

# Secretarial Practice

Time : 3 Hrs.

October - 2008

Marks : 100

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

- (1) ..... is the oldest Stock Exchange in Asia.  
(a) Bombay Stock Exchange. (b) National Stock Exchange. (c) Ahmedabad Stock Exchange.
- (2) A call should not exceed ..... of the face value of the share. (a) 10% (b) 15% (c) 25%
- (3) The capital with which a company is registered is called .....  
(a) Authorised Capital (b) Issued Capital (c) Subscribed Capital
- (4) Dividend declared between two Annual General Meetings is called .....  
(a) Final Dividend (b) Interim Dividend (c) Unclaimed Dividend
- (5) The Annual Return should be filed with the Registrar of Companies within ..... days from the day of each general meeting. (a) 30 (b) 45 (c) 60

**(B) Match the pairs from group 'A' with group 'B' :**

Group 'A'	Group 'B'
(a) Debentures	(1) Fully paid up shares
(b) Stock Exchange	(2) Partly paid up shares
(c) Re-materialisation	(3) Shareholders
(d) Stock	(4) Board of Directors
(e) Recommendation of Dividend	(5) Primary market
	(6) Secondary market
	(7) Transfer of share from Demat form to Certificate form
	(8) Transfer of share certificate in electronic form
	(9) Fixed rate of interest
	(10) Fixed rate of dividend

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

- (1) The ..... report is prepared before Statutory Meeting.
- (2) A letter of forfeiture is sent by ..... post.
- (3) An intermediary between the Investors and Depository is .....
- (4) Dividend is declared by the shareholders at the ..... meeting.

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

- (1) Committee Report. (2) Functions of Stock Exchange.
- (3) Bonus Shares. (4) Provisions regarding unpaid/unclaimed dividend.

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

- (1) Shareholders and Debentureholders. (2) Share Certificate and Share Warrant.
- (3) Letter of Allotment and Letter of Regret. (4) Annual Report and Progress Report.

**Q. 4. State whether the following statements are TRUE or FALSE with reasons :**

**(Any THREE)**

- (1) All reports are prepared by secretary.
- (2) Risk of bad delivery arises due to Depository.
- (3) Debentureholders are the creditors of the company.
- (4) Statutory Books are not compulsory for every company.

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

- (1) State the circumstances under which a secretary is required to write a letter to the members.
- (2) What internal factors will you consider while framing Dividend Policy ?
- (3) State the contents of minutes.

**Q. 6. Answer the following :**

What are Equity Shares ? Explain the features of Equity/Ordinary Shares. **OR**

What is deposit ? Explain the important provisions in the Companies Act pertaining to the deposits.

**Q. 7. Answer the following :**

Explain the procedure for the issue of debentures.

**OR**

What are the provisions of the Companies Act about maintenance of Register of Members?

**Q. 8. Answer the following :**

Prepare a letter for payment of interest to the depositor.

