

HERAMB COACHING CLASSES

Basement, Yogeshwar Towers, Katemanivali, Kalyan (East)

XII/ Secretarial Practice

MARKS: 80

Duration:3Hours

Q.1) SELECTS THE CORRECT ANSWER FROM THE POSSIBLE OPTIONS GIVEN BELOW AND

REWRITE THE STATEMENTS:

(05)

- 1) _____ is an indivisible unit of share capital.
(a) Debenture (b) share (c) bond
- 2) Debenture certificate must be issued within _____ months of allotment.
(a) Three (b) Six (c) Nine
- 3) The _____ recommends the final dividend.
(a) Shareholders (b) Board of Directors (c) Promoters
- 4) The market where existing securities are resold or traded is called _____ market.
(a) Commodity (b) Secondary (c) Primary
- 5) Debenture holders have right to _____
(a) Vote (b) Receive interest (c) Participate in management

B) MATCH THE PAIRS:

(05)

GROUP 'A'	GROUP 'B'
1) Interim dividend	a) Declared at AGM
2) Bonus shares	b) Mobilization of funds
3) Unsecured Debentures	c) Mutual fund
4) Financial market	d) Selling of new securities
5) Primary market	e) Declared between two AGM
	f) Capitalization of reserve fund
	g) Conversion into equity shares
	h) Selling of existing securities
	i) Do not create any charge on the assets of the company
	j) Create any charge on the assets of the company

C) WRITE A WORD OR A PHRASE OR A TERM WHICH CAN SUBSTITUTE EACH OF THE FOLLOWING STATEMENTS:

(05)

- 1) Name the shareholders who participate in the management of company.
- 2) Money raised by company from public for minimum 6 months and maximum 3 years.
- 3) An institution on that facilitates exchange of financial instruments.
- 4) Return on investment of deposits.
- 5) A letter in which company gives details of payment of interest due on debentures.

Q.2) DISTINGUISH BETWEEN: (ANY 3)

(15)

- 1) Owned capital and Borrowed capital
- 2) Equity shares and Preference shares
- 3) Dematerialisation and Rematerialisation
- 4) Transfer of shares and Transmission of shares
- 5) Interim Dividend and Final Dividend

Q.3) WRITE SHORT NOTES: (ANY 3)

(15)

- 1) Objectives of financial management
- 2) ADR
- 3) Legal provisions related to invitation of public deposit
- 4) Interim dividend
- 5) IPO

Q.4) STATE WITH REASONS WHETHER THE FOLLOWING STATEMENTS ARE TRUE OR FALSE: (ANY 3)

(15)

- 1) Trading on equity is double-edged sword.
- 2) Issue of bonus shares is compulsory.
- 3) A company cannot accept deposits payable on demand.
- 4) Redeemable debentures are repaid on winding up of the company.
- 5) Debentureholder can't vote in a meeting.

Q.5) ATTEMPT THE FOLLOWING: (ANY 2)

(10)

- 1) Draft a letter to depositor informing about payment of interest.
- 2) Draft a letter of Conversion of debentures.
- 3) Draft a letter of Renewable of deposits.
- 4) Explain provisions regarding unpaid/unclaimed dividend.

Q.6) LONG ANSWER TYPE QUESTIONS: (ANY 1)

(10)

- 1) Draft a letter of Regret to person who applied for shares.
- 2) Define 'Debenture' and explain different kinds of debentures.

***** ALL THE BEST *****