

# HERAMB COACHING CLASSES

XII/Secretarial practice

Marks: 80

Duration: 3 HOURS

Date: 28/12/18

**Q.1 (A) Fill in the blanks:**

**(5)**

- 1) The ..... Capital stay in business is almost permanently.
- 2) A deposits receipt must be issued within ..... From acceptance of deposit.
- 3) Securities held by the depository are in ..... form.
- 4) Accumulated dividend is paid to ..... preference shares.
- 5) ..... Dividend can be cancelled by B.O.D.

**(B) Match the correct pairs:**

**(5)**

**Group 'A'**

- a) Capital gearing
- b) Right issue
- c) Dividend coupon
- d) Letter of regret
- e) New issue

**Group 'B'**

- 1) Share warrant holder
- 2) Refund order
- 3) Secondary market
- 4) Offered to preference shares
- 5) Ratio of debt capital to equity capital
- 6) Offered to equity shareholders
- 7) Share applicant become shareholder
- 8) Ratio between current assets to current liabilities
- 9) Primary market
- 10) Share certificate holder

**(C) Write only one word or phrase or term which can substitute the following statements: (5)**

- 1) Retained earnings are which source of financing.
- 2) An advance programming of all plans of financial management.
- 3) Type of the share who have preferential right over equity share in respect of dividend and return of capital.
- 4) What is formed and registered under SEBI Act, 1992.
- 5) A function concerned with raising of finance and its effective utilization in business.

**Q.2 Distinguish between the following: (any3)**

**(15)**

- 1) Transfer of shares and transmission of shares.
- 2) Debentures and shares.
- 3) Dematerialization and Rematerialisation.
- 4) Interim dividend and final dividend.
- 5) Fixed capital and working capital.

**Q.3 Write short notes on the following: (any 3) (15)**

- 1) Features of Bonds.
- 2) Public deposits.
- 3) Rights shares.
- 4) Process of dematerialization.
- 5) ESOS.

**Q.4 State with reasons, whether the following statements are true or false: (any 3) (15)**

- 1) Share capital is a borrowed capital.
- 2) Repayment means renewal of deposits.
- 3) Equity capital is also known as Risk capital.
- 4) Share can be transferred to another person by mere delivery of share certificate.
- 5) A depository is allowed to invite public for capital subscription.

**Q.5 Attempt the following: (any 2) (10)**

- 1) Write the Features of financial planning.
- 2) Lodgment letter to transferor.
- 3) Explain the types of debenture holders.
- 4) Letter regarding refusing the transfer of shares.

**Q.6 notice of dividend. (10)**

**OR**

Letter of regret.

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