



SHAH'S ADVANTAGE PRELIM 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, 16th Road, Bandra (W), Mum: 50. Ph: 26051635

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

S.Y.J.C

Prelim No :1

SECRETARIAL PRACTICE

(2019 - 20)

18th Jan 2020

Saturday

Time: 3 hrs.

Marks: 80

Attention Notes:- (1) All question s 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 a must; (5) Write conclusion wherever applicable.

Q.1 (A) Fill in the blanks and rewrite the complete sentence.

[5]

1. A company must issue _____ shares
 - a. preference
 - b. bonus
 - c. equity
2. A depository Receipt traded in all the countries except USA is called _____
 - a. Global Depository receipt
 - b. American depository receipt.
 - c. Fixed depository receipt.
3. Transfer of shares by operation of law is called _____ of shares.
 - a. Transfer
 - b. allotment
 - c. Transmission.
4. Dividend warrants are issued to _____ holders for getting dividend.
 - a. Share certificate
 - b. share warrant
 - c. coupon
5. The market which provides short term fund is called _____
 - a. Capital market
 - b. Gold market
 - c. Money market.

(B) Match the pair.

[5]

Group 'A'	Group 'B'
1. Retained profit	a. Declared at Annual General meeting
2. Small depositors	b. Capitalization in of profit
3. Fixed capital	c. Fixed asset
4. Final Dividend	d. Deposit less than 20,000
5. Overdraft facility	e. Deposit less than 25,000
	f. Declared between two annual general meeting
	g. Current Account holder
	h. Interest
	i. Saving account holder.

(C) Write a word, term or phrase which can substitute each of the following statements. [5]

1. Highest price quoted by a buyer to buy a specified number of shares or stock of any given time.
2. The reserve created for the protection of interest of debenture holder.
3. Types of company which can accept deposit.
4. The process in which share certificate in physical form is converted into electronic form.
5. A mix-up of various sources of funds in desired proportion.

P.T.O.

Q.2. Distinguish between (Any 3) [15]

1. Fixed capital & Working capital
2. Shares & Debenture
3. Share certificate & Share warrant
4. Final dividend & Interim dividend
5. Primary market & Secondary market

Q.3. Short Notes. (Any 3) [15]

1. Importance of Financial Planning
2. Acceptance of Deposit
3. Retained profit
4. ESOS Scheme
5. Depository

Q.4. State with reason, whether the following statements are true or false (Any 3) [15]

1. Right shares are issued to general public
2. Requirement of working capital does not depend upon any factor.
3. The bond holders are owner of the company.
4. Convertible debentures can be converted into equity shares.
5. Equity share holder are real owner and controller of company.

Q.5. Attempt the following (Any 2) [10]

1. What are the contents of share certificate?
2. Draft a letter to debenture holder informing him about redemption of debenture.
3. Draft a letter of thanks to a depositor of company.

Q.6. Define equity shares? State the features of equity shares. [10]

OR

Draft a letter of Allotment of shares.

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

Solution will be uploaded on our website: www.shaheducationalacademy.com



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(2019 - 20) (SOLUTION)

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Q.1 (A) Fill in the blanks and rewrite the complete sentence.

[5]

1. A company must issue Equity shares
2. A depository Receipt traded in all the countries except USA is called Global Depository receipt
3. Transfer of shares by operation of law is called Transfer of shares.
4. Dividend warrents are issued to Share certificate holders for getting dividend.
5. The market which provides short term fund is called Money market

(B) Match the pair.

[5]

Group 'A'	Group 'B'
1. Retained profit	(b) Capitalization in of profit
2. Small depositors	(d) Deposit less than 20,000
3. Fixed capital	(c) Fixed asset
4. Final Dividend	(a) Declared at Annual General meeting
5. Overdraft facility	(h) Interest

(C) Write a word, term or phrase which can substitute each of the following statements.

1. Highest price quoted by a buyer to buy a specified number of shares or stock of any given time.

Ans:- Bid price

2. The reserve created for the protection of interest of debenture holder.

Ans:- Debenture Redemption Reserve (D.R.R.)

3. Types of company which can accept deposit.

Ans:- Public Company

4. The process in which share certificate in physical form is converted into electronic form.

Ans:- Dematerialization

5. A mix-up of various sources of funds in desired proportion.

Ans:- Capital Structure

P.T.O.

Q.4. State with reason, whether the following statement are true or false (Any3) [15]

1. Right shares are issued to general public

Ans:- False

2. Requirement of working capital does not depend upon any factor.

Ans:- False

3. The bond holders are owner of the company.

Ans:- False

4. Convertible debentures can be converted into equity shares.

Ans:- True

5. Equity share holder are real owner and controller of company.

Ans:- True
