

**CORPORATE ADMINISTRATION  
JUNE 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 3<sup>rd</sup> June 2004*

*Time allowed: 3 hours*

**SECTION A**

*(Compulsory – answer all parts of this question)*

1. (a) Outline the key principles of value added tax relating to businesses. *(4 marks)*
- (b) Outline the key issues to be included in an organisation's email policy for staff. *(4 marks)*
- (c) What are the key benefits to a company of a Directors' and Officers' Liability Insurance policy? *(4 marks)*
- (d) Identify different types of intellectual property and how a company might protect each one. *(4 marks)*
- (e) Identify the responsibilities of an in-house Facilities Manager in a large organisation. *(4 marks)*
- (f) Outline the key principles of an effective purchasing policy. *(4 marks)*
- (g) What are the key health and safety at work responsibilities of the Directors of a company? *(4 marks)*
- (h) Using examples, demonstrate the essential differences between defined benefit and money purchase pension schemes. *(4 marks)*
- (i) Outline the key statutory requirements of a written contract of employment issued to newly appointed staff. *(4 marks)*
- (j) What are the key elements of a job appraisal system used in a large organisation? *(4 marks)*

*(Total: 40 marks)*

## **SECTION B**

*(Answer THREE questions from this Section)*

2. You have been appointed as Company Secretary of a medium sized public limited company with 1000 staff. Your responsibilities will include the administration of the company pension scheme which was previously dealt with by an external organisation. To ensure that the administration is properly resourced you need to submit a proposal to your board for consideration.

REQUIRED:

A proposal to your Board detailing the activities involved and resources required for administering the Company's pension scheme *(20 marks)*

3. You act as Company Secretary of a large manufacturing company with responsibility for the company's insurance policies. Your Board is concerned about the increasing cost of insurance cover, particularly liability insurances.

REQUIRED:

Prepare a Board paper outlining the nature and extent of liability insurances and ways in which costs could be minimised. *(20 marks)*

4. You have recently been appointed as Company Secretary of a large plc and your department consists of 10 staff, some qualified and others part-qualified. You need to ensure that continuous training is provided for all your staff in company secretarial work. The programme of training must meet relevant training and development standards.

REQUIRED:

A training and development programme for the Company Secretarial department *(20 marks)*

5. Write a Board Paper entitled 'The role and function of the corporate administrator in the contemporary organisation'. *(20 marks)*

6. Your organisation, a financial services company with 300 employees, has a high staff turnover rate. You have responsibility for all human resource issues and you need to ensure that all departmental managers are aware of the correct procedures for efficient job planning and staff recruitment.

REQUIRED:

A briefing paper for departmental managers detailing best practice for job planning and recruitment. *(20 marks)*