

HERAMB COACHING CLASSES

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SYBCOM / CSP / DATE: 05-11-17

MARKS: 100

DURATION: 3HOURS

Q.1. (A). Select the most appropriate answer from the options given below: (Any TEN) (10)

1. Qualified company secretary has _____ options for career development.
(a) No (b) Single Option (c) Ample (d) Limited
2. A secretary may be removed by a resolution of the _____.
(a) BOD (b) General Meeting (c) Statutory Meeting (d) Committee of Directors
3. A company secretary shall not held office in more than _____ Company
(a) One (b) five (c) two (d) four
4. The Procedural steps for appointment of full time secretary starts with _____.
(a) Select Interview (b) Advertising the post (c) Board meeting (d) Scrutiny
5. Stock exchange are _____ Corporates.
(a) Useful (b) harmful (c) troublesome (d) dangerous
6. Secretarial Audit is conducted by _____.
(a) Company Secretary (b) Company secretary in practice
(c) Government Auditor (d) Company's Auditor
7. Secretarial advice and guidance is _____ on directors.
(a) Binding (b) not binding (c) forced (d) compulsory
8. Memorandum of Association has _____ clauses.
(a) Two (b) four (c) Six (d) Seven
9. Reconversion of Company is _____.
(a) Very Common (b) Rare (c) Normal Practice (d) an exception
10. Articles of Association is _____ Memorandum of association.
(a) Subordinate to (b) Superior to (c) On par with (d) a substitute to
11. Secretarial correspondence should be _____.
(a) Prompt (b) delayed (c) postponed (d) late
12. The institution which regulates and controls the stock exchange activities is called _____.
(a) SEBI (b) BSE (c) ROC (d) NSE

Q.1. (B). State whether the following statements are True or False: (Any TEN) (10)

1. Company secretary act as mouthpiece of Board of directors.
2. A company must be duly incorporated under company's act 2013.
3. Default in filling of annual return is not a statutory liability of Company secretary.
4. Listing of securities is done by SEBI.
5. There is no prescribed format for Secretarial Audit.
6. Company secretary in practice provides arbitration and conciliation services.
7. There are restrictions in law as regards reconversion of companies.
8. Ultra vires means within the powers of MOA
9. Statement in lieu of prospectus is for collecting capital through prospectus.
10. SEBI plays useful role in monitoring stock exchanges.
11. Bonus share is issued to denture holders.
12. Memorandum of Association is submitted to ROC for company registration.

Q.2. Answer the following (Any TWO) (15)

1. State the types of companies as per companies Act, 2013 and explain Private Company as one type of company.
2. Explain registration and removal procedures of company Secretary.
3. Explain the Educational Qualifications of a company secretary.

Q.3. Answer the following (Any TWO) (15)

1. Explain company secretary as liaison officer between company and stock exchange.
2. Explain the role of consumer forum in consumer protection.
3. What is secretarial audit? Explain its importance.

Q.4. Answer the following (Any TWO)

(15)

1. Explain the meaning and clauses of Memorandum of Association.
2. Explain the meaning and importance of Articles of Association.
3. Explain duties of company secretary in promotion and incorporation stage.

Q.5. Answer the following (Any TWO)

(15)

1. Discuss secretarial correspondence with shareholder.
2. Write a letter (specimen) to ROC relating to alteration of M/A.
3. Discuss secretarial correspondence with SEBI and specimen.

Q.6. Write short notes (Any Four)

(20)

1. Liability of Company Secretary.
2. Features of Company Secretary.
3. Secretarial Standards by ICSI.
4. Prospectus.
5. Conversion of companies.
6. Role of technology in secretarial correspondence.