

Secretarial Practice

2012 March

Commerce 12th HSC

Board Exam

Maharashtra State Board

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1100

J - 421

(E)

SECRETARIAL PRACTICE (52)

Time : 3 Hrs.

(4 Pages)

Max. Marks : 100

- Note :** (1) All questions are compulsory.
(2) Figures to the right indicate full marks for the question.
(3) Figures to the left indicate question numbers.
(4) Answer to every question must be started on a new page.

Q. 1.(A) Select the proper option from the options given below and rewrite the sentences : [20]
(5)

- (1) Debenture holder is _____ of the company.
(a) owner
(b) debtor
(c) creditor
- (2) Share certificate must be delivered to the shareholder within _____ months of the allotment of shares.
(a) three
(b) two
(c) five
- (3) The Companies Act authorizes _____ to issue debentures.
(a) chairman
(b) secretary
(c) board of directors

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P.T.O.

(4) The dividend should be distributed within ____ days from its declaration.

- (a) 30
- (b) 45
- (c) 21

(5) Letter of regret is accompanied by _____.

- (a) refund order
- (b) allotment letter
- (c) dividend coupon

(B) Match the pairs :

Group 'A'

Group 'B'

- | | |
|-------------------------------|---|
| (a) Letter of allotment | (1) Primary market |
| (b) Convertible debentures | (2) Communicating decision of share allotment |
| (c) Surrender of shares | (3) Creditor of the company |
| (d) Market for new securities | (4) Refund order |
| (e) Depositor | (5) Voluntary action of shareholder |
| | (6) Conversion into equity shares |
| | (7) Owner of the company |
| | (8) Secondary market |
| | (9) Repayment after specific period |
| | (10) Compulsory action taken by company |

(C) Fill in the blanks and rewrite the sentences :

- (1) Right issue of shares is offered to ____ shareholders.
- (2) A notice of ____ days must be given before forfeiture of shares.

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- (3) The _____ dividend is declared in between two annual general meetings.
- (4) A company can accept deposits for maximum _____ months.
- (5) The record of the proceedings of a meeting is called _____

(D) Write a word or a phrase or a term which can substitute each one of the following statements : (5)

- (1) The type of preference shares which can claim arrears of dividend.
- (2) The registered document of title to the shares issued by the company under its common seal.
- (3) An account to be opened by an investor for handling shares in electronic form.
- (4) A speculator who expects fall in price of securities.
- (5) A report prepared by the committee of experts.

Q. 2. Write short notes on any THREE of the following : [15]

- (1) Ploughing back of profits.
- (2) Statutory Report.
- (3) Annual Return.
- (4) Legal provisions related to conversion of debentures.
- (5) Final Dividend.

Q. 3. Distinguish between the following. (Any THREE) : [15]

- (1) Share certificate and Share warrant.
- (2) Progress report and Auditor's report.
- (3) Owned capital and Borrowed capital.
- (4) Forfeiture of shares and Surrender of shares.
- (5) Letter of allotment and Letter of forfeiture.

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Q. 4. State with reasons whether the following statements are True or False. (Any THREE) : [15]

- (1) Fully paid shares can not be converted into stock.
- (2) A report is a basic management tool used in decision making.
- (3) Depository system is beneficial to investors.
- (4) Depositors are given voting rights.
- (5) Every company has to keep books of account.

Q. 5. Write short answers of the following. (Any THREE) : [15]

- (1) State the features of shares.
- (2) State the legal provisions regarding unclaimed dividend.
- (3) State the legal provisions regarding membership of stock exchange.
- (4) What are the contents of minutes?
- (5) Why is progress report prepared?

Q. 6. Define Preference share. Explain the features of preference shares. [10]

OR

What do you mean by 'Share capital'? Explain the different types of share capital.

Q. 7. Draft a warning letter of forfeiture of shares. [10]

OR

Write a letter of thanks to the depositor of a company.

