



BOARD QUESTION PAPER : JULY 2024

SECRETARIAL PRACTICE

Time: 3 Hrs.

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

(5) [20 Marks]

1. These shareholders are the 'real masters' of the company.
2. Transfer of shares due to operation of law.
3. The organisation which holds the securities in electronic mode.
4. The return on investment paid to the shareholders of the company.
5. A market which provides long term funds.

(B) State whether the following statements are True or False:

(5)

1. Equity shareholders enjoy fixed rate of dividend
2. Debenture holders are paid interest.
3. Return of deposit must be filled every year on or before 31st March.
4. Electronic mode of holding securities is risky.
5. Dividend once declared cannot be revoked.

(C) Select the correct option from the bracket:

(5)

	Group 'A'		Group 'B'
a.	Working Capital	1.	
b.		2.	Employees Stock Option Scheme (ESOS)
c.	First Depository in India	3.	
d.		4.	Dematerialization
e.	SEBI	5.	

(Offering shares to permanent employees, Circulating Capital, Regulator of Capital Market, Physical to electronic mode, NSDL)

(D) Select the correct answer from the options given below and rewrite the sentences:

(5)

1. Dividend is paid first to _____ shareholders.
a. equity b. preference c. deferred
2. When the trade bills are accepted by commercial banks, these are known as _____.
a. treasury bills b. commercial bills c. commercial papers
3. Demated shares are _____.
a. non-transferable b. fungible c. bearer
4. A _____ is one who expects fall in price of securities.
a. bull b. bear c. jobber
5. Payment of _____ dividend must be authorized by the Articles of Association.
a. interim b. final c. bonus



- Q.2. Explain the following terms/concepts (Any Four):** [8 Marks]
1. Ploughing back of profit
 2. Rights Issues
 3. Debenture Trust Deed
 4. Secured Deposit
 5. Depositor
 6. Broker
- Q.3. Study the following case/situation and express your opinion (Any Two):** [6 Marks]
1. Anushka 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. As the company is offering debentures to its members, can such debentures have normal voting rights?
 - c. Capital raised by issuing debentures will be Owned Capital or Borrowed Capital?
 2. A, B and Company Ltd. is an eligible Public Company as per the Companies Act, 2013 with reference to accepting public deposits:
 - a. Can the company accept deposits in joint names?
 - b. Can the company accept deposits from its members?
 - c. Can the company issue secured deposits?
 3. Mr. R. J. holds 100 shares of Viraj Co. Ltd. in Demat mode:
 - a. He wants to transfer one share each to his wife, daughter and son. Can he do so?
 - b. Does he need to submit DRF or DIS if he wants to transfer his shares?
 - c. Can he nominate his wife in his demat account?
- Q.4. Distinguish between the following (Any Three):** [12 Marks]
1. Owned Capital and Borrowed Capital
 2. Initial Public Offer (IPO) and Further Public Offer (FPO)
 3. Interim Dividend and Final Dividend
 4. Primary Market and Secondary Market
- Q.5. Answer in brief (Any Two):** [8 Marks]
1. State the features of Bonds.
 2. State any four terms and conditions regarding acceptance of deposit.
 3. Explain DP as the constituent of Depository system.
- Q.6. Justify the following statements (Any Two):** [8 Marks]
1. Equity shareholders are real owners and controllers of company.
 2. A shareholder of a public company can transfer shares.
 3. Unpaid dividend cannot be used by the company.
 4. Capital market is useful for corporate sector.
- Q.7. Attempt the following (Any Two):** [10 Marks]
1. Write a letter to the member for the payment of dividend through Dividend Warrant.
 2. Draft a letter of allotment to debentureholder.
 3. Draft a letter of thanks to the depositor of a company.
- Q.8. Answer the following questions (Any One):** [8 Marks]
1. What is preference shares? Explain its features.
 2. Explain the procedure for issue of debentures.