

**Karnataka Sangha's
MANJUNATHA COLLEGE OF COMMERCE &
JUNIOR COLLEGE OF COMMERCE**

**Preliminary Exam- I
Subject: Secretarial Practice**

**Date : 09.12.2019
Class: S.Y.J.C**

**Time: 3 Hrs
Marks: 80**

Q.1 A) Select the proper option from the options given below & rewrite the sentences:

5

- 1) If a share of Rs.100 is issued at Rs.110, it is said to be issued at _____.
a) Current b) Saving c) Recurring
- 2) The repurchase rate or an authorized bank rate means _____ rate.
a) Repo b) Credit c) Interest
- 3) Overdraft facility is allowed to a _____ account holder.
a) Current b) Saving c) Recurring
- 4) The dividend is calculated and paid on _____ capital.
a) Authorized b) Subscribed c) Paid up
- 5) A Company must give deposit receipt to the depositor within _____ -- week of its acceptance.
a) One b) Four c) Eight

B) Match the correct words from Group A & Group B:

5

Group A		Group B	
1	Share Warrant	a	Conversion in equity shares
2	Fungibility	b	Conversion in debentures
3	Convertible debentures	c	Maximum 7 years
4	Private placement	d	Registered document
5	Small depositors	e	Bearer document
		f	Share do not have distinctive no.
		g	Share have distinctive no.
		h	Deposit less then Rs.25000
		i	Issuing shares without inviting public for subscription
		j	Deposit less than Rs.20000

C) Write a word or term or phrase which can be substituted for each of the following statements :

5

1. A bond on which no interest is paid but is issued at discount.
2. Shares which are redeemed after a certain period of time.
3. A dividend remaining unpaid to shareholders even after the expiry of 30 days of its declaration.
4. The place where buying and selling of securities takes place.
5. A type of bill in the nature of promissory note issued by the government.

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

15

1. Dematerialization & Rematerialization
2. Shareholder & Debenture holder
3. Primary Market & Secondary Market
4. Fixed Capital & Working Capital
5. Allotment Letter & Regret Letter

Q.3 Write short notes on the following : (Any 3)

15

1. Features of Equity Shares
2. Employee stock option scheme (E.S.O.S)
3. Bombay stock exchange
4. Procedure of payment of Dividend
5. Renewal of Deposits

- Q.4 State, with reasons , whether the following statements are TRUE or FALSE: (Any 3)** 15
1. Trading on equity is a double edged sword.
 2. Shares in physical form cannot be converted into electronic form.
 3. A Company cannot accept deposits payable on demand.
 4. Share certificate is a bearer document.
 5. Share transfer in depository mode is fast & economical.

- Q.5 Attempt the following : (Any 2)** 10
1. Explain the functions of Stock Exchange.
 2. Draft a letter to a depositor informing him about payment of interest.
 3. Write a letter to a debenture holder informing him about conversion of debentures into equity shares.
 4. What are the points to be borne in mind by the secretary while writing letter to the members?

- Q.6 Define preference shares. Explain the different types of preference shares.** 10
- OR**
- Draft a letter of allotment of shares to the shareholder.
