

**Karnataka Sangha's
MANJUNATHA COLLEGE OF COMMERCE &
JUNIOR COLLEGE OF COMMERCE, THAKURLI-(E)-421 201
1st Prelim Exam-2018-19
SUB.: Secretarial Practice**

Class: S.Y.J.C

Time: 2.30pm to 5.30pm

Date: 18 /12/2018

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) Select the correct answer from the options given below and rewrite the sentences: **5**

1. Company can accept deposits from public maximum for _____ months.
a) 12 b) 24 c) 36
2. Big retail stores require large amount of _____ capital.
a) Fixed b) Working c) Loan
3. If a Shares of Rs. 100 is issued Rs.110, it is said to be issued at_____.
a) Par b) Discount c) Premium
4. Dividend should be distributed within _____days from its declaration.
a) 30 b) 45 c) 21
5. A market where existing securities are resold or traded is called _____ market.
a) Commodity b) Secondary c) Primary

B) Match the Correct pairs:

5

Group A		Group B	
a	Equity Share capital	1	Link between depository and investors
b	Transfer of shares	2.	Redeemable capital
c	Depository participant	3.	Optimistic about rise in prices of securities
d	Bonus shares	4.	Conversion of profit
e	Bear	5.	Capitalisation of profit
		6.	Sale or gift of shares to another person
		7.	Pessimistic about fall in prices of Securities
		8.	Permanent capital
		9.	Transfer of shares by operation of law
		10.	Link between SEBI and depository

C) Write a word or a term or a phrase which can substitute each of the following statements: **5**

1. The use of borrowed capital for Financing a business firm.
2. Type of preference shares which can be redeemed after a certain period of time.
3. A Certificate issued to the debenture holders after allotment of debentures.
4. Dividend declares by company between two annual general meetings.
5. A Letter informing the applicant that shares have not been allotted to him.

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

15

1. Final dividend and interim dividend
2. Share certificate and Share warrant
3. Share holders and Debenture holders
4. Primary market and Secondary market
5. Money market and Capital market

- Q.3 Write notes on: (Any 3) **15**
1. Bonus issue
 2. Capital structure and its Components.
 3. Types of debentures.
 4. Constituents and Concepts in depository system.
 5. Repayment of public deposits.

- Q.4 State with reasons, whether the following statements are True OR False: (Any 3) **15**
1. It is not possible to go ahead without Financial plan.
 2. A Share certificate is a bearer document.
 3. Public deposit is a good source for long term Financing.
 4. The rate of interim dividend is greater than Final dividend.
 5. Debenture holders are the owners of the company.

- Q.5 Attempt the following: (Any 2) **10**
1. State the contents of a share certificate.
 2. Write a letter regarding payment of interest on debentures.
 3. Draft a letter to the depositor regarding repayment of his deposit.
 4. Under that circumstances a secretary will enter into Correspondence to debenture holders?

- Q.6 What is Equity share? Explain the feature of equity shares. **10**

OR

Draft a letter of regret to the Share applicant.
