

Only This Much

For Company Secretary Executive Program (3rd Edition)

The first of its kind book which is as determined as the laws it contains to make learning an interesting experience. The objective of 'Only This Much' is to facilitate the readers with the concept of repeated learning, which is a must for any law subject. It is made as a 3-in-1 book covering a full Second module of Company Secretary Executive Program exams with

1. Company Law,
2. Economic & Labour laws and
3. Securities laws & Compliances.

The book has introduced a new way of approach to learning viz, icons, which will motivate readers at appropriate places by enabling them to put more concentration & seriousness towards specific topic. It has incorporated diagrams at appropriate places with techniques to remember the provisions. So, there should be only this much & this is all about THAT MUCH. Keep reading...again, again & again.

Questions – Answers from Past Company Secretary exams (New Syllabus), Fill in the blanks, Match the following, True or False, One words and Other objectives are inserted at appropriate places and also at the end of chapters. You will find certain questions end with words like (J 07), (J 10), (D 10), etc... signifying that the particular question has appeared in June 2007, June 2010 & December 2010 Company Secretary exams respectively. Notes & hints are provided at suitable places to guide OTMers.

Only This Much on Economic & Labour Law

OTM covers this subject as 60 marks for Economic Laws & 40 marks for Labour Laws. The Index given for this subject is very detailed and gives one an idea of the Name of the Acts along with the Years which is much classified in nature. Thus, the book has followed an Act-wise approach for this subject, which will enable the readers to grasp the provisions easily. Every chapter under this book starts with few important definitions followed by the concepts ending with a summary of things learnt. Capital letters, bold letters, etc... are used at appropriate places to invite reader's attention about the flow of the topic and importance of the words which is in addition to the icons used. Under these laws, OTM has used so many charts. With regard to the Labour laws, OTM's approach is definitions, provisions & cases for every chapter, thus enabling an exam-concentrated study.

Contents: Part A - Economic Laws • Industry Related Laws • Industries (Development & Regulation) Act, 1951 [IDRA] • The Micro, Small and Medium Enterprises Development Act, 2006 [MSMED] • Export Promotion Schemes • Special Economic Zone (SEZ) U/SEZ Act, 2005 • Export Oriented Units (EoU) • Foreign Trade Policy [FTP] 2009-14 • Competition, MRTP and Consumer Laws • The Competition Act, 2002 • The Monopolies Restrictive Trade Practices Act, 1969 [MRTP] • Consumer Protection Act, 1986 • Foreign Transaction Laws • Foreign Exchange Management Act, 1999 [FEMA] • Foreign Contribution (Regulation) Act, 1976 (FCRA) • Environmental Control Legislations • Environmental (Protection) Act, 1986 • Air (Prevention & Control of Pollution) Act, 1981 • Water (Prevention & Control of Pollution) Act, 1974 • Public Liability Insurance Act, 1991 • National Environment Tribunal Act, 1995 • National Environment Appellate Authority Act, 1997 • Intellectual Property Rights • Patents Act, 1970 • Designs Act, 2000 • Trade Marks Act, 1999 [TM] • Copyright Act, 1957 • Geographical Indication of Goods Act, 1999 • Other Laws Prevention of Money Laundering Act, 2002 • Essential Commodities Act, 1955 • Standards of Weights & Measures Act, 1976 • Standards of Weights and Measures (Packaged Commodities) Rules, 1977 • Part B – Labour Laws • Labour Legislations • The Minimum Wages Act, 1948 • Payment of Bonus Act, 1965 • Payment of Gratuity Act, 1972 • Employees Provident Funds & Miscellaneous Provisions Act, 1952 • Employees State Insurance Act, 1948 • Employees Compensation Act, 1923 • Contract Labour (Regulation And Abolition) Act, 1970 • Industrial Disputes Act, 1947 • Industrial Employment (Standing Orders) Act, 1946 • Factories Act, 1948

Only This Much on Securities Law & Compliances

OTM covers this subject as 60 marks for Securities Law & 40 marks for Compliances. The index for this subject will enable one to understand that there are only two major laws governing securities market in India in addition to Depositories Act and provisions of the Company law. Then it proceeds to the aspects of important clauses of Listing Agreement with Corporate Governance provisions in detail. OTM has classified most of the chapters of Securities Law under the head 'Intermediaries', the term which is vividly

defined in the first chapter under this head. Then it covers few other important topics including buy back for various types of companies. The special attraction of OTM lies in the chapter 'SEBI (DIP) Guidelines' dealing with Public Issue of Securities, which forms most of the part of Compliances portions, which is made up-to-date in the most interesting way possible. Thereafter, OTM deals with International Capital Market issues, Indian Depository Receipts (IDR), investor protection measures of SEBI and ends with various practical solutions.

Contents: Part A – Securities Law • Introduction to Securities Market • Securities & Exchange Board of India (SEBI) Act, 1992 • Securities Contract (Regulation) Act, 1956 & 1957 [SCRR] • Stock Exchanges • Equity Listing Agreement & Its Clauses • Corporate Governance • Intermediaries • SEBI (Intermediaries) Regulations, 2008 • SEBI (Self Regulatory Organisation) Regulations, 2004 • Depositories Act, 1996 • Credit Rating • Mutual Funds • SEBI (Mutual Fund) Regulations, 1996 • Collective Investment Schemes (CIS) • Venture Capital Funds (VCF) • Foreign Venture Capital Investors (FVCI) • Others • Buy Back of Securities • Capital Market Instruments • Money Market • Part B – Compliances • Public Issue of Securities • SEBI [Issue of Capital & Disclosure Requirements (ICDR)] Regulations, 2009 • Rights Issue • Bonus Shares • Employees Stock Option • Delisting of Equity • Indian Depository Receipts [IDR] • Debt Markets • SEBI (Issue & Listing of Debt Securities) Regulations, 2008 • SEBI (Public Offer & Listing of Securitised Debt Instruments) Regulations, 2008 • International Capital Market • Foreign Currency Convertible Bond [FCCB] • American Depository Receipts & Global Depository Receipts [ADR / GDR] • Foreign Currency Exchangeable Bond [FCEB] • External Commercial Borrowings [ECB] • Others • Investor Protection and IPEF • SEBI (Prohibition of Fraudulent & Unfair Trade Practices [UTP] • Relating to Securities Market) Regulations, 2003 • SEBI (Ombudsman) Regulations, 2003 • SEBI (Informal Guidance) Scheme, 2003 • Important Concepts from Past Exam Question Paper • Problems & Solutions

Only This Much for Company Law

OTM covers this subject in a way which will kindle the interests of the readers as most of the diagrams fall under this subject. With a reasoning of 'Why a Company', it starts and goes on explaining the concept of electronic filing and proceeds with formation of a company. It also gives the various e-forms to be filed for the purpose of memorizing. Once the company is formed, it enables the readers to understand the provisions of various types of instruments issued by the company and its relevant provisions. OTM deals with Shareholders aspects in detail and ends with Corporate Restructuring measures. The portion hitherto covers the second level of Chartered Accountant exams and the portion hereafter covers the third level of Chartered Accountant exams. The best part of Company Law falls under the head Directors where all the permissions & approvals required are dealt in the most interesting way to understand, appreciate & remember. Then, it proceeds with provisions regarding Company Secretaries, Auditors, etc... and ends up with restructuring & closing down provisions. Interestingly, the company law has a special section called 'Annexures' which picks out all the confusing aspects (including signatures, group rights, registers & case laws) in the law and enable the readers to understand it better.

Contents: Company Law • Basics, Principles & Procedures • Why a Company? • The Companies Act, 1956 • Who Administers Companies Act • Doctrines • MCA – 21 • Incorporating a Company • Amendments of Condition – MoA & AoA • Shares-Related • Shares & Members • Types of Issue of Shares • Redeemable Preference Shares • Issue of Debentures • Share Certificate • Transfer of Shares • Prospectus & Allotment • Public Deposits • Charges • Shareholder-Related • General Meetings • Dividends • Investor Education & Protection Fund • Corporate Restructuring [Reduction & Variation] • Other Forms of Capital Restructuring [Buy Back] • Directors-Related • Directors • Loan to Director, & Guarantee, Security, etc [Section 295] • Contracts in which Directors are Interested [Section 297 & 299] • Office or Place of Profit [Section 314] • Intercorporate Loans & Investments [Section 372A] • Board Meeting • Restriction on Powers of Board Directors • Directors Report • Managerial Personnel • Secretary-Related • Company Secretary • Compliance Certificate • Sole Selling / Buying Agents (SSA) • Political Contribution • Accounts-Related • Accounts & Audit • Investigation • Rights, Restructuring & Closing Down • Oppression & Mismanagement • Compromise & Arrangements • Winding Up • Compounding (Section 621A) • OTHERS • Group Rights Under Companies Act • Signatures Under Companies Act • Register and Inspection under Companies Act • List of Special Resolution • Highlights of Limited Liability Partnership Act 2008 • Company Cases • Abbreviations