



Time : 3 Hours

SECRETARIAL PRACTICE

Subject Code

H	4	6	5	4
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Total No. of Questions : 39

(Printed Pages : 8)

Maximum Marks : 80

- INSTRUCTIONS :** (i) All questions are compulsory.
- (ii) Question Nos. 1 to 10 are MCQs and are of 1 mark each. Select and write the correct alternative from the options given.
- (iii) Question Nos. 11 to 20 are to be answered in a word or a phrase and are of 1 mark each.
- (iv) Question Nos. 21 to 26 are of 2 marks each.
- (v) Question Nos. 27 to 32 are of 3 marks each.
- (vi) Question Nos. 33 to 37 are of 4 marks each.
- (vii) Question Nos. 38 to 39 are of 5 marks each.
- (viii) Internal choice has been provided in question No. 29 of 3 marks, question No. 33 and 34 of 4 marks and question No. 39 of 5 marks.

1. An offer to subscribe for the securities of a company can be made under a private placement offer letter to not more than 1
 - 20 people
 - 200 people
 - 2000 people
 - 20000 people

2. An appeal against the refusal to register the transfer of shares by the company can be made by the shareholders to 1
 - Depository
 - Board of Directors
 - Tribunal
 - Secretary

3. The applicants to whom the securities are not allotted by the Company are sent 1
 - Letter of Allotment
 - Letter of Probate
 - Call Letter
 - Letter of Regret

4. The sum of final dividend and interim dividend after its declaration must be deposited in a scheduled bank in a separate account within 1

- Five days
- Fifteen days
- Fifty days
- Five hundred days

5. Using polite language and showing respect while corresponding with the Directors of company is 1

- Precise
- Courteous
- Reliable
- Punctuality

6. The bank account in which the depositor has to pay a particular sum of money every month for a specific period is 1

- Current Account
- Saving Account
- Fixed Deposit Account
- Recurring Deposit Account

7. The type of marine loss wherein the damaged goods are sold off at the intermediate port to prevent further deterioration is 1
- Actual Total Loss
 - Salvage Loss
 - Constructive Total Loss
 - General Average Loss
8. The Marine Insurance policy which is useful for large import and export firms having number of regular shipment is 1
- Specific Policy
 - Duty Insurance Policy
 - Open Cover Policy
 - Annual Policy
9. The implied warranty in fire insurance in which insured must try and take all the possible measures to save the subject matter insured from damage when fire occurs is 1
- Mitigation of loss
 - Utmost of good faith
 - Good care
 - Changes without consent

10. Name the authority that appoints the Registrar of Companies in each State 1
- Board of Directors
 - Chairman
 - Central Government
 - Shareholders
11. Name the Officer who helps the court in conducting and completing winding up proceedings of the Company. 1
12. State the oldest stock index in India. 1
13. Name the dealer in the stock exchange who buys and sells securities on his own behalf. 1
14. Which function of a stock market allows the stockholders to convert their stock into cash whenever they require ? 1
15. Who frames the plans and policies of the Company ? 1
16. How many months gap is allowed between two Annual General Meetings of a Company ? 1
17. State the number of months within which requisitionists must call extraordinary general meeting if it is not convened by the board of directors within 45 days of the requisition. 1

18. Name the type of Company meetings which are to be held at least four times in a year. 1
19. State the number of days within which a copy of minutes must be supplied on request of a member of the company. 1
20. Which part of the report contains solutions to overcome the problem ? 1
21. State any *four* features of Employees Stock Option Plan. 2
22. Distinguish between Annual Dividend and Interim Dividend with reference to : 2
- Time of declaration
 - Rate of dividend.
23. State any *four* features of Overdraft facility. 2
24. Explain any *two* duties of a Company Secretary after the conduct of Annual General Meeting. 2
25. Explain any *two* points of purpose of keeping Minutes. 2
26. Explain the Statutory and Non-Statutory report. 2
27. Explain any *three* advantages of Listing of Securities to the Company. 3
28. Explain any *three* functions of Reserve Bank of India. 3
29. Explain any *three* principles of Insurance. 3

Or

Explain any *three* circumstances for the Insurance Company to refuse to settle the claim under fire insurance.

30. State the *six* powers of the Registrar of Companies. 3
31. State the *six* rules regarding Amalgamation of Companies. 3
32. Explain the *three* types of orders for dealing in the Stock Market. 3
33. Explain the procedure for Dematerialisation of shares. 4

Or

Explain the procedure followed for the transmission of physical shares when the legal Representative opts to a Registered member of the Company.

34. As a Secretary of KAMAL CONSTRUCTIONS LTD., Kamal Apartments, 5th Floor, Thivim, Bardez-Goa, draft a letter to the Shareholder, Mr. Amay Naik, Virnoda, Pemem-Goa informing him that his Share Certificate is ready for delivery. 4

Or

As a Secretary of COLORCON PVT. LTD., Verna Industrial Estate, Verna-Salcete-Goa, draft a letter to the Director, Mr. Dinesh Prabhudessai, Upper Bazar, Ponda-Goa requesting him to disclose his personal interest in an agreement.

35. As a Secretary of KAMAXI ELECTRONICS LTD., Pissurlem Industrial Estate, Pissurlem-Sattari-Goa, draft a letter to the Manager, State Bank of India, Panjim Branch, Patto Plaza, Panaji-Goa requesting the Bank to issue a Letter of Credit. 4
36. As a Secretary of SESA INDUSTRIES LTD., Amona Bicholim-Goa, draft a letter to the Manager, Bajaj Fire Insurance Co. Ltd., Marcel, Ponda-Goa informing about the change of premises of the Warehouse. 4
37. Draft the Notice and Agenda of First Board Meeting of JOSHI DEVELOPERS LTD., Housing Board, Sankhali-Goa. 4
38. Draft the Minutes of Extra-Ordinary General meeting of KOHINOOR FOODS LTD., Bicholim Industrial Estate, Bicholim-Goa. 5
39. A Committee was appointed by HIMALAYA PHARMACEUTICALS LTD., Margao-Goa to study the drop in sales of its hand sanitizer product in the State of Goa. As a Secretary draft the Committee report. 5

Or

Draft the 5th Annual Report of CHOWGULE INDUSTRIES LTD., Kurti-Ponda-Goa.