

**CORPORATE ADMINISTRATION
MAY 2004**

The examination paper is divided into TWO Sections. Section A is compulsory and carries 40 marks. Candidates should attempt THREE questions from Section B, all of which carry 20 marks each.

You should allow yourself approximately 70 minutes in total to answer the questions in Section A and 35 minutes for each of the questions attempted in Section B.

Thursday afternoon 27th May 2004

Time allowed: 3 hours

SECTION A

(Compulsory – all questions carry equal marks)

1. (a) What are we protecting in the case of patents and why is there the need to protect patents as an intellectual property?
- (b) What is “Passing Off”? Set out the elements in Passing Off for a successful action in court of law.
- (c) What is “Outsourcing” and when will outsourcing be useful to an organization?
- (d) When does an organization employ contingency workers and what are the advantages?
- (e) Overtime premiums are higher than normal labour rates. Under what circumstances should organization be prepared to pay overtime premium? What are the disadvantages?
- (f) Set out the key provisions under the Singapore Employment Act pertaining to overtime.
- (g) What are the provisions under the Singapore Employment Act pertaining to Rest Day?
- (h) What are the considerations in upgrading desktop personal computer hardware?
- (i) Define “Training” and “Development” in the context of human resource management and set out the factors having an impact on training and development.
- (j) Define “Safety” and explain its need within an organization.

(Total: 40 marks)

SECTION B

(Answer THREE questions from this Section)

2. XYZ Pte Ltd decides to expand its business and also considers to change some key processes. This led to a need for restructuring of the business. As part of the business restructuring, there would be creation of new business units while old units would be down-sized or eliminated.

As the Company Secretary, you are requested to recommend ways to determine the transfer and training needed for the staff, and give reasons for your recommendations. (20 marks)

3. James, the founder of Able Pte. Ltd, was recuperating from a heart attack. During recuperation, he realized he had always assume that he would live forever and had not made plans for succession in the business.

His two sons, Jacky and Jeff, were involved in the management of the business together with a team of professional managers. However, James made all major decisions in the company.

If you were James, what plans would you make to resolve the present circumstances? (20 marks)

4. The Company submitted an invention of a special concept for connecting two steel pipes using solid lubricant as opposed to prevailing liquid lubricant in order to reduce pollution. The special concept consists of three separate components of manufacturing process, namely:

- (a) Chemical composition of the lubricant;
- (b) Surface preparation; and
- (c) Application of the lubricant to the surface.

A competitor filed objections on the grounds that the special concept was not a novelty and quoted 18 technical articles published at various times covering separately the individual component within the manufacturing process. These articles were published before the registration was filed.

What does a patent registration protect? What are the pre-requisites for the registration of a patent? How do you propose to put up a defence against the objection submitted? (20 marks)

5. Recently, there are arguments put forward for abolishing the re-insurance industry especially re-insurance overseas as an outflow or loss of foreign exchange.

You are asked to put up representation to the Commissioner of Insurance in support of the re-insurance industry. (20 marks)

6. One of your clients, a wholesale distributor of food products, is planning to open a chain of restaurants as a down-stream diversification. This client has requested that you highlight the unique operational risks in the operation of a restaurant. (20 marks)

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