

Important questions for Law, Ethics & Communication

The Companies Act, 1956

- Public financial institution u/s 4A
- Procedure for incorporation of Co.
- Conversion of private ltd into public limited company
- Specified purposes for alteration of situation and object clause
- Doctrine of *ultra vires*, Indoor Management
- Shelf and abridged prospectus
- Irregular allotment and effects
- Underwriting commission
- Sweat equity shares, DVRs
- Buy back of shares
- Minor position as a member
- Small depositors
- Floating charge, satisfaction of charge
- *Pari passu* clause and debenture trustee
- Chairman, postal ballot, quorum, Meetings
- MCA, its objectives, benefits

The Negotiable Instruments Act, 1881

- When banker must refuse to honour cheque
- Holder in due course
- Dishonour of cheques i.e section 138 to 142
- Noting and protesting
- Crossing of cheques

The Indian Contract Act, 1872

- Minor position
- Quasi contracts
- Bailment, Pledge, Guarantee and kinds of agency agreements

The Payment of Bonus Act, 1965

- Disqualification for bonus
- Recovery of bonus

The Payment of Gratuity Act, 1972

- Compulsory insurance
- Powers of inspectors
- Conditions/ eligibility for gratuity
- Continuous service

The EPF and MP Act, 1952

- Non applicability of act
- Protection against attachment
- CBOT and Executive committee
- Employee deposit linked insurance

Ethics

- Benefits of business ethics
- Features of good Corporate Governance
- CSR and its Benefits
- Sustainable development, PPP
- Guidelines for managing ethics in the workplace
- Type of Harassment
- Major provisions of the Competition Act, 2002 (its objectives etc.)
- Fundamental principles for accounting and finance professionals (Independence, Integrity, Confidentiality etc.)
- Major threats for unethical behaviour (Financial, advocacy, familiarity, intimidation etc.)

Communication

- Notice for AGM/ EGM/ SM/ BM of a Company
- Minutes of AGM/ EGM/ SM/ BM
- Power of Attorney, Affidavit, Gift Deed
- Process of communication
- Grapevine communication
- Interpersonal communication
- Critical thinking
- Negotiation, bargaining and its process
- Consensus building

Warm regards,
CA Jatin Bansal,

[Professional Careers Academy](#),

1639, First Floor, Sector 40 B, Chandigarh, pcaclasses@gmail.com, 9814098480, 9814622848

<http://www.facebook.com/pages/Professional-Careers-Academy/455495514488643>