

SMT. M.M.K COLLEGE OF COMMERCE & ECONOMICS, BANDRA (W)

SYJC PRELIMINARY EXAMINATION

SUBJECT – Secretarial Practice

DATE: 14/01/19

MARKS: 80

TIME: 3 Hrs

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

- 1) Return of allotment is to be filed with the Registrar within _____ days of the date of allotment. (60, 45, 30)
- 2) Share issued free of cost to the shareholders are known as _____ shares. (deferred, preference, bonus)
- 3) If a share of Rs. 100 is issued at Rs. 110, it is said to be issued at _____. (par, profit, premium)
- 4) The _____ recommends the final dividend. (shareholders, Board of Directors, promoters)
- 5) Government company may accept deposits from the public upto _____ of aggregate of its paid up capital and free reserves. (35%, 30%, 25%)

B. Match the 2 columns

(5)

A	B
a) Public deposit	1. 1956
b) Financial planning	2. 1996
c) Debenture Trustees	3. Current account
d) Depository Act	4. Recurring deposit
e) Overdraft	5. Maximum 36 months
	6. Advance programming of financial management
	7. Management of business funds
	8. Maximum 7 years
	9. Protect interest of debenture holders
	10. Distribution of profits

C. Write a word/phrase for the following:

(5)

1. Shares which are redeemed after a certain period of time.
2. A type of bill in the nature of promissory note issued by the government.
3. A speculator who expects the price of a particular share to rise in the future.
4. The highest price quoted by a buyer to buy a specified number of shares at any given time.
5. The floor of stock exchange premises where the trading or auction of shares takes place.

P.T.O

Q.2 Distinguish between: (Any 3) (15)

1. Shares & Debentures
2. Final dividend & Interim dividend
3. Transfer of shares & Transmission of shares
4. Money market & Capital market
5. Primary market & Secondary market

Q.3 Write Short Note on: (Any 3) (15)

1. Employee stock option scheme
2. Functions of stock exchange
3. Renewal of deposits
4. Functions of SEBI
5. Procedure for redemption of debentures

Q.4 State with reasons whether the following statements are True/False: (Any 3) (15)

1. Preference shareholders have normal voting rights.
2. Rights shares are issued to general public.
3. Dividend can be paid on advance amount of calls received.
4. Share transfer in depository mode is fast and economical.
5. Public deposit is a good source for long-term financing.

Q. 5 Answer the following:(Any 2) (10)

1. Draft a lodgement notice to a transferor.
2. What is a letter of allotment of shares? What are its contents?
3. Draft a letter to a debenture holder regarding payment of interest on debentures.
4. Draft a letter to a depositor for renewal of deposit.

Q.6 Answer any One of the following: (10)

1. Define equity shares and explain its features.
2. Draft a letter of allotment of shares to the shareholder.

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