

DAY — 04

SEAT NUMBER

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2019 II 25

1100

J-21

(E)

SECRETARIAL PRACTICE (52)

Time : 3 Hrs.

(4 Pages)

Max. Marks : 80

- Note :*
- (1) All questions are compulsory.
 - (2) Figures to the right indicate full marks for the questions.
 - (3) Figures to the left indicate question numbers.
 - (4) Answer 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 : **[15]**
(5)

(1) The _____ capital remains in business almost permanently.

(a) fixed

(b) working

(c) borrowed

(2) A company must issue _____ shares.

(a) preference

(b) bonus

(c) equity

(3) If a share of ₹ 100 is issued at ₹ 110, it is said to be issued at _____.

(a) par

(b) profit

(c) premium

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P.T.O.

- (4) The dividend is calculated and paid on _____ capital.
- (a) authorised (b) subscribed
(c) paid-up
- (5) An institution which regulates and controls the activities of the stock exchange is called _____.
- (a) NSE (b) BSE
(c) SEBI

(B) Match the correct pairs of words from group 'A' and group 'B' : (5)

- | Group 'A' | Group 'B' |
|-----------------------|---------------------------------------|
| (a) Retained profits | (1) Share warrant holder |
| (b) Small depositors | (2) Borrowed capital |
| (c) Dividend coupon | (3) Deposits less than ₹ 25,000 |
| (d) Returns on shares | (4) Interest |
| (e) Bear | (5) Expects rise in price of security |
| | (6) Ploughing back of profit |
| | (7) Expects fall in price of security |
| | (8) Deposits less than ₹ 20,000 |
| | (9) Share certificate holder |
| | (10) Dividend |

(C) Write a word/term/phrase which can substitute each of the following statements : (5)

- (1) The basic principle of business activities that aims at profit.

- (2) The 'Depository Receipt' traded in the country, other than U.S.A.
- (3) The authority who can issue debentures.
- (4) The organisation which acts as an intermediary between investors and depositories.
- (5) Instrument of payment of interest.

Q. 2. Distinguish between the following (Any THREE) : [15]

- (1) Equity shares and Preference shares
- (2) Share certificate and Share warrant
- (3) Interim dividend and Final dividend
- (4) Primary market and Secondary market
- (5) Jobber and Stock broker

Q. 3. Write notes on the following (Any THREE) : [15]

- (1) Importance of financial planning
- (2) Types of Bonds
- (3) Procedure of transfer of shares
- (4) Statutory conditions of valid allotment of shares
- (5) Need and importance of depository system

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

- (1) Financial management is essential for all types of business organisations.
- (2) The bond holders are the owners of the company.

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- (3) A private company cannot accept deposits from public
- (4) Handling demat shares is very time consuming
- (5) Transfer of shares is initiated by the company.

Q. 5. Answer the following (Any TWO) :

[10]

- (1) State the procedure of payment of dividend.
- (2) Draft a letter to a debenture holder informing him about redemption of debentures.
- (3) Draft a letter of thanks to a depositor of a company.
- (4) State the points to be borne in mind while writing letters to depositors.

Q. 6. Draft a notice of dividend.

[10]

OR

Define 'debenture'. Explain various types of debentures.

