

Cargo college essay



**ASSIGN
BUSTER**

MEETINGS1. What is special notice? Give the circumstances for which the notice is required. 2. Adjournment is referred to continuing or extending the meeting which has been actually held. Describe the procedure and give two circumstances under which a meeting may be adjourned.

3. Explain the meaning of “ the meeting is properly constituted”. 4. Having a caliber chairman of the meeting is essential in ensuring the meeting is properly conducted. Who may be elected as a chairman of the general meeting? What is a purpose of giving a casting vote to the chairman5.

Explain the right of shareholders to inspect register of directors’ shareholding in AGM.

6. Describe the provision under the Companies Acts where the shareholders have right to convene a general meeting. 7. Where a company should holds its general meeting8. Article 51 Table A of the Fourth Schedule to the Companies Act 1965 states that a resolution put to vote shall be decided by show of hands in the first instance, unless a poll is demanded.

Who may demand a poll and how the poll can be implemented. 9. Discuss the difference between the following terms: a. First Board meeting and Statutory meetingb. Annual General Meeting (AGM) and Extraordinary General Meeting (EGM)c. Ordinary business and special businessd.

Ordinary resolution and special resolutione. Proxy and corporate representative(TO BE DISCUSSED ON 1ST APRIL 2012)ASSIGNMENT :

MEETING 1. In completing a project for the Company Secretarial Practices class, Sally a final year accounting student in Universiti Utara Malaysia visited your Company Secretary firm to obtain some information. The

following questions were asked. a. What are the main challenges facing by your company secretary firm b.

Describe your duties as a Company Secretary before, during and after the general meeting. c. Where should the company secretary keep the minutes of...