

SYLLABUS OF JR. OFFICER (COMPANY SECRETARIAL)

- Company Definition and Nature
- Corporate Veil and Lifting of Corporate Veil
- Types of Companies and Incorporation
- Memorandum and Articles of Association including alteration
- Common Seal
- Shares and Share Capital
- Charges – Creation, modification and satisfaction
- Prospectus – Definition, abridged, DRHP, RHP
- Depository System -Dematerialization and Rematerialisation
- Listing of Securities
- Directors – Appointment, re-appointment, qualifications
- Company Secretary – appointment, role, responsibilities
- Meetings of Directors and Shareholders
- Dividend
- Investment Loans and Deposits
- Accounts and Audit
- Board Report and Disclosures
- Registers and Returns
- Capital Market regulatory framework – SEBI Act 1992; Depositories Act 1996
- Capital Market Intermediaries
- E-governance and MCA-21
- Secretarial Practice in r/o above matters