

HERAMB COACHING CLASSES

Yogeshwar Towers, Katemanivali, Kalyan (East)

Date: 28.12.2017

XII/Secretarial Practice/Prelims

Marks: 80

Duration: 3Hours

Q.1. (A) select the correct answer from the options given below and rewrite the sentences: (05)

1. The investors who are ready to take risk prefer _____ shares or investment.
(preference share, equity, bonus)
2. Retained earnings are _____ source of financing.
(internal, external, additional)
3. Power to issue debentures rests with _____.
(Chairman, Secretary, Board of Directors)
4. Unpaid/unclaimed dividend shall be transferred to 'Investors' Education and Protection Fund' on expiry of _____ years. (three, seven, five)
5. Stock exchanges function under the control of _____.
(Members, SEBI, Securities registration committee)

(B) Match the pairs:

(05)

Group 'A'

Group 'B'

- | | |
|-------------------------|--|
| (a) Wealth maximization | (1) Refund order |
| (b) Overdraft facility | (2) Declared at Annual General Meeting |
| (c) Final dividend | (3) Short term credit |
| (d) Letter of allotment | (4) Current Account |
| (e) Commercial bill | (5) Declared between two Annual General Meetings |
| | (6) Long term credit |
| | (7) Maximise market value of equity shares |
| | (8) Share applicant becomes shareholder |
| | (9) Saving Account |
| | (10) Minimise market value of equity shares |

(C) Write a word or a term or a phrase which can substitute each of the following statements: (05)

1. The basic principle of business activities that aims at profit.
2. Type of the shares which have preferential right over equity shares in respect of dividend and return of capital.
3. The process in which share certificate in physical form is converted into electronic form.
4. The difference between current assets and current liabilities.
5. The investors who provide deposits to the company.

Q.2. Distinguish between the following (Any 3):

(15)

1. Equity Shares and Preference Share.
2. Transfer of share and Transmission of share.
3. Primary market and Secondary market.
4. Final dividend and Interim Dividend.

Q.3. write notes on (Any 3):

(15)

1. Types of Bank Credit.
2. Initial Public Offer.
3. Methods of redemption of debenture.

4. Function of SEBI.
5. Provision regarding unclaimed/unpaid dividend.

Q.4. State with reasons, whether the following statements are True or False (Any 3): (15)

1. It is compulsory to allot share to every applicant.
2. The objective of SEBI is to protect interest of investors.
3. Maximisation of profit is real and complete motive of financial management.
4. The bond holders are the creditors of the company.
5. Passing on of title of shares to the legal heir is called transfer.

Q.5. Attempt the following (Any 2): (10)

1. What is bond? State various types of bonds.
2. Explain the general conditions of allotment of shares.
3. Draft a letter of thanks to the depositor of a company.
4. Draft a 'Letter of Allotment' to debenture holder.

Q.6. What is equity share? State the features of equity shares. (10)

OR

Draft a Letter to a shareholder regarding issue of bonus shares.

BEST OF LUCK