

Anuyog Vidyalaya and Junior College.

Subject: Secretarial Practice.

Q1.A.) Select the correct answer from the options given below and rewrite the sentences. 5 marks

- 1) Company has to pay _____ to the government.
A) Taxes B) Dividend C) Interest

- 2) _____ shares are issued free of cost to existing shareholders.
A) Bonus B) Right C) Equity

- 3) _____ of shares take place due to operation of law.
A) Forfeiture B) Allotment C) Transmission

- 4) Deposit is a type of _____.
A) Owned Capital B) Short Term Loan C) Long Term Loan

- 5) A stock exchange is where stock brokers and traders can buy and sell _____.
A) Gold B) Securities C) Goods

Q1.B) Match the Pairs.

5 Marks

Group A	Group B
1) Equity Share Holders	a) Fix rate of Interest
2) Debentures	b) Protect the interest of investors
3) Depository	c) Dividend
4) Interim Dividend	d) Interest
5) SEBI	e) Fluctuating rate of dividend
	f) Bombay Stock Exchange
	g) Declared in between two AGM
	h) Bold investors
	i) Custodian of Securities in Electronics
	j) Investment Institutions

Q1.C) Answer in one sentence. 5 marks

- 1) What is a share?
- 2) Name the parties involved in the transfer of shares.
- 3) Who are debenture holders?
- 4) What is a dividend?
- 5) What is a DP?

Q1.D) State true or false.

5 marks

- 1) Finance is related to money and money management.
- 2) Bond holders are owners of the company.
- 3) Debenture holders have no voting rights.
- 4) A private company can collect deposits from public.
- 5) Depositors are given voting rights.

Q2) Explain the following terms/ concepts (Attempt Any 4) 8 Marks.

- 1) Working Capital
- 2) Bonds
- 3) Share certificate
- 4) Bonus Shares
- 5) Deposit Receipts
- 6) Profit

Q3) Study the following case/ situation and express your opinion. (Attempt Any 2) 6 Marks.

- 1) LMN Company Limited decides to declare dividend for the financial year, 2018-19, in which it has earned profits less than their expectations.
 - A) Is board right in recommending a dividend of Rs. 5/- per share out of free reserves?
 - B) Can board declare the dividend though it is not approved by AGM?
 - C) Can the board give dividend in the form of gifts?
- 2) Apple Co. Ltd. Plans to raise funds through public deposits. Its net worth is Rs. 10 Crores.
 - A) Can they accept deposit from the public?
 - B) Can they accept deposit which matures after 4 years?
 - C) Within what period should the company issue deposit receipt to its depositors?
- 3) Mr. Satish is a speculator. He desires to take advantage of the growing market for the companies' product and earn handsomely.
 - A) According to you which type of share Mr. Satish will choose to invest?
 - B) What does he receive as return on investment?
 - C) State any one right which he will enjoy as a shareholder.

Q4) Distinguish Between the following. (Any 3) 12 Marks

- 1) Fixed Capital and Working Capital
- 2) Shares and Debentures
- 3) Transfer of Shares and Transmission of Shares
- 4) Primary Market and Secondary Market
- 5) Interim Dividend and Final Dividend

Q5) Answer in brief. (Any 2) 8 Marks

- 1) State any 4 factors affecting fixed capital requirement.
- 2) Explain the features of shares.
- 3) State any 4 functions of stock exchange.

Q6) Justify the following statements. (Any 2) 8 Marks

- 1) Equity Share capital is a risk capital.
- 2) Preference shares do not carry any voting rights
- 3) A member of public company can transfer shares.
- 4) Electronic holding of securities is safer than physical holding.

Q7) Attempt the following (Any 2) 10 Marks

- 1) Draft a letter of allotment to debenture holder.
- 2) Draft a letter of thanks to the depositor of company.
- 3) Write a letter to the member for the issuance of share certificate.

Q8) What is preference share? Explain it's features. 8 marks

OR

Discuss the importance of corporate finance

