



**FINAL EXAMINATION
BACHELOR OF CORPORATE ADMINISTRATION (HONOURS)**

COURSE : CORPORATE SECRETARYSHIP I

COURSE CODE : ADM402

DURATION : 3 HOURS

INSTRUCTIONS TO CANDIDATES :

1. This question paper consists of **THREE (3)** questions.
2. Answer **ALL** questions.
3. Your answer must be hand-written.
4. Write down your name, ID No, Subject Code, and Section No on the front page of the answer sheet.
5. After you have finished, scan your answer and save it to pdf format. Please save your file as: **ADM402 1120 FE – Full Name (ID No)**.
6. You must submit your answer through OLES.

DO NOT OPEN THIS QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO

The question paper consists of 4 printed pages including the front page

QUESTION 1

Suria Aman Sdn Bhd was incorporated by husband and wife, Datuk Syed Azman and Datin Suria Hani in early 2000. The company is a trading company that emphasizes supplying a fiber cable for telecommunication and networking company.

The company, recently, celebrated its 20th anniversary. From a small company with 5 employees, the company has become established with over 300 employees and 7 branches located in Selangor, Johor, Perak, Terengganu, and Sarawak.

Both of them were very grateful for the company's accomplishment. They decided to give back to society by setting up a company limited by guarantee (CLBG) with a given name Yayasan Mentari. The object of the Yayasan Mentari to build an internet center in the isolated countryside where people can access the internet for free.

Datuk Syed Azman and Datin Suria Hani seek your advice.

Required:

- a. Explain to Datuk Syed Azman and Datin Suria Hani on incorporating the Yayasan Mentari.
(16 marks)
- b. Advise Datuk Syed Azman and Datin Suria Hani whether CLBG is the appropriate type of company for Yayasan Mentari.
(10 marks)
- c. How does a Registrar determine the fit and proper of the CLBG's director. Provide an example for each.
(8 marks)
- d. State **SIX (6)** requirements that must be included in the Constitution of the CLBG.
(6 marks)

(Total: 40 marks)

QUESTION 2

Nazri and Gopal are best friends since high school. After retirement in the Malaysian Armed Forces, they decided to set up a company in which they are the directors. They registered the company with the name Best Buddies Sdn Bhd on the 30th June 2019. The object of the company is to recruit bodyguards. Due to the limited capital, the company employs Megan, Gopal's niece, to be the clerk.

When the Company Secretary, Adnin, approached the directors to notify them that they need to submit an annual return with audited financial statements to the Registrar, they were taken aback as they have overlooked this matter. They asked Megan whether she can prepare for the financial statements, Megan, who has no accounting background, had no idea although her job scope is to record the business transaction in which she merely does the recording, instead of doing the actual business account transactions.

Nazri and Gopal were terrified with the matter. They seek Adnin's advice.

Required:

- a. Explain to Nazri and Gopal the needs for accounts to be kept according to section 245 of the Companies Act 2016.
(12 marks)
- b. Describe to Nazri and Gopal the general requirements for the financial statements.
(10 marks)
- c. Besides the accounts to be kept, discuss **FOUR (4)** matters that the directors are obliged on keeping the accounts.
(8 marks)

(Total: 30 marks)

QUESTION 3

You are undergoing an internship program with MSIB Corporate Consultancy Sdn Bhd. Currently, your supervisor, Pn. Norlela is preparing for Lambaian Mekar Holding Berhad AGM. The AGM is scheduled to be on 14th November 2020. She wants you to assist her in preparing the AGM. In order to do so, she wants to test your knowledge of handling AGM. The followings are her questions for you to answer.

Required:

- a. Describe AGM under section 340 of the Companies Act 2016. (12 marks)
- b. Provide **FIVE (5)** obligations, with the example, of a Company Secretary for AGM in Public Listed Companies. (10 marks)
- c. Besides the AGM, the Company Secretary is also responsible for the Board meetings. What should the Company Secretary do before the Board meeting? (8 marks)

(Total: 30 marks)

(TOTAL: 100 MARKS)

END OF QUESTION PAPER