

HERAMB COACHING CLASSES

XII/Secretarial practice Marks: 80 Duration: 3 Hours Date: 08-02-2019

Q.1 (A) Select the correct answer from the following options given below and rewrite the statements: (5)

- 1) _____ is an indivisible unit of share capital.
a) Debentures b) shares c) bonds
- 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 holder have right to _____.
a) Vote b) receive interest c) participate in management

(B) Match the pairs: (5)

Group 'A'

- 1) Interim dividend
- 2) Bonus shares
- 3) Unsecured debentures
- 4) Financial market
- 5) Primary market

Group 'B'

- a) Declared at AGM
- b) Mobilization of funds
- c) Mutual funds
- d) Selling of new securities
- e) Declared between two AGM
- f) Capitalization of reserve funds
- 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: (5)

- 1) Name the shareholders who participate in the management of the company.
- 2) Money raised by company from public for minimum six 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) Dematerialization and Rematerialization
- 4) Transfer of shares and transmission of shares
- 5) Primary market and secondary market

Q.3 Write short notes: (any 3) (15)

- 1) Objectives of financial management.
- 2) Conditions of valid allotment.
- 3) Legal provisions related to invitation of public deposits.
- 4) Interim dividend.
- 5) Financial market.

Q.4 State the reason whether the following statement 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 company.
- 5) There is no control on stock exchange.

Q.5 Answer the following: (any 2) (10)

- 1) Draft a letter to depositors informing about payment of interest.
- 2) Draft a letter on conversion of debentures.
- 3) Draft a letter of renewable of deposits.
- 4) Explain the provision regarding unpaid/ unclaimed dividend.

Q.6 Long answers: (any 1) (10)

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

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