



University of Management and Technology
School of Commerce and Accountancy
Quaid e Azam Campus

Course Outline

Course Title: Corporate Laws (LT-375)	
Program	B. Com. (Hons.)
Credits Hours	3
Duration	15 Weeks / 30 Sessions
Prerequisites	None
Resource Person	Amer Shakeel
Contact/Email	amer.shakeel@umt.edu.pk

Course Description:

Corporate Law is related to the companies. The Law which governs the companies in Pakistan is called Companies Act 2017. In this course we teach the students relevant provisions of this law to make them able to ensure the compliance of its provisions in the companies. This course also includes secretarial practices, means the performing all duties mentioned in the law to be performed in running the legal and administrative matters of the companies.

Learning Objectives:

Following are the main objectives of this course on Corporate and Secretarial Practices:

1. To build a solid Corporate law related background in the minds of participants so that they can must become capable and confident enough to handle the corporate matters.
2. The participants, after completing their studies, have bright chances to work in the corporate sectors so they must be able to cope with the routine corporate matters which they may face during practical life.
3. Another important objective of this course is to provide proper knowledge to the participants regarding secretarial practices related to the companies. Every company's concerned Management has to perform these practices to follow the rules and regulations applied by the Companies Act 2017 and the SECP.

Teaching-Learning Methodology:

- Lectures
- Recommended Text/Supplementary Texts
- Handouts
- Project Report

Recommended Text Book:

1. Handouts by Resource Person

Supplementary Text Books:

- 1-Companies Act, 2017

Assessment & Evaluation:

Quizzes	15%
Assignments	10%
Project Presentation	05%
Project	05%
Mid Term	25%
<u>End Term Exam</u>	<u>40%</u>
Total:	100

SEHEDULE OF ACTIVITIES

Week	Contents/Topics to be Taught	Tasks/Activities
1	Introduction: Course Overview and Introduction to Corporate Laws. Important definitions of Companies Act 2017, Characteristics of a company	Course Outline Distribution
2-3	Incorporation: Types of companies and their differences, Memorandum of Association, Articles of Association, Incorporation of companies and matters incidental thereto, Registration Process. Amendment in MOA and AOA.	Quiz 1, Assignment 1
3-4	Share Capital and Debentures: Classes and kinds of shares, rights of shareholders, Prospectus, Statement in lieu of prospectus, Allotment of shares, transfer and transmission of shares, Certificate of shares and debentures, Right issue, bonus issue, issue for consideration otherwise than in cash , issue of shares at premium and at discount. Relevant provisions of Companies (Issue of Capital Rules) 1996.	Quiz 2 & Assignment 2

5	Directors: Number of directors, eligibility and ineligibility to become director, appointment and removal of directors, Term of appointment, Power of directors, unlimited liability of directors, register of directors. Chief Executive Officer.	Quiz 3
6	Accounts and audit: Statutory books, books of accounts, Qualification and disqualification to become auditor, Appointment and removal of auditor, power of auditor, Audit report.	
6	Dividend and related matters.	
7	MID TERM EXAMINATION	
8-10	Secretarial Practices: Company secretary and his duties, Filing requirements, Statutory Meeting and contents of Statutory Report, meeting of share holders, types, notice, agenda, Minutes, Quorum, Adjournment, Voting, Poll, Proxies, Resolutions, Meeting of Directors.	Assignment 3
11	Winding up of companies: Modes, and differences, appointment of liquidator.	Quiz 4
12-13	Code of corporate governance: BOD, qualification and eligibility to become director, tenure, power and responsibilities of BOD, BOD meeting and related matters, CFO and company secretary, corporate and financial reporting framework, Audit committee, internal audit, external auditor.	Quiz 5
14	Listing regulation of Karachi Stock Exchange: Procedure for listing, offer of shares by listed companies. Prospectus, issue, allotment and transfer of shares. Dividend and entitlement, AGM.	Quiz 6
15	PRESENTATIONS	
16	END TERM EXAMINATION	