

HERAMB COACHING CLASSES

XII/Secretarial Practice

Marks: 50

Duration: 1.30 hours

Date: 31-10-2018

Q.1 (A) Fill in the blanks:

(5)

- 1) A depository can provide depository services only through -----.
- 2) Purchase of the unsold shares is guaranteed by -----.
- 3) Share certificate must be signed by at least -----.
- 4) Share cannot be transferred to -----.
- 5) ----- is formed and registered under SEBI ACT, 1992.

(B) Match the following:

(5)

Group 'A'

- 1) Private company
- 2) Small depositors
- 3) Public company
- 4) Maximum period of deposit
- 5) Minimum period of deposit

Group 'B'

- a) 36 months
- b) can accept deposit
- c) cannot accept deposit
- d) 48 months
- e) 3 months
- f) 6 months
- g) Deposit less than Rs.50,000
- h) Deposit less than Rs.20,000

Q.2 Distinguish between: (any 2)

(10)

- 1) Transfer of shares and transmission of shares
- 2) Dematerialization and Rematerialisation
- 3) Share certificate and share warrant

Q.3 Short notes: (any 2)

(10)

- 1) IPO
- 2) ESOS
- 3) Bonus shares

Q.4 Answer the following: (any 2)

(10)

- 1) What is transfer of shares? Explain the procedure of transfer of shares.
- 2) What do you mean by Deposits? Explain the invitation and acceptance of deposits.
- 3) Explain the procedure of dematerialization.

Q.5 Explain the redemption of debentures and its procedure.

(10)

.....

