

**NOVEMBER 2012 EXAMINATION**

DATE: 6 NOVEMBER 2012

TIME: 14H00 – 17H00

TOTAL: 100 MARKS

DURATION: 3 HOURS

PASS MARK: 40%

(AG-06)

ADMINISTRATIVE PRACTICE 1**THIS EXAMINATION PAPER CONSISTS OF 5 QUESTIONS:****ANSWER ALL THE QUESTIONS****(100 MARKS)****INSTRUCTIONS:**

1. Read the following instructions *carefully* before answering the paper, as failure to act upon them will result in a loss of marks.
2. Write your answers in your answer book, which is provided in the exam.
3. Ensure that your name and student number are clearly indicated on your answer book.
4. Write your answers in either blue or black ink in your answer book.
5. Read each question very carefully before you answer it and number your answers *exactly* as the questions are numbered.
6. Begin with the question for which you think you will get the best marks.
7. Note the mark allocations for each question – give enough facts to earn the marks allocated. Don't waste time by giving more information than required.
8. You are welcome to use diagrams to illustrate your answers.
9. Please write neatly – we cannot mark illegible handwriting.
10. Any student caught cheating will have his or her examination paper and notes confiscated. The College will take disciplinary measures to protect the integrity of these examinations.
11. If there is something wrong with or missing from your exam paper or your answer book, please inform your invigilator immediately. If you do not inform your invigilator about a problem, the College will not be able to rectify it afterwards, and your marks cannot be adjusted to allow for the problem.
12. This paper may be removed from the examination hall *after* the examination has taken place.

Examiner: P Taylor

ANSWER ALL THE QUESTIONS

(100 MARKS)

QUESTION 1

Draft the full notice of a private company's annual general meeting, and include the following:

- Alter the company's name to its main product's name.
- Authorise the board of directors to buy back shares of a shareholder who wants to sell his 3% shareholding in the company.
- Authorise the board to issue and allot share options to certain workers. [20]

QUESTION 2

- (a) Outline the rules that apply where the regulations do not make provision for a quorum in a meeting. (6)
- (b) Briefly discuss the reason and procedure for a company to apply to the Court for the appointment of a judicial manager. (14) [20]

QUESTION 3

Explain what postponed and adjourned meetings are, and their implications. [20]

QUESTION 4

List 20 items of special business that are prescribed by the Act as requiring the particular notice and majority vote for adoption by a special resolution. [20]

QUESTION 5

To get a result at a meeting, the attendees must vote. Distinguish between the following methods of voting. Mention the advantages and disadvantages of each method, and indicate what type of meeting would be suitable for each method.

- (a) voice method (5)
- (b) show of hands (5)
- (c) ballot (5)
- (d) poll (5) [20]

[100]

TOTAL: 100 MARKS