

Corporate Laws & Secretarial Practices
Professional - II

OBJECTIVES:

To provide the students with a detailed knowledge of corporate laws and practices to enable them to:

- a) Carry out secretarial work more effectively.
- b) Advise and assist the management in taking decisions for complying with various statutory requirements.

ABILITY REQUIRED:

Specialized knowledge and skills.

WEIGHTAGE

CONTENTS

CORPORATE LAWS: (60 Marks)

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| 15 | 1. | THE COMPANIES ORDINANCE 1984:
The Ordinance as amended uptodate together with all schedules, The Companies (General Provisions and Forms) Rules, 1985 and other rules which may be issued from time to time. The Companies (Issuance of Capital) Rules 1995, The Companies (Appointment of Legal Advisor) Act 1974 and Rules framed thereunder. |
| 15 | 2. | THE SECURITIES AND EXCHANGE ORDINANCE 1969:
The Ordinance as amended uptodate with the Securities and Exchange Rules 1971, The Investment Companies and Investment Advisors Rules 1971, listing rules of stock exchange, asset management rules. |
| 10 | 3. | THE MONOPOLIES AND RESTRICTIVE TRADE PRACTICES ORDINANCE 1980: |
| 10 | 4. | THE MODARABA COMPANIES AND MODARABA (FLOATATION AND CONTROL) ORDINANCE 1979:
The Ordinance as amended uptodate with The Modaraba Companies and Modaraba Rules 1981 and other rules as may be issued from time to time. |
| 10 | 5. | OTHER LAWS: |
| | 5.1 | Precise relating to preparation of accounting and auditing in respect of the Banking Companies Ordinance, 1962 and the Banking Companies Rules, 1963 and regulations and Insurance Act 1938. |
| | 5.2 | Rules relating to investment banks, leasing and housing finance companies. |
| | 5.3 | Exchange control regulations (restricted to conceptual) knowledge of provisions relating to investments in securities and foreign loans. |

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PRACTICES: (40 Marks)

Appointment of secretary, qualification of secretary, functions and legal obligations of secretary, memorandum and articles of association, incorporation of company, prospectus, floatation of corporate securities, offer of shares and stock exchange listing rules, underwriting, brokerage, and other securities discount and premium on shares, understanding of public issues, listing stock exchanges, issuance of share application and allotment of shares, letter of regret, shares, warrants and share certificates, issue and redemption of debentures, transfer, transmission of shares, dividend and dividend warrant, issue of bonus and right shares, company and directors' meetings, notice, agenda of meetings, quorum, voting, poll, proxies, resolutions, proceeding of meeting etc., types of meeting, minutes recording and reports writing, audit and investigation, profit, filing of returns with different agencies as per rules, maintenance statutory books and register under relevant statutes, books of account and financial reports, registration of mortgages and charges, service of documents, receiving of deposits by company, central depository company, secretarial organisation and management, working procedures of Securities & Exchange Commission of Pakistan (formerly CLA) (SEC) and Monopoly Control Authority.

CORE READINGS:

AUTHORS:

PUBLISHER :

Company Law & Practices
in Pakistan 1997

Prof. Dr. Khawaja Amjad Saeed,

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Company Secretarial Practice

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ADDITIONAL READING:

Royal Secretarial Practice

D. P. Jain

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