

Secretarial Practice

Time : 3 Hrs.

OCTOBER - 2009

Marks : 100

Note: (1) All questions are compulsory.

(2) Figures to the right indicate full marks for the question.

(3) Answers to every question must be started on a new page.

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

(1) The amount of share capital mentioned in the capital clause of Memorandum of Association is called (a) *Subscribed capital* (b) *Authorised capital* (c) *Issued capital*

(2) Under scheme employees are given an option to purchase shares.
(a) *Bonus shares* (b) *Right Issues* (c) *Employee stock option*

(3) is a process by which share certificates of investors are converted into electronic form. (a) *Dematerialization* (b) *Rematerialization* (c) *Depository*

(4) The dividend declared in between two Annual General Meetings is called
(a) *Unpaid Dividend* (b) *Final Dividend* (c) *Interim Dividend*

(5) When share application is rejected is sent to the share applicant.
(a) *Allotment Letter* (b) *Regret Letter* (c) *Call Letter*

(B) Match the correct pairs :

(5)

Group 'A'		Group 'B'	
(a)	Bull	(1)	Transferee
(b)	Debenture stock	(2)	Declared in between two Annual General Meetings
(c)	Transfer receipt	(3)	1996
(d)	Depository Act	(4)	A set of fully paid-up shares
(e)	Declaration of dividend	(5)	Transferor
		(6)	A set of debentures
		(7)	A broker pessimist about rise in prices of shares
		(8)	At Annual General Meeting
		(9)	At broker optimist about rise in prices of shares
		(10)	1956

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

(5)

- (1) Information about promotion and establishment of a company is given in Report.
- (2) National Stock Exchange (N.S.E.) of India was incorporated in
- (3) Minutes are always written in tense.
- (4) Debentures are transferable by mere delivery.
- (5) The unpaid or unclaimed dividend should be transferred to 'Unpaid Dividend Account' within days from the date of expiry of the period of thirty days.

2. Write short notes on any Three of the following :

(15)

- (1) Employee stock option scheme.
- (2) Types of Preference shares.
- (3) Functions of Stock exchange.
- (4) Procedure of Report writing.

3. Distinguish between the following : (Any THREE)

(15)

- (1) Interim Dividend and Final Dividend.
- (2) Shareholder and Debentureholder.
- (3) Letter of Allotment and Letter of Regret.
- (4) Transfer of shares and Transmission of shares.

4. State TRUE or FALSE with reasons : (Any THREE)

(15)

- (1) The Register of Members is only a Prima Facie evidence as to which persons are members of the company.
- (2) Letter of forfeiture gives information about allotment of shares.
- (3) A Committee Report is prepared by the experts.
- (4) As per Companies Act 1956, dividend can be paid at any time out of the capital.

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

(10)

- (1) State the importance of Depository from the view point of investors.
- (2) State the contents of Statutory report.
- (3) State the legal provisions regarding minutes.

6. What is Equity shares ? Explain the features of Equity shares.

(10)

OR

Draft Form No. 29, which is about consent to act as a Director of a Company and undertaking to purchase qualification shares.

7. What is Public Deposits ? Explain the important provisions as per Companies Act regarding public deposits.

(10)

OR

Define the term Debentures and explain the procedure for issue of Debentures.

8. Write a Notice of forfeiture of shares to a defaulting member of a Company.

(10)

