

## 304 (B) : LEGAL AND PROCEDURAL ASPECTS OF FINANCE

### Part A

Introduction to following Industrial and labour laws:

1. Payment of wages act
2. Payment of bonus act
3. Payment of gratuity
4. Minimum wages act
5. Employees provident fund act
6. Employees state insurance act
7. Workmen's compensation act

(Administrative aspects need not be studied)

### Part B

1. Directors appointment / reappointment qualifications disqualifications, remunerations, vacation of office, retirement, resignation, vacation of office, removal powers and duties office or place of profit borrowing powers of directors.
2. Auditor's appointment, resignation, removal rights and duties powers of central Govt. to direct special audit- cost audit.
3. Company final account format and structure directors report – auditor's report- auditor's report- director's responsibility statement- corporate governance statement- secretarial compliance certificate.
4. Arbitration, compromises, arrangements and reconstruction section 390-396A
5. Winding up – modes of winding up- contributories –official liquidator.
6. Law relating to inter corporate deposits and inter corporate loans
7. Law relating to majority powers and minority rights- prevention and oppression and mismanagement
8. secretarial practices relating to- formation of private and public limited company, alteration of memorandum and articles of association, allotment and change in share capital, appointment, resignation , remuneration of directors, meetings. Creation, modification and satisfaction of charges. Maintenance of statutory books, registers and filing of returns.

### ***Books Recommended***

1. Bare acts
2. Guide to companies act – A Ramaiya
3. Company law – Avtar Singh