

DAY — 05

SEAT NUMBER

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2021 IX 23

1030

J-539

(E)

SECRETARIAL PRACTICE (52)

Time : 3 Hrs.

(4 Pages)

Max. Marks : 80

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

Q. 1. (A) Complete the sentences : (5) [20]

- (1) The oldest Stock Exchange in India is the _____.
- (2) The finance needed by business organisation is termed as _____.
- (3) Dividend is paid to _____.
- (4) The Indian Depository Act was passed in the year _____.
- (5) The obligatory payment made by company to its creditors is called as _____.

(B) Match the correct pairs of words from group 'A' and group 'B' : (5)

- | Group 'A' | Group 'B' |
|----------------------|------------------------------------------------|
| (a) Fixed Capital | (1) Offered to existing equity shareholders |
| (b) ESPS | (2) Custodian of securities in electronic form |
| (c) Interim Dividend | |
| (d) Depository | |

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(e) SEBI

- (3) To protect the interest of investors in securities market
- (4) Fixed assets
- (5) Decided and declared by the Board of Directors
- (6) Offered to existing employees
- (7) To protect interest of companies in securities market
- (8) Problems faced in electronic mode
- (9) Decided by Board; declared by members
- (10) Fixed liabilities

(C) Correct the underlined word and rewrite the following sentences : (5)

- (1) Bond is a source of short term finance.
- (2) In primary market, already existing securities are traded.
- (3) Securities are fungible in physical mode.
- (4) Preference shareholders get dividend from residual profits.
- (5) In Money market, the instruments traded have maturity period of more than one year.

(D) Find the odd one : (5)

- (1) Final dividend, Interim dividend, Interest.
- (2) Bonus shares, Rights shares, ESOS.
- (3) Dividend, Depositor, Deposit receipt.
- (4) DP, BO, State Government.
- (5) Debenture Trustees, Trust Deed, Shareholder.

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Q. 2. Explain the following terms / concepts (Any FOUR) : [8]

- (1) Owned capital
- (2) Minimum subscription
- (3) Charge on assets
- (4) Secured deposits
- (5) Correctness
- (6) Stock Exchange

Q. 3. Study the following case / situation and express your opinion (Any TWO) : [6]

- (1) Violet Ltd. Company plans to raise ₹ 10 crores by issuing debentures. The Board of Directors have some queries. Please advise them on the following :
 - (a) Can the company issue convertible debentures?
 - (b) Can they issue irredeemable debentures?
 - (c) As the company is offering debentures to its members, can such debentures have normal voting rights?
- (2) SUN Pvt. Ltd. Company wants to raise funds through deposits :
 - (a) Can the company accept deposits from the public?
 - (b) Which document should the company issue to invite deposits?
 - (c) What is the maximum period for which company can accept deposits?
- (3) Mr. Arnav holds 100 shares of 'Peculiar Co. Ltd.' in physical mode and wishes to convert the same into electronic mode :
 - (a) Mr. Arnav holds a Savings Bank Account with CFDH Bank Ltd. Can he deposit his shares in this account for demat?
 - (b) What type of account is needed for the same?
 - (c) Is it RBI which will be the custodian of shares of Mr. Arnav after demating?

Q. 4. Distinguish between (Any THREE) : [12]

- (1) Equity shares and Preference shares.
- (2) Transfer of shares and Transmission of shares.
- (3) Dividend and Interest.
- (4) Primary market and Secondary market.

Q. 5. Answer the following questions in brief (Any TWO) : [8]

- (1) State any four factors affecting fixed capital requirement.
- (2) State any four provisions of Companies Act 2013 for issue of debentures.
- (3) Explain any four advantages of Depository System to investors.

Q. 6. Justify the following statements (Any TWO) : [8]

- (1) Bondholder is creditor of the company.
- (2) A company has to create charge on its assets for issuing secured debentures.
- (3) Approval of members is not needed for interim dividend.
- (4) The Securities and Exchange Board of India (SEBI) is the regulator for securities market in India.

Q. 7. Attempt the following (Any TWO) : [10]

- (1) Write a letter to the shareholder regarding issue of bonus shares.
- (2) Draft a letter to debentureholder informing him/her about redemption of debentures.
- (3) Write a letter to depositor regarding renewal of his/her deposit.

Q. 8. Attempt the following (Any ONE) : [8]

- (1) What is debenture? Discuss the different types of debentures.
- (2) Explain the statutory provisions for allotment of shares.

