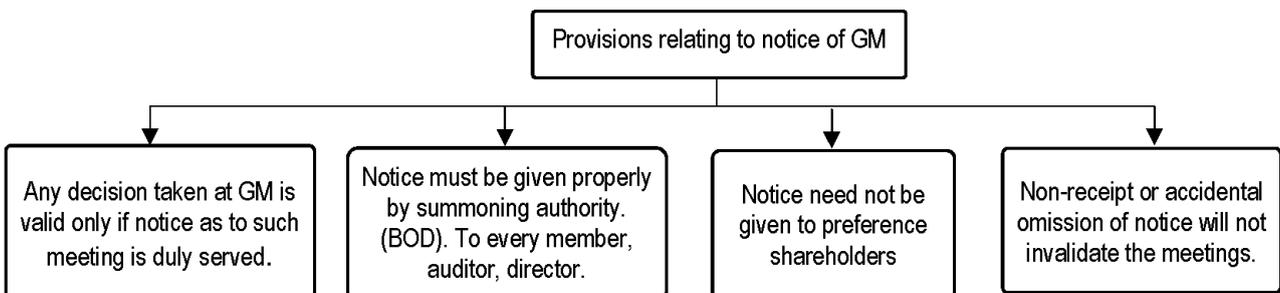
2. What are the provisions relating to Extraordinary General Meeting (EGM)



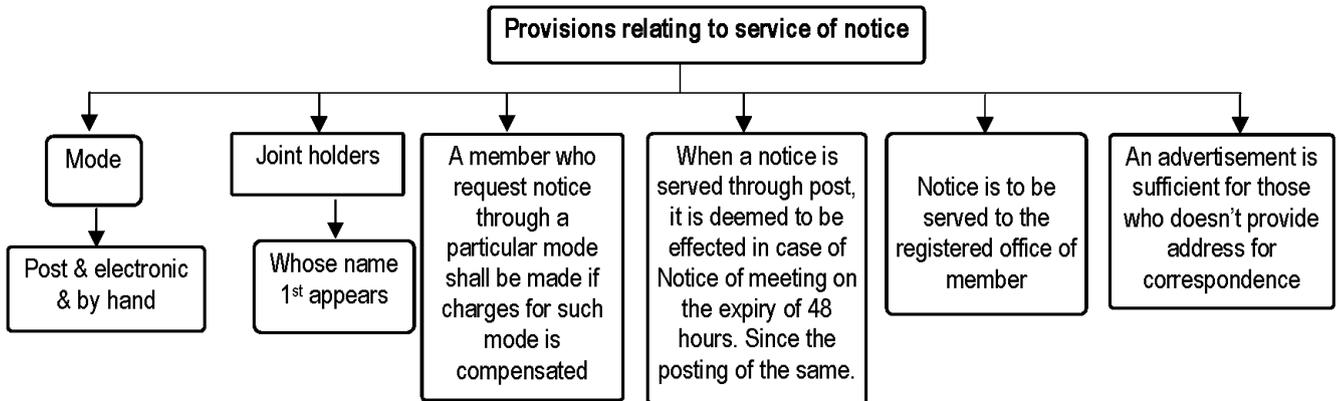
3. Discuss the rules relating to calling of EGM by Requisitionists.



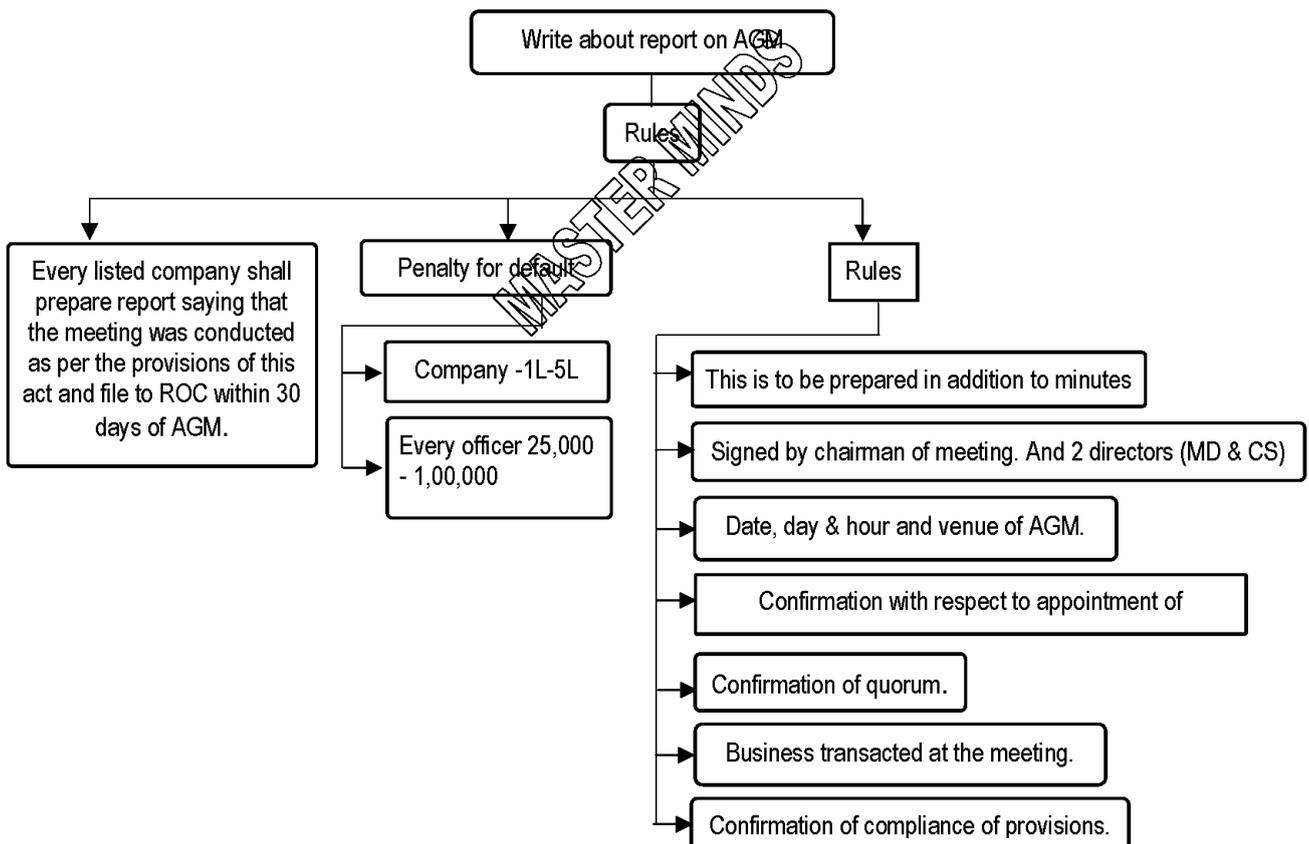
4. What are the statutory obligations of a company in relation to notice of GM as specified under sec. 101 of the Companies Act, 2013?



5. What are the provisions of the Companies Act, 2013 relating to service of notice of a meeting?

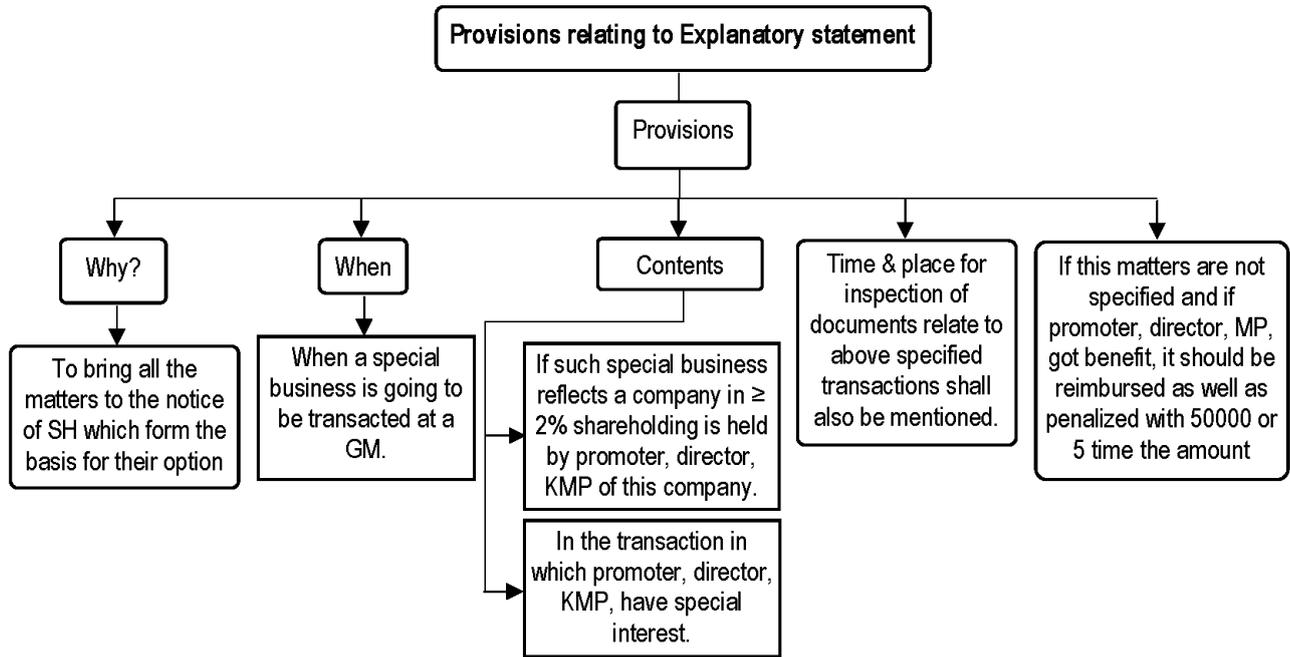


6. Write a short note on “Report on AGM”. Also discuss the rules relating the Report on AGM.



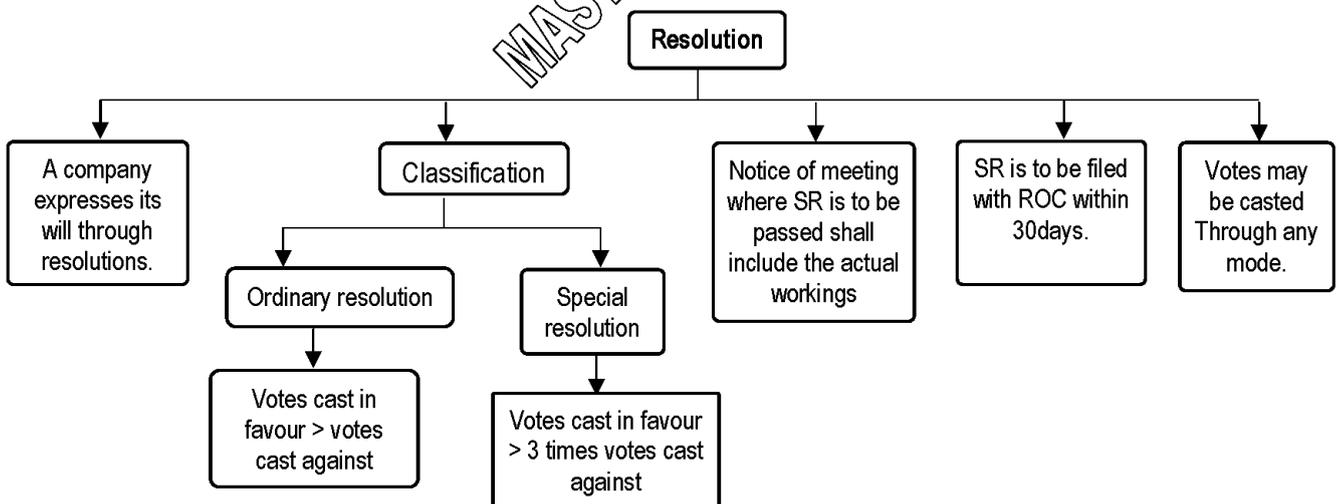
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7. When is an explanatory statement required to be annexed to the notice calling the GM of a Company? Also discuss the provisions relating to the explanatory statement.



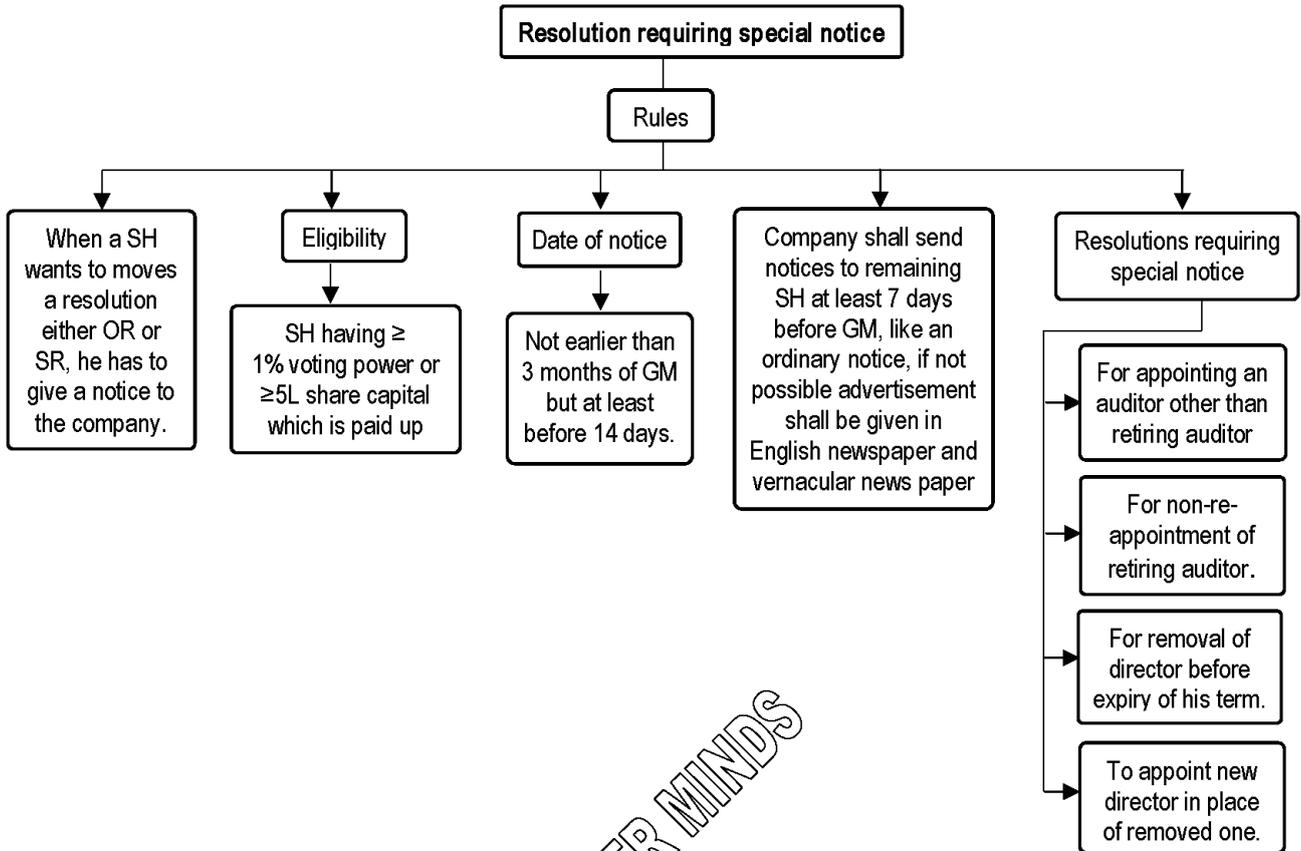
15. GENERAL MEETINGS –II

1. What is a resolution? Briefly discuss the Classification / kind of resolutions according to Companies Act, 2013.

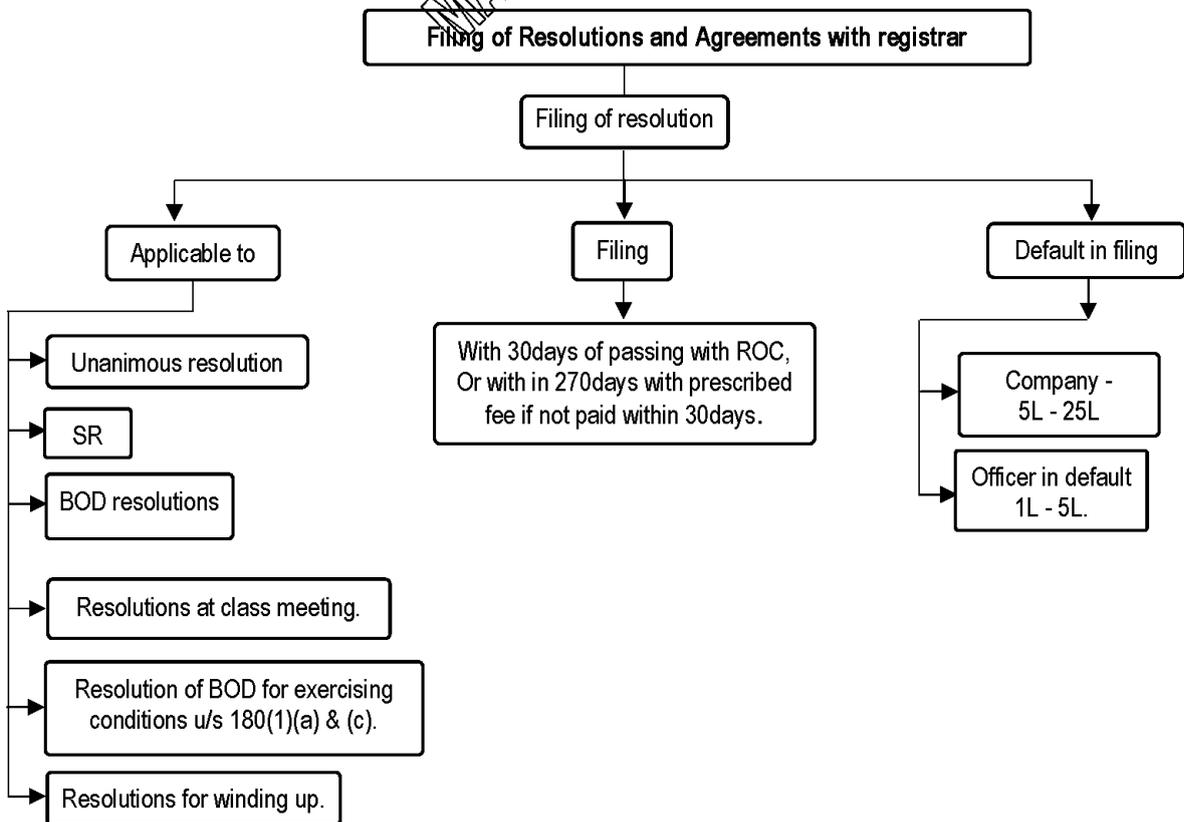


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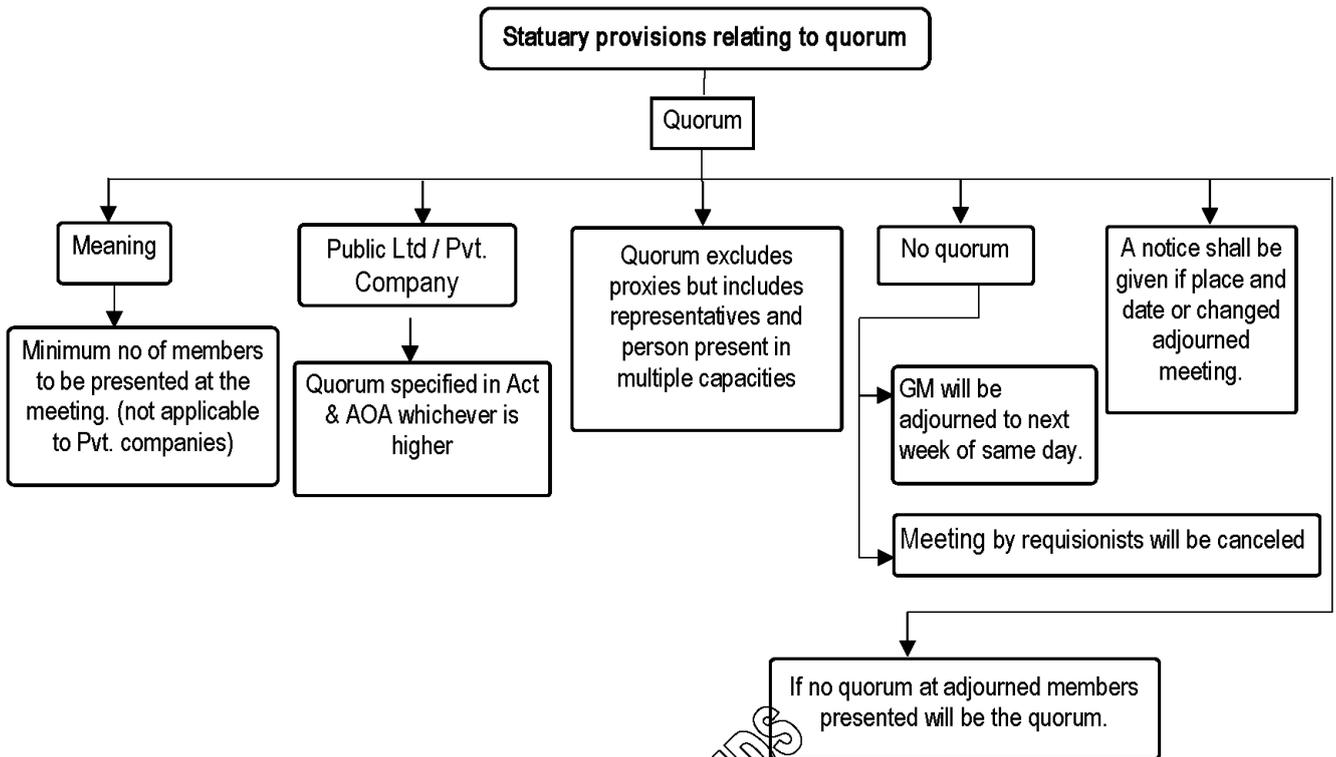
2. Write about "Resolution requiring special notice". Discuss the rules relating to serving of special notice to the company by members



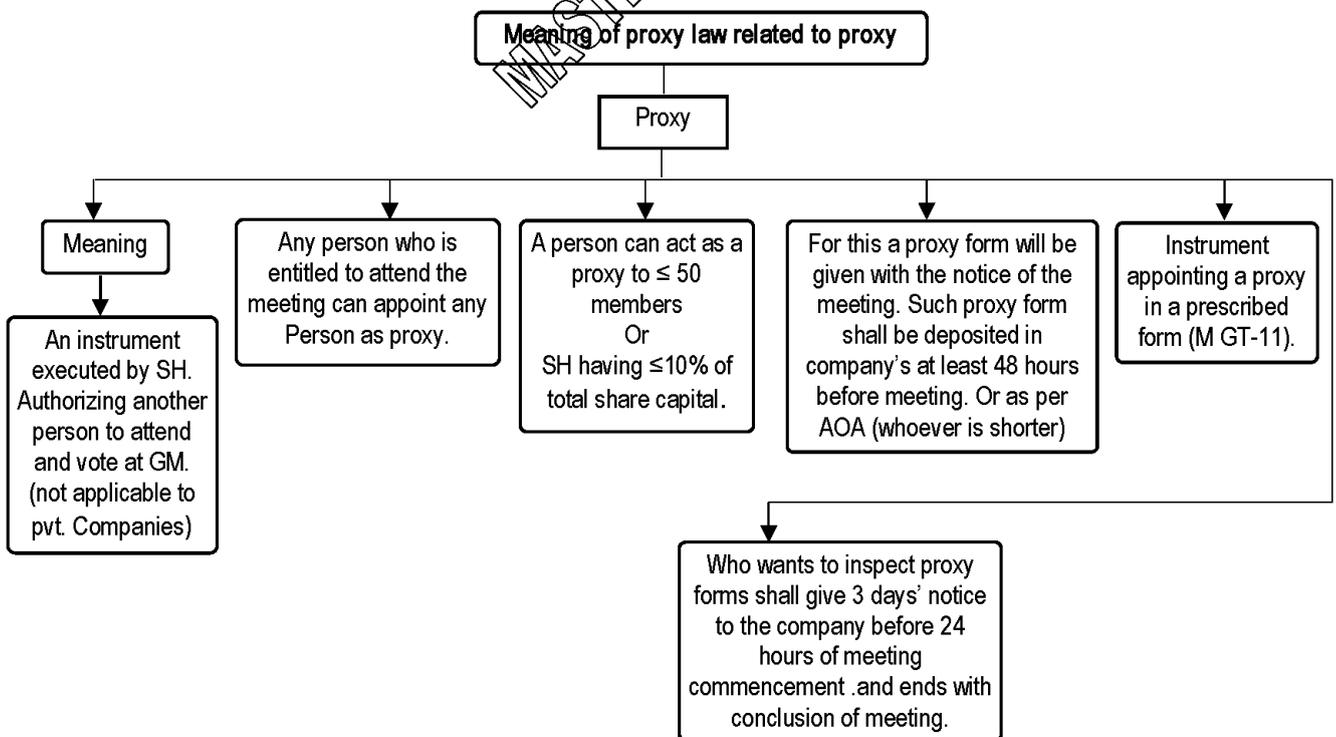
3. Write about filing of 'Resolutions and Agreements' with the Registrar.



4. What are the statutory provisions as regards to quorum for calling general meetings?

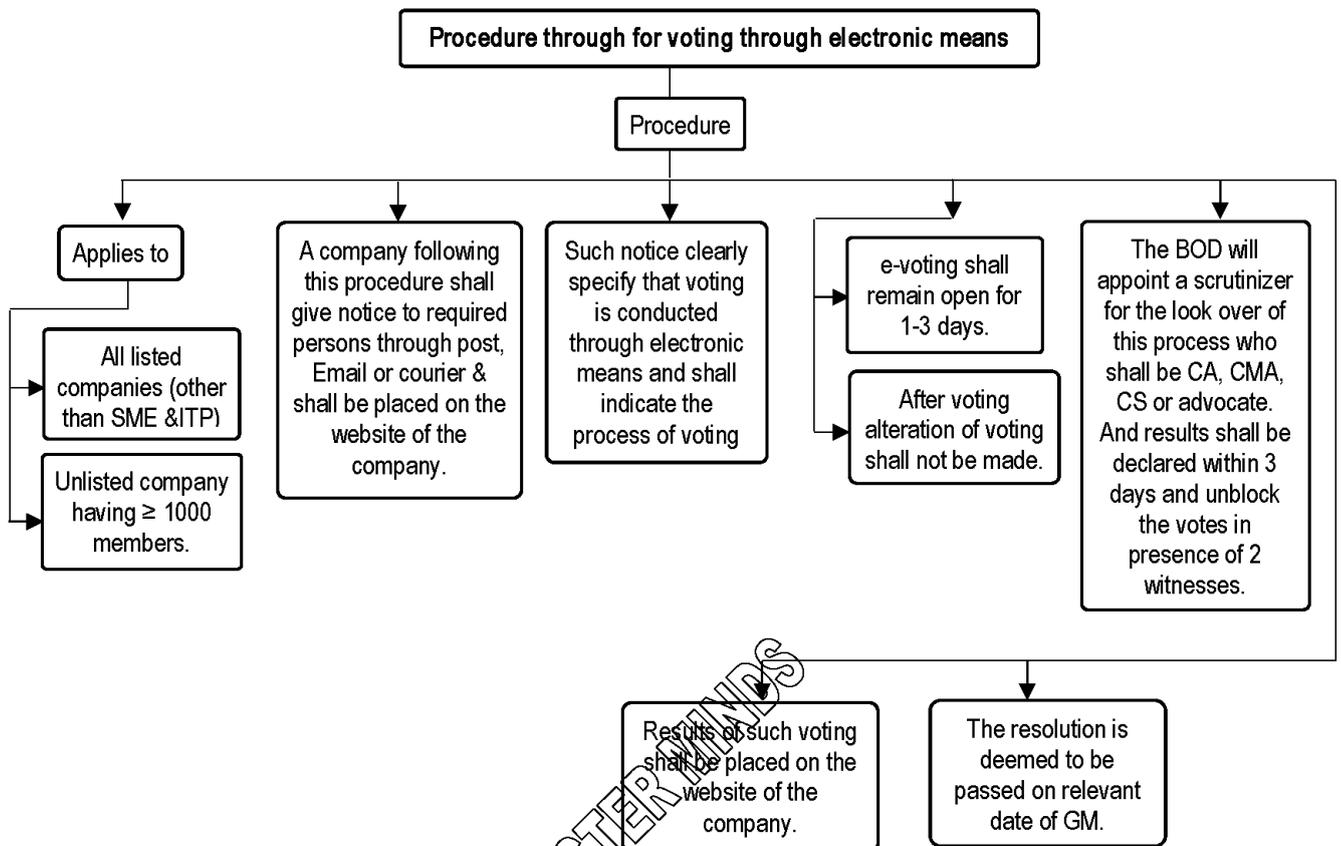


5. What is the meaning of 'Proxy'? Discuss the law related to proxy in brief.

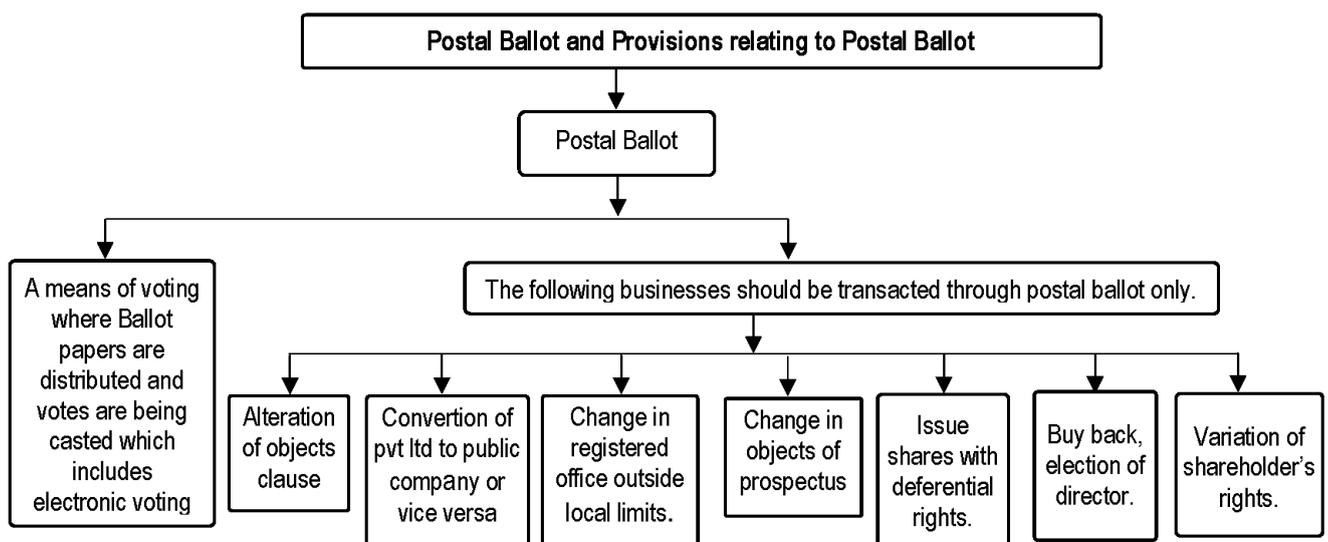


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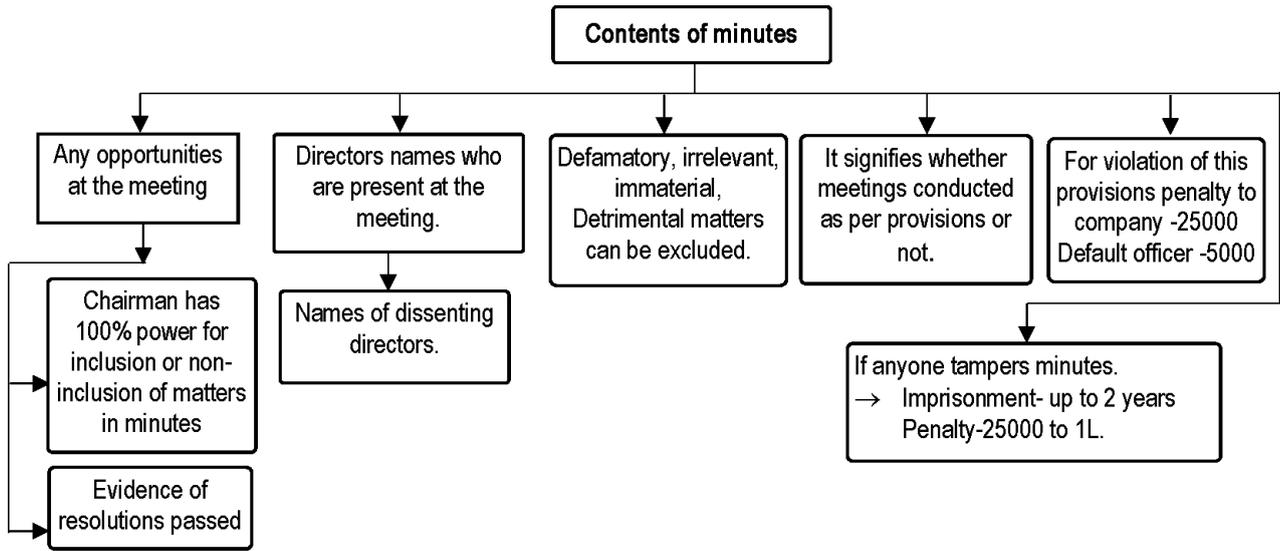
6. What is the procedure for voting through electronic means as per provisions of the Companies Act, 2013 and related rules?



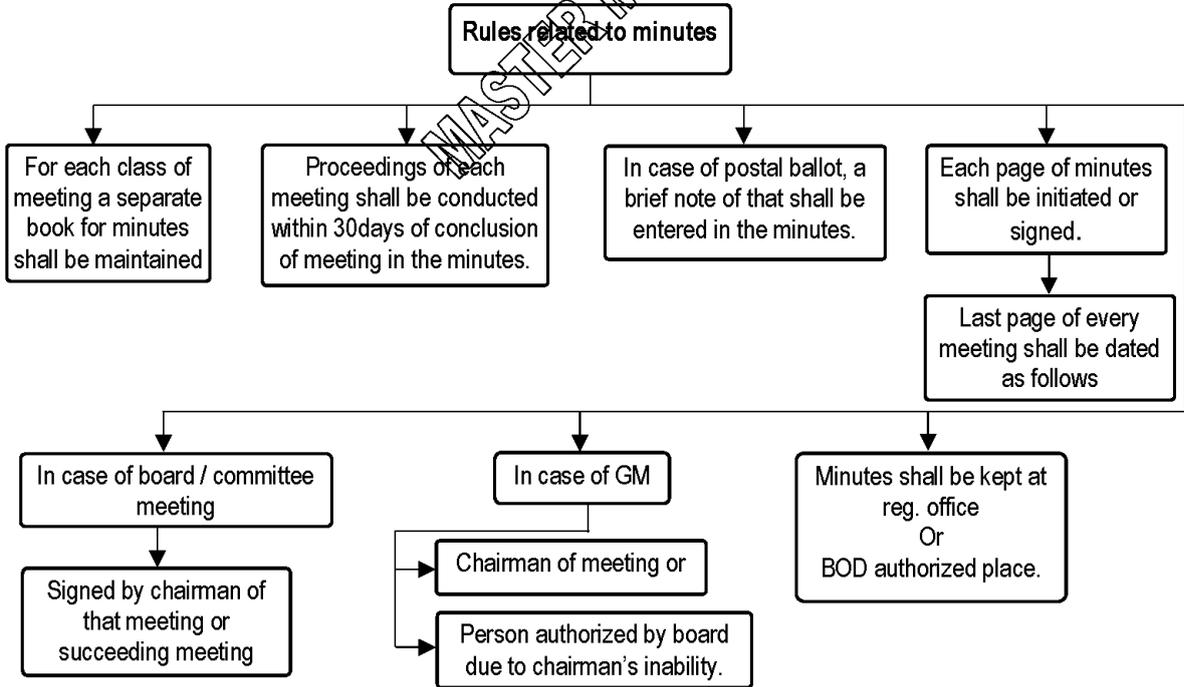
7. What is Postal Ballot? Discuss the provisions of the Companies Act, 2013 relating to Postal Ballot.



8. Discuss the Contents of Minutes of the proceedings of meetings under the Companies Act, 2013 and rules made thereunder.

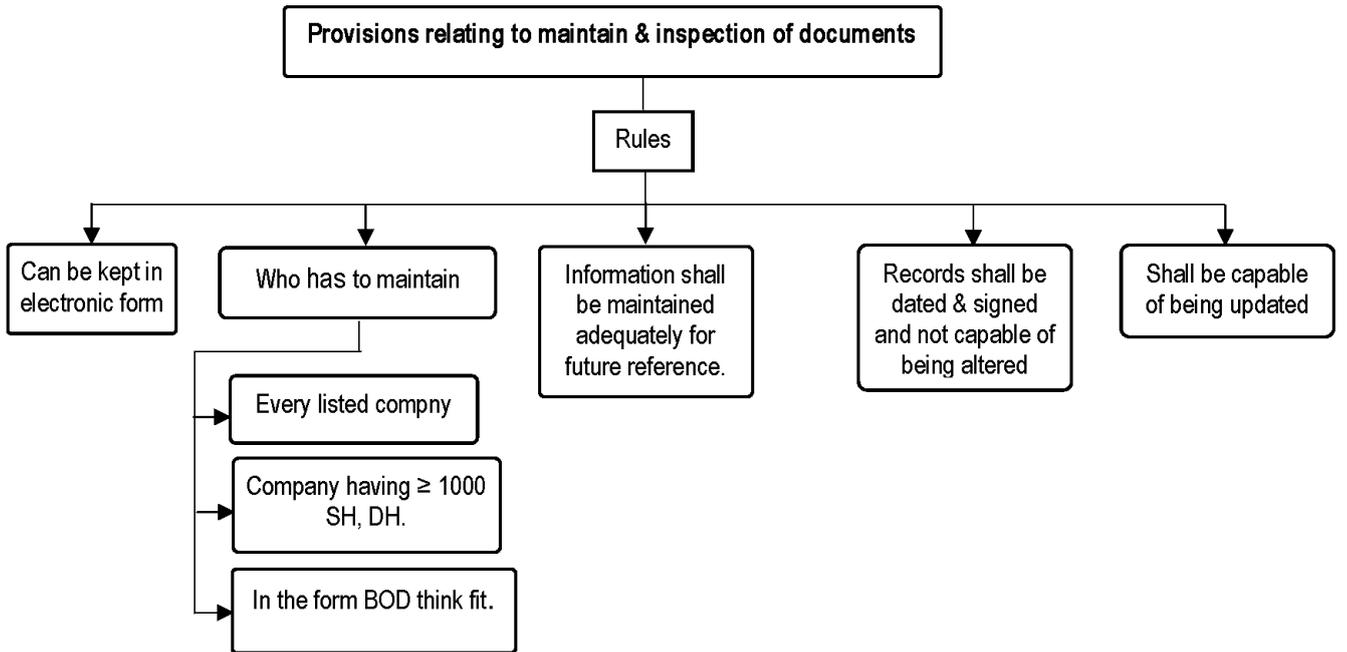


9. What 'Rules' relating to minutes of proceedings of general meeting, meeting of Board of Directors and other meetings and resolutions passed by postal ballot under the Companies (Management and administration) Rules, 2014?



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10. Discuss the provisions of the Companies Act, 2013 relating to Maintenance and inspection of documents in “Electronic form” and Related Rules?



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THE END