



TRINITY COLLEGE FOR WOMEN NAMAKKAL

Department of Commerce

BUSINESS COMMUNICATION

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SECRETARIAL CORRESPONDENCE

The secretary is the principal of a company as well as the servant of the board of directors and shareholders of the firm

The largest and the most important group of secretaries in the business world comprise of secretaries appointed by joint stock companies. With the growth and expansion of corporate sector, there has been growing appreciation of the secretary in the company administration. He, in fact, occupies a unique position in the company hierarchy

DUTIES OF THE SECRETARY

STATUTORY DUTIES:

The statutory duties of the secretary arise out of his position as mentioned in different status e.g., Companies Act, Income Tax Act, Stamp Act etc.

- Specific duties
- Secretarial duties

GENERAL DUTIES:

These duties include the remaining duties other than statutory duties.

- Duties to the directors
- Duties to the shareholders
- Duties to the organization and staff:
- Duties to outsiders

CLASSIFICATION OF SECRETARIAL CORRESPONDENCE

Correspondence with the share holders:

Secretary of the company communicate with shareholders through notices, circulars, reply to complains, etc..

Correspondence with the Directors:

It includes notice for board meetings, reports, agenda etc, with careful polite words

Correspondence with the Registrar and Company Law Board:

Secretary should submit periodical statement, returns etc to the Registrar of companies and Correspond with the department of company law administration, the controller of capital issues etc

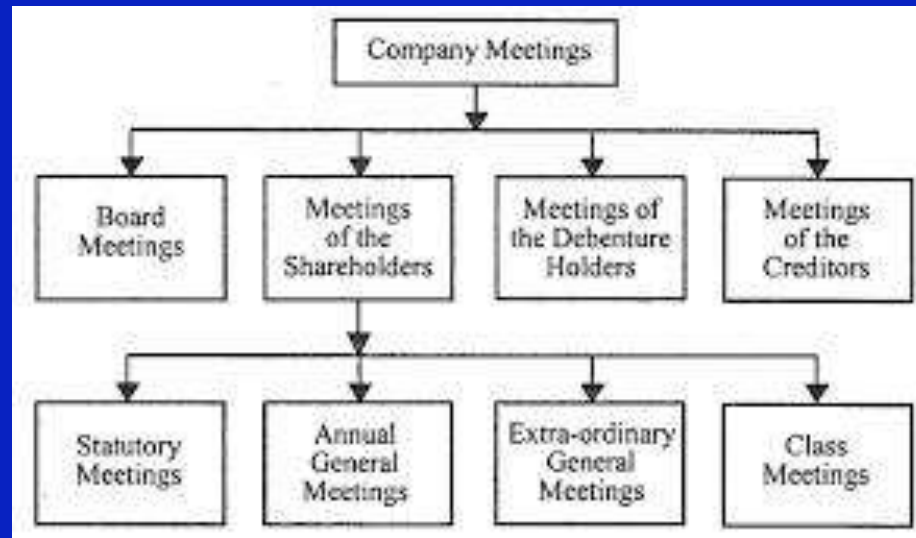
Correspondence with the office staff:

He should not give any threats and warnings but by winning their hearts through proper guidance and dynamic leadership.

Correspondence with the Government, Public bodies like stock exchanges, Banks, Insurance companies etc and the general public:

The secretary will have to write on several occasions to many public bodies, and general public having contact with the company

KINDS OF COMPANY MEETINGS



1. MEETINGS OF THE SHAREHOLDERS

Statutory meetings:

Statutory meeting is conducted within a period of not less than one month and not more than six months from the date of commencement of business, held to give the share holders an opportunity to know the financial position of the company and to discuss its prospects, once in the life time of the company.

Annual general meeting:

General meeting is conducted once in a year. The ordinary business transacted at an annual general meeting includes consideration of accounts, declaration of dividend, election of directors, appointment of auditors.

Extra ordinary general meeting:

Matters requiring urgent attention and decision have to be finalized only in an extraordinary general meeting. Matters pertaining to

- Increase or decrease in share capital
- Alteration of objective clause in memorandum
- Appointment of directors
- Shifting of registered office etc are some of the reasons for calling for an extra ordinary general body meeting.

Class meetings:

Class meetings are those meetings, which are held by the shareholders of a particular class of shares. E.g.: Preference shareholders.

Class meetings are generally conducted when it is proposed to alter, vary or affect the rights of a particular class of shareholders.

2. MEETINGS OF THE BOARD OF DIRECTORS:

The term Board is the association of directors. The meeting is conducted by directors to frame the rules and regulations. The directors of most companies frame rules concerning how, where and when they shall meet and how their meetings would be regulated. These rules are commonly known as standing orders.

DUTIES OF THE SECRETARY IN THE BOARD MEETINGS AND OTHER MEETINGS

General duties of the secretary before meeting:

- a) Must ensure that a suitable date convenient to all the directors
- b) To issue notice of the meeting to the directors
- c) Must prepare the agenda in consultation with the chairman of the board
- d) Draft resolution of the board must be prepared.
- e) Must keep ready all the relevant registers for the approval and signatures
- f) To have in readiness the company's seal and copies of the memorandum and the articles for reference.

At the meeting:

- a) Obtain the signature of the directors in the attendance register
- b) Ensure the quorum
- c) Read the minutes of the previous meeting
- d) Ensure that all the required documents, papers etc are on the table for ready reference.
- e) Read the minutes of previous meeting
- f) Produce the banker's pass book
- g) Take down notes for preparing minutes

After the meeting:

- a) Must record the proceedings in minutes book
- b) He should carry out the orders of the board and execute them
- c) File the copies of the board's resolution with the registrar of companies duly signed by the chairman.

NOTICE OF THE MEETING

A meeting cannot be held unless a proper notice of it is served to all the members of the company. In other words, the notice should be given to all those who are concerned with the business of the meeting and are entitled to attend it. The companies act contains elaborate provisions regarding the notice of the meetings particularly for general meetings

CORRESPONDENCE WITH REGIONAL AND BRANCH OFFICE

A written message from one branch to another branch of the company is branch office correspondence. A company can also write to other regional offices also.

A head office needs to contact their branch office for some purpose. This can be requesting some information, proposal, transfer of employees etc. Letter for rejection or approval also comes in this category. It is an important intra-organization communication.

AGENDA

Agenda means things to be done. But in a meeting, it indicates the issues to be discussed, information to be passed on, problems to be sorted out and resolutions to be adopted. For a successful meeting, the chairperson should take care to see that the order and the items on the agenda are not altered.

Hints for preparing Agenda:

- ❖ By referring to the business very briefly by writing just one line about each item. For example. (i) to read the minutes. (ii) to pass the transfers and (iii) to produce financial statement.
- ❖ By giving more details about each item.

MINUTES

Minutes can be defined as the written record of the business done at a meeting. It records only resolutions and decision (except speeches and arguments).

Hints for writing Minutes:

- ❖ Nature of the meeting, place, date and time.
- ❖ Serial number of meeting.
- ❖ Names and status of members who attended.
- ❖ Letter discussed in the meeting should present in minutes.
- ❖ Must be as short as possible.
- ❖ Rough copy is written to avoid corrections in the minutes book.
- ❖ Main points of discussion and resolutions should be clearly recorded.

THANK YOU

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