

I SEMESTER EXAM 2017-18

Sub: Secretarial Practice

STD: XII Com.

MARKS: 80

DATE: 07/10/2017

TIME: 3 Hours

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

1. If credit policy is _____, it is possible for the company to improve its cash flow.
a) Sound b) liberal c) just
2. The shares which can claim the arrears of dividend in future are known as ____ preference shares.
a) redeemable b) cumulative c) participating
3. Under _____, employees are given an option to purchase shares at a pre-determined price.
a) Right issue b) bonus issue c) employee stock option scheme
4. A company cannot accept deposits payable _____
a) on demand b) after 2 years c) after 3 years
5. Dividend should be distributed within _____ days from its declaration.
a) 30 b) 45 c) 21

B) Match the correct pairs. (5)

Group A

Group B

- | | |
|-------------------------|---------------------------------------|
| 1) Equity shares | a) secondary market |
| 2) Fixed capital | b) share warrant holder |
| 3) Initial public offer | c) Located within the railway station |
| 4) Debenture holders | d) creditors of the company |
| 5) Dividend coupon | e) dividend at fluctuating rate |
| | f) dividend at fixed rate |
| | g) primary market |
| | h) link between SEBI and depository |
| | i) 1997 |
| | j) investment in fixed assets |

C) Write word/term or phrase for the following statements. (5)

1. Dividend declared by the company between two annual general meetings.
2. A bearer document of title to shares issued by the company under its common seal.
3. The authority which has power to accept deposits.
4. The sum of current assets of the company.
5. Transfer of ownership of shares by operation of law.

Q.2) Distinguish between the following. (Any 3) (15)

1. Final dividend and interim dividend
2. Share certificate and share warrant
3. Transfer of shares and transmission of shares
4. Shares and debentures
5. Fixed capital and working capital

Q.3) Write short notes on the following. (Any 3) (15)

1. Explain the procedure of issue of share warrant.
2. Explain the procedure of payment of dividend.
3. Explain in detail procedure for conversion of debentures into shares.
4. Write a short note on: Employee Stock option scheme.
5. Write a short note on: capital structure and its components.

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

1. Letter of regret is sent to all the applicants.
2. Debenture holders are the owners of the company.
3. The bond holders are owners of the company.
4. The rate of interim dividend is greater than final dividend.
5. Unless the shares are dematerialized they cannot be traded in depository mode.

Q.5) Answer in brief: (Any 2) (10)

1. Explain share certificate.
2. State the procedure of redemption of debentures.
3. State the legal provisions regarding unclaimed dividend.
4. Explain the important provisions as per companies act regarding public deposits.

Q.6) Answer the following: (Any 1) (10)

1. What is debenture? Explain in detail procedure for issuing debenture.
2. What is preference share? Explain the different types of preference shares.