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Secretarial Practice	
Time: 3 Hours	Marks : 100
	The the Chap than the age over the true consequences
sentences:	ion from the options given below and rewrite the (5) [15]
1. Letter or regret is accompar	nied by
(a) Refund cheque	17.3. Statu Countries in the second based has the Conversioners
(b) Call latter	with the concept of set milit atmosphered was involved by
(c) Dividend warrant.	en and a service of the appropriate and the service of the service
2. Stock Exchange is a place w	where are bought and sold.
(a) Shares	Amountained of the second of t
(b) Goods	Z. Need of Proceedes of Management
(c) Services.	3. Bratises of Time Quality Mandesprent, Track of the
Dematerialization is convers	sion of
(a) Physical securities into el	
(b) Share certificates into sha	are warrants
(c) Shares into stock.	
 Debenture holders get incom (a) Dividend 	resity to uestion Papers.com
(b) Interest	A "You wild Foeting and had to Commission, at
	The strength of the strength o
	e to restantification of the standard to a standard to the standard to the
	2. Statingers a qualitations entrees to the time to the
41.5	The Printings (case) was the a many to the printing of the pri
(a) P C 1	4 Convenier language court to a collingia synvenient
(B) Match the pairs:	Color to the property of the ball by the second by the second of (5)
Group 'A'	Group 'B'
(a) Committee Report	(1) Equity shareholders
(b) Bull	(2) Preference shareholders
(c) Depository Participant	(3) Declared between two Annual General Meetings
(d) Voting Right	(4) Declared at Annual General Meeting
(e) Interim Dividend	
(c) interim brydeid	
	(6) A broker optimist about rise in share prices
	(7) Representative of investors
TANADAY LINING	(8) Representative of directors
www.onve	(9) Prepared by experts
	(10) Prepared by secretary

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(C) Fill in the blanks and rewrite the sentences:	(5)
1. The shareholder is a of a company.	(A) 1.0
2. The share certificate should be made ready for delivery by the company within months after the allotment of shares.	
3. Only shares can be converted into stock.	ik (ii)
4. Rate of dividend is recommended by	
5. Proceedings of the meeting should be recorded in the minutes book within after the meeting.	days
Q.2 Write short notes on any THREE of the following:	
1. Type of Report.	
2. Role of Stock Exchanges in capital market.	
3. External factors determining Dividend Policy.	
4. Contents of minutes.	
Q.3 Distinguish between the following. (Any THREE):	[15]
1. Equity shares and Preference shares.	
2. Transfer of shares and Transmission of shares.	
3. Final Dividend and Interim Dividend. UestionPapers.com 4. Progress Report and Committee Report.	4. (H)
Q.4 State TRUE or FALSE with reasons. (Any THREE):	[15]
1. Equity shareholders get dividend every year.	SOA(B)
2. A share certificate is a bearer document of title to the shares issued by the company.	F(0)
3. Debentureholder is the owner of the company.	F (ii)
4. Statutory Books are not compulsory for every company.	
Q.5 Write short answers of the following. (Any TWO):	[10]
1. What are the essentials of good report writing?	
2. State the circumstances under which a Secretary is required to write a lette debentureholders.	
3. What are the provisions regarding payment of dividend to the shareholders of a com	
Q.6 What is Preference share? Explain the different kinds of preference shares?	[10]
OR : antwelled out to title or the following :	
What is Deposit? Explain the important provisions in the companies Act pertaining to companies	leposits.
Q.7 Define the term 'Depository' and explain the procedure of Depository.	[10]
Ising the Reduction method, solve the (NO ving equations)	
Explain the Books of Accounts to be maintained by a company and the legal requirer	
respect to the same. Iniversity Question Papers com	[10]
Q.8 Write a letter to a shareholder for issue of Bonus shares.	[10]