

Secretarial Practice

Time : 3 Hrs.

March - 2009

Marks : 100

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

- (1) A person who purchases shares of a Company is known as (a) Creditor (b) Debtor (c) Owner
- (2) A Company can accept deposits for a maximum period of years. (a) Two (b) Three (c) Five
- (3) Dividend declared must be paid within days. (a) 30 (b) 21 (c) 90
- (4) Stock Exchanges function under the control and supervision of
(a) General public (b) Members of the company (c) S.E.B.I.
- (5) Report is sent to the shareholders along with the notice of Annual General Meeting.
(a) Directors' (b) Progress (c) Committee

(B) Match the pairs :

Group 'A'	Group 'B'
(a) Stock	(1) Partly paid-up shares.
(b) Convertible debentures	(2) At Annual General Meeting
(c) Declaration of dividend	(3) 21 days' notice to the shareholder
(d) Duration of call notice	(4) Converted into preference shares
(e) Consent to act as Director	(5) At statutory meeting
	(6) 14 day's notice to the shareholder
	(7) Converted into equity shares
	(8) Form No. 29
	(9) Form No. 32
	(10) Fully paid-up shares

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

- (1) The term 'Debenture' is derived from the Latin word
- (2) If a share of Rs. 100 is issued at Rs. 100, then it is said to be issued at
- (3) Bonus shares are issued out of profits.
- (4) Letter of allotment is exchanged for
- (5) The 'National Stock Exchange' of India was incorporated in the year

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

- (1) Ploughing back of profits.
- (2) Dividend.
- (3) Repayment of deposits.
- (4) Acceptance of deposits.

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

- (1) Share and Stock.
- (2) Call letter and letter of forfeiture.
- (3) Shares and Debentures.
- (4) Final Dividend and Interim Dividend.

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

- (1) Bonus shares are offered only to general public.
- (2) Dividend can be declared even if a company suffers a loss in that particular year.
- (3) Regret letter is often sent to the members.
- (4) Maintenance of 'Register of Members' is optional for a Company.

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

- (1) State the conditions to be satisfied for placement of call on shares.
- (2) State the essentials of Report writing.
- (3) State the functions of Stock Exchange.

Q.6. What is Debenture ? Explain the procedure relating to issue of debentures.

OR

What is Capital ? Explain the different sources of capital of a Joint Stock Company.

Q.7. Explain the role of Company Secretary in maintaining Statutory Books, Filing Forms and Returns.

OR

What is Dematerialisation ? Explain the procedure for Dematerialisation.

Q.8. As a Secretary of the 'ABC Company Limited, Aurangabad', draft a letter for Allotment of Shares.

