



# SHAH'S ADVANTAGE TEST SERIES

A DIVISION OF "SHAH EDUCATIONAL ACADEMY"

**B.COM, BAF, BMS, BBI, BFM, MCOM, CS, CPT, IPCC, Final CA.**

H.O. : Shop 5,6 & 7 Hill Crest Society, 16<sup>th</sup> Road, Bandra (W), Mum: 50. Ph: 26051635  
Branch : Avon Arcade, Shop No. A/121, 1<sup>st</sup> Floor, Vile Parle (W), Mum: 56. Ph: 9820418533

S.Y.J.C

Prelim No :3

## SECRETARIAL PRACTICE (2019 - 20)

31<sup>st</sup> Jan, 20  
Friday

Time: 3 hrs.  
Marks: 80

**Attention Note:-** (1) All questions are compulsory; (2) New question must be started on a new page; (3) Point-wise answers are expected; (4) Good presentation and legible handwriting is must; (5) Write conclusion wherever applicable.

### Q.1.(A) Select the proper option from the options given below and rewrite the sentences (5)

- A person who purchase shares of a company is called a \_\_\_\_\_  
(a) an auditor (b) shareholder (c) creditor
- Government company may accept deposits from the public up to \_\_\_\_\_ of aggregate of its paid up capital and free reserve.  
(a) 35% (b) 30% (c) 25%
- Refusal of allot shares is conveyned through a \_\_\_\_\_ letter.  
(a) regret (b) allotment (c) call
- A company must give receipt for deposit to the depositor within \_\_\_\_\_ weeks of its acceptance.  
(a) 2 (b) 4 (c) 8
- The company has to obtain consent of \_\_\_\_\_ if issue of debentures exceeds ₹ 1 crore.  
(a) SEBI (b) Registrar (c) National Stock exchange

### Q.1.(B) Match the correct pairs. (5)

Group "A"	Group "B"
1. Transfer of shares	a. Mobilization of fund
2. Financial market	b. Sale or gift of shares to another person
3. Private placement	c. redeemable capital
4. Equity share capital	d. Private company collecting capital from the public
5. Share certificate	e. transfer of shares due to operation of law
	f. Management of business fund
	g. Public company collecting capital Privately
	h. Permanent Capital.
	i. Registered Document
	j. Bearer Document

**P.T.O.**

**Q.1.(C) Give one word/term/phrase for the sentence (5)**

- (1) A function concerned with raising of finance and its effective utilization in business.
- (2) The part of net profit distributed or proposed to be distributed amongst the shareholders.
- (3) Offering shares in the beginning to public for subscription.
- (4) Dividend declared by a company at its annual general meeting.
- (5) The Value of share which is determined by demand and supply forces in share market.

**Q.2. Distinguish between. (Any Three) (15)**

1. Equity share and Preference share.
2. Letter of Allotment and letter of regret
3. Interim dividend and Final Dividend.
4. Share certificate and Share warrant.
5. Transfer of share and Transmission of share.

**Q.3. Write Short Notes (Any Three) (15)**

1. Procedure of conversion of debenture.
2. Provision regarding unpaid / unclaimed dividend.
3. Importance of Depository system
4. Methods of Redemption of debenture.
5. Condition of valid allotment.

**Q.4. State with reason whether the following statements are "True or False" (Any Three) (15)**

- (1) Stock exchange reflects financial progress of the company.
- (2) Handling demat shares is very time consuming.
- (3) It is not possible to go ahead without financial Plan.
- (4) Convertible debentures can be converted into equity shares.
- (5) The bond holders are owners of the company.

**Q.5. Answer the following (Any Two) (10)**

- (1) What is letter of allotment of shares? What are its contents?
- (2) Draft a letter to depositor regarding repayment of his deposit.
- (3) Write a letter to a debenture holder inform him about conversion of debenture into equity shares.

**Q.6. Define "debenture" and explain the types of debenture. (10)**

**OR**

Draft a letter regarding issue of Bonus share.

**\*\*\*\*BEST OF LUCK\*\*\*\***



# SHAH'S ADVANTAGE TEST SERIES

A DIVISION OF "SHAH EDUCATIONAL ACADEMY"

B.COM, BAF, BMS, BBI, BFM, MCOM, CS, CPT, IPCC, Final CA.

H.O. : Shop 5,6 & 7 Hill Crest Society, 16<sup>th</sup> Road, Bandra (W), Mum: 50. Ph: 26051635

Branch : Avon Arcade, Shop No. A/121, 1<sup>st</sup> Floor, Vile Parle (W), Mum: 56. Ph: 9820418533

S.Y.J.C

Prelim No :3

SECRETARIAL PRACTICE

(2019 - 20) (Solution)

31<sup>st</sup> Jan, 20

Friday

Time: 3 hrs.

Marks: 80

**Q.1.(A) Select the proper option from the options given below and rewrite the sentences (5)**

1. A person who purchase shares of a company is called a shareholder
2. Government company may accept deposits from the public up to 35% of agreegate of its paid up capital and free reserve.
3. Refusal of allot shares is conveyned through a Regret letter.
4. A company must give receipt for deposit to the depositor within eight weeks of its acceptance.
5. The company has to obtain consent of SEBI if issue of debentures exceeds ₹ 1 crore.

**Q.1.(B) Match the correct pairs. (5)**

Group "A"	Group "B"
1. Transfer of shares	(b) Sale or gift of shares to another person
2. Financial market	(a) Mobilization of fund
3. Private placement	(g) Public company collecting capital Privately
4. Equity share capital	(h) Permanent Capital.
5. Share certificate	(i) Registered Document

**Q.1.(C) Give one word/term/phrase for the sentence (5)**

(1) A function concerned with raising of finance and it effective utilization in business.

**Ans:- Financial Management**

(2) The part of net profit distributed or proposed to be distributed amongst the shareholders.

**Ans:- Dividend.**

(3) Offering shares in the beginning to public for subscription.

**Ans:- Intitial Public offer (IPO)**

(4) Dividend declared by a company at its annual general meeting.

**Ans:- Final Dividend**

(5) The Value of share which is determined by demand and supply forces in share market.

**Ans:- Market Value**

**P.T.O.**

**Q.4. State with reason whether the following statement are “True or False”**

**(Any Three)**

**(15)**

**(1)** Stock exchange reflects financial progress of the company.

***Ans:- True***

**(2)** Handling demat shares is very time consuming.

***Ans:- False***

**(3)** It is not possible to go ahead without financial Plan.

***Ans:- True***

**(4)** Convertible debentures can be converted into equity shares.

***Ans:-True***

**(5)** The bond holders are owner of the company.

***Ans:- False***

\*\*\*\*\*