

Secretarial Practice

Time : 3 Hrs.

March - 2008

Marks : 100

Q.1. (A) Select the proper option from the options given below and rewrite the sentences : (5)

- (1) If a share of Rs. 100 is issued at Rs. 100, it is said to be issued
(a) at Par, (b) at Premium, (c) at Discount
- (2) Depository Act was passed in (a) 1996, (b) 1986, (c) 1985
- (3) Interim dividend is paid
(a) at the end of the year, (b) between two Annual General Meetings, (c) at the beginning of the year
- (4) Depositors are of the company. (a) Loan creditors, (b) Owners, (c) Suppliers
- (5) The proceedings of the meeting must be recorded within days in minutes book.
(a) 90, (b) 30, (c) 60

(B) Match the pairs : (5)

'A'	'B'
(a) Debentureholders	(1) Transfer of shares due to operation of law
(b) Surrender of Shares	(2) Preference shareholders
(c) Bonus Shares	(3) Forfeiture of shares
(d) Letter of Forfeiture	(4) Share trading with papers
(e) Dematerialisation	(5) Owners of Company
	(6) Capitalisation of Reserves
	(7) Paperless share trading
	(8) Allotment of shares
	(9) Creditors of the company
	(10) Voluntary return of shares to company

(C) Fill in the blanks and rewrite the sentences : (5)

- (1) The rate of final dividend is recommended by
- (2) Share capital of a joint stock company is known as its capital.
- (3) report is enclosed with a notice of Annual General Meeting.
- (4) SEBI was established in the year
- (5) Debentureholders receive..... certificate from the company.

Q. 2. Write short notes on any THREE of the following : [15]

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|------------------------------------|--------------------------------------|
| (1) Features of Preference shares. | (2) Rights of Debentureholders. |
| (3) Importance of SEBI. | (4) Importance of Report in company. |

Q. 3. Distinguish between the following : (Any THREE) [15]

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| (1) Shares and Debentures | (2) Dividend and Interest |
| (3) Share Certificate and Share Warrant | (4) Annual Report and Committee Report |

Q. 4. State whether the following statements are True or False with reasons : (Any THREE) [15]

- (1) There is not any procedure of Allotment of Shares.
- (2) There is no need of Depository system of trading in India.
- (3) Debenture is a Loan Capital of the Company.
- (4) A private company need not prepare a Register of Members.

Q. 5. Write short answers of the following : (Any TWO) [10]

- (1) State the points to be noted with respect to declaration of Interim dividend.
- (2) State the importance of Minutes book.
- (3) State the essentials of Good report.

Q. 6. Answer the following : [10]

What are Equity Shares ? Explain the features of Equity Shares.

OR

Define Call on shares. Explain Secretarial duties relating to making a Call on shares.

Q. 7. Answer the following :

Draft a letter of allotment of Debentures.

OR

Define Minutes. Give content of Minutes.

Q. 8. Answer the following :

What is Dematerialisation of Shares ? Explain the procedure of Dematerialisation of Shares.

