

PRACTICAL CORPORATE TRAINING MODULES EXAMINATIONS (PCTME)

< Day, the dd mm yyyy >

Extra Reading Time: 15 Minutes
Time Allowed: 02 Hours

Maximum Marks: 100

Roll No.:

INSTRUCTIONS TO THE EXAMINEES:

- (i) Attempt all sections of the question paper.
- (ii) Write your Roll No. in the space provided above.
- (iii) Answers must be ticked/ submitted in online CBE Application, for Section-A – Multiple Choice Questions (MCQs), and typed in provided solution file(s) available on desktop of allocated PC, for Section-B – Short Cases and Section-C – Practical/ Theory, and should be relevant and brief. It is not necessary to maintain the sequence.
- (iv) Use of non-programmable scientific calculators is allowed.
- (v) Read the instructions printed on the Top Cover Sheet CAREFULLY before attempting the paper.
- (vi) In marking the question paper, the examiners take into account clarity of exposition, logic of arguments, effective presentation, language and use of diagram/ chart, where appropriate.
- (vii) DO NOT write your Name, Reg. No. or Roll No., or any irrelevant information inside the answers/ solutions.
- (viii) Question No. 1 – “Section-A – MCQs” available separately through CBE Application, is an integral part of this question paper.
- (ix) **Question Paper, along with Working Sheet(s), must be attached with the provided Top Cover Sheet before leaving the examination hall.**

DURING EXTRA READING TIME, WRITING/ TYPING IS STRICTLY PRO HIBITED**SECTION-A – MULTIPLE CHOICE QUESTIONS (MCQs)**

[Hint: Examinees are supposed to attempt the given MCQs, using online CBE Application through Exam Supervisor's Password and submit the answers before quitting exam session.]

Question No. 1

Suggested Time : 10 Min. ✱ Total Marks : 20

Multiple Choice Questions [MCQs]

Attempt all MCQs, choosing most appropriate answers as appear on computer screen [illustrated below for understanding]:

1. Annual general meeting shall be held within _____ months from the date of incorporation.
☐ six
☐ twelve
☐ sixteen
☐ eighteen
2. If the name of a company applied for registration is refused by the Registrar, the aggrieved person may within thirty days of the order of refusal prefer an appeal to the _____.
☐ Pakistan Stock Exchange Limited (PSX)
☐ Commission
☐ Federal Board of Revenue (FBR)
☐ State Bank of Pakistan

3.

4.

5.

15. The Chairman of the Board of the Employees Old Age Benefits (EOBI) shall be appointed by the:

- ☐ Federal Government
- ☐ Provincial Government
- ☐ High Court
- ☐ Supreme Court

SECTION-B – SHORT CASES

[Hint: Examinees are supposed to attempt the given cases, using MS Word and/ or Excel Template(s) through the given Password <*****> and attach the printouts of solutions with provided Top Cover Sheet, duly signed by the Invigilator, before leaving the exam lab.]

Question No. 2

Suggested Time : 10 Min. ✱ Total Marks : 10

Mr. Nasir intends to register a company with Securities and Exchange Commission of Pakistan (SECP) under the Companies Act, 2017. He has approached you for consultancy to register his company.

Required:

- (a) Explain him the mode of forming a company as described under section 14 of the Act.
- (b) In the light of section 16 of the Act and regulation 5 of the Companies (Incorporation) Regulations, 2017, what documents are required by the Registrar for company's incorporation?

Question No. 3

Suggested Time : 10 Min. ✱ Total Marks : 10

Star Marketing always emphasizes on the employees' performance appraisal. For the purpose, the management of the company has designed and developed a proper performance appraisal system and its policies. The company is aimed to develop a performance-and-result oriented environment to encourage personal development of the employees. An annual review of the employees work and achievements will be carried out to monitor their progress in achieving assigned goals and objectives and to provide them with feedback and guidance for their career development.

Mr. Khan has been newly appointed as a Marketing Manager and he wants to know the objectives of the performance appraisal system.

Required:

Being HR Manager of Star Marketing, you have been asked to elaborate the objectives of the performance evaluation/ appraisal to Mr. Khan.

SECTION-C – PRACTICAL/ THEORY

[Hint: Examinees are supposed to attempt the given cases, using MS Word and/ or Excel Template(s) through the given Password <*****> and attach the printouts of solutions with provided Top Cover Sheet, duly signed by the Invigilator, before leaving the exam lab.]

Question No. 4

Suggested Time : 50 Min. ✱ Total Marks : 33

- (a) Mr. Saif and Mr. Muhib, sons of Mr. Inayat, are Pakistani and intend to incorporate a private company limited by shares in the province of Sindh under the Companies Act, 2017. The principal line of business of the proposed company is to provide transportation services for passengers and goods by land between such places in Pakistan as the company may from time to time determine and the doing of all such other things as are incidental or conducive to the attainment of the above principal line of business. They have obtained availability of name of the company from the Companies Registration Office namely "Allied Transport Limited". Authorized capital of the company will be Rs. 1,000,000 divided into 100,000 shares of Rs. 10 each. Every subscriber will take 5,000 shares.

Required:

As a Corporate Consultant, you are required to draft the following under the Companies Act, 2017 and the Companies (Incorporation) Regulations, 2017:

- (i) Memorandum of Association of Allied Transport Limited
- (ii) Subscriber page, using provided MS Word Template

Note: You may take necessary assumptions as needed for the purpose

- (b) Innovative Services Limited is in the process of holding its 14th Annual General Meeting (AGM) as per following schedule:

Date: October 31, 2024 | **Day:** Thursday | **Time:** 10:00 am | **Address:** Classic House, Karachi.

In the last AGM of the company, some shareholders involved in undesired activities other than the agenda items, which delayed the conclusion of the AGM. For educating the shareholders, management of the company has decided to include in the notice of upcoming AGM the notes related to conduct of shareholders and liability for undesired activities of the shareholders as described under the provisions of section 215 of the Companies Act, 2017 (Act).

Required:

You are required to draft a notice of AGM including all ordinary businesses as described under section 134 (2) of the Act. Notes related to conduct of shareholders and liability for undesired activities of the shareholders under section 215 of the Act also to be included. No other notes are required.

Question No. 5

Suggested Time : 40 Min. ✱ Total Marks : 27

- (a) The re-appointment of an ex-employee is highly discouraged in a company due to many reasons. Explain the reasons.
- (b) In the light of rule 23 (2) of the Public Procurement Rules, 2004, describe any six bidding documents, which are required for competitive bidding, whether open or limited.
- (c) As per rule 20 of the Public Procurement Rules, 2004, what is the principal method of procurement for the procurement of goods, services and works? Also, explain the submission of bids/ tenders in accordance with rule 22.

THE END