

Secretarial Practice

Marks : 100

Time : 3 Hours

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

(5) [15]

1. A company having share capital must issue _____.
 (a) Bonus shares (b) Equity shares (c) Preference shares
2. _____ order is send with Regret Letter.
 (a) Refund (b) Purchase (c) Sale
3. A dividend declared between two Annual General meetings is called _____.
 (a) Final Dividend (b) Interim Dividend (c) Unclaimed Dividend
4. _____ letter is written to a member informing him about termination of his membership.
 (a) Allotment (b) Forfeiture (c) Regret
5. A report prepared by Directors is called _____.
 (a) Annual Report (b) Committee Report (c) Progress Report

(B) Match the pairs :

(5)

Group 'A'	Group 'B'
(a) Convertible debentures	(1) Return on debentures
(b) Maximum periods of deposits	(2) Owner of the company
(c) Dividend	(3) Primary market
(d) Share holder	(4) Secondary market
(e) Initial Public Officer (I.P.O.)	(5) Creditors of the company
	(6) Converted in preference shares
	(7) 36 months
	(8) Returns on shares
	(9) 6 months
	(10) Converted into equity shares

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

(5)

1. _____ debentures are issued by creating charge on assets.
2. Depository Act was passed in the year _____.
3. Dividend declared must be paid within _____ days.
4. Bombay Stock Exchange was established in the year _____.
5. Maintaining Register of members is _____ to the company.

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

[15]

1. Features of Equity shares.
2. Role of SEBI in monitoring stock exchange.
3. Need for Depository.
4. Importance of Report.

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

[15]

1. Debentures and Shares.
2. Final Dividend and Interim Dividend.
3. Annual Report and Progress Report.
4. Forfeiture of Shares and Surrender of Shares.

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

1. Debenture holders can participate in the management of the company.
2. Final dividend is declared in the Annual General Meeting.
3. Statutory books are optional for every company.
4. Committee Report is prepared by the experts.

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

1. Explain the conditions for issue of bonus share.
2. State the contents of the Register of Members.
3. Explain the secretarial duties regarding distribution of dividend.

Q. 6 : What is Preference share? Explain the different types of Preference shares? [10]

OR

What is Debenture ? Explain the Features of Debentures.

Q. 7 : What is Dematerialisation ? Explain the procedure for Dematerialisation. [10]

OR

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

Q. 8 : Write a letter to a Depositor regarding the renewal of deposit. [10]