



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 No. 5; 6 & 7, Hill Crest Society, 16th Road, Bandra (W), Mum: 50. Ph: 26051635

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

S.Y.J.C
(2019-20)

SECRETARIAL PRACTICE

19th Dec, 2019
Thursday

Time:- 1 ½ hrs.
Marks: 40

TEST SERIES NO. - 1 *Topic: Business finance; Sources of Business finance; Role of a secretary in capital formation & Issue of debentures.* 10 am to 11.30am

Attention Notes: (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 a must; (5) Write conclusion wherever applicable

Q.1.A) Select the correct answer from the possible choices given below and rewrite the statements. (4)

1. A business firm is basically a _____ organization
(profit oriented; service oriented; nonprofit)
2. Bonus shares are issued as gift to _____ share holder.
(equity; preference; differed)
3. Transfer of shares is _____
(Voluntary act; an arbitrary act; an involuntary act.)
4. A company raise debt capital through the issue of _____
(equity shares; Preference Shares; debenture)

Q.1.B) Match the columns (3)

(A)	(B)
1. Capitalization reserves	a) proof of ownership
2. Overdraft Facility	b) Bonus issue
3. Debenture trustees	c) Current account holder
	d) Protect interest of Debenture holder
	e) Right issue
	f) Saving Account.

Q.1.C) Write a word or a term or a phrase which can substitute each of the following statement. (3)

1. An advance programming of all plans of Financial Management.
2. Name of shareholders who are real master of the company
3. Offering shares in the beginning to public for subscription.

Q.2 Distinguish between (Any two) (10)

1. Fixed capital & Working Capital
2. Transfer of Shares & Transmission of Shares
3. Share Certificate & Shares warrant.

Q.3 State with reasons, whether the following statement are "True or False" (Any 2) (10)

1. The bond holder are owner of the company.
2. Issue of Bonus shares is compulsory
3. Debenture redemption reserve is created for redemption of deposit.

Q.4 Answer the following (Any one) (10)

1. Define preference shares. State various types of Preference Share.
2. Define debenture. State and explain types of debenture

*****ALL THE BEST*****



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TEST SERIES NO. - 1 *Topic: Business finance; Sources of Business finance; Role of a secretary in capital formation & Issue of debentures.* **Solution**

Q.1.A) Select the correct answer from the possible choices given below and rewrite the statements. (4)

1. A business firm is basically a Profit Oriented organization
(profit oriented; service oriented; nonprofit)
2. Bonus shares are issued as gift to equity Shareholder share holder.
(equity; preference; differed)
3. Transfer of shares is Voluntary act.
(Voluntary act; an arbitrary act; an involuntary act.)
4. A company raise debt capital through the issue of debenture
(equity shares; Preference Shares; debenture)

Q.1.B) Match the columns (3)

(A)	(B) (Answer)
1. Capitalization reserves	b) Bonus issue
2. Overdraft Facility	c) Current account holder
3. Debenture trustees	d) Protect interest of Debenture holder

Q.1.C) Write a word or a term or a phrase which can substitute each of the following statement (3)

1. An advance programming of all plans of Financial Management.
Ans:- Financial Planning
2. Name of shareholders who are real master of the company
Ans:- Equity Shareholder
3. Offering shares in the beginning to public for subscription.
Ans:- Initial Public offer (IPO)

Q.3 State with reasons, whether the following statement are "True or False" (Any two) (10)

1. The bond holder are owner of the company.:- **False**
2. Issue of Bonus shares is compulsory:- **False**
3. Debenture redemption reserve is created for redemption of deposit.:- **False**
