

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

IInd Term Exam March 2019

**Class: F.Y.J.C
Date:-20.03.2019**

Sub.:- Secretarial Practice

**Marks: 80
Timing: 2.00 to 5.00pm**

- Q.1 A) Select the correct answers from the following choices given below and rewrite the statement :-** **5**
1. The Promoters are _____ of the company.
a) Shareholders b) Directors c) Pioneers
 2. A public company must publish _____ for raising capital.
a) Memorandum b) statement in lieu of prospectus c) Prospectus
 3. To complete winding up procedure of a company _____ is appointed
a) Registrar of companies b) Official liquidator c) Regional directors
 4. The nominal value of qualification shares of directors must not exceed Rs. _____.
a) 2000 b) 5000 c) 1000
 5. _____ resolution cannot be passed in general meeting.
a) Ordinary b) Special c) Resolution by circulation
- B) Match the pairs : -** **5**
- | Group A | Group B |
|-----------------------|--|
| 1. Quorum | a) Maximum no. of members required for a valid meeting |
| 2. Minutes of Meeting | b) prepared after the meeting |
| 3. Public company | c) Atleast 3 directors |
| 4. Table A | d) stock exchange |
| 5. Listing of Shares | e) Model set of 199 rules & regulations |
| | f) Reserve Bank of India |
| | g) Minimum no. of members required for a valid meeting |
| | h) Prepared before the meeting |
| | i) Atleast 7 Directors |
| | j) Model set of 99 rules & regulations |
- C) Write a word or a term phrase which can substitute each of following statements:-** **5**
1. A Certificate issued after registration of company
 2. A document prepared not for publicity but for filing with the Registrar
 3. A person who is qualified to carry out audit work of a company
 4. A resolution passed by $\frac{3}{4}$ majority
 5. A meeting which is held between two annual general meetings.
- Q.2 Distinguish between : - (Any 3)** **15**
1. Annual General Meeting & Extra Ordinary General Meeting
 2. Shareholder's Meeting & Director's Meeting
 3. Ordinary Resolution & Special resolution
 4. Director & Managing Director
 5. Prospectus & Statement in lieu of prospectus
- Q.3 Write short notes on : - (Any 3)** **15**
1. Features of Memorandum of Association
 2. Alternation procedure of Articles of Association
 3. Amendment & its rules
 4. Contents of Prospectus
 5. Powers /Rights of Auditor
- Q.4 State with reasons whether the following statements are True or False : (Any 3)** **15**
1. Table A acts as silent salesman of the company
 2. Formation of company is simple & easy
 3. Overdraft facility is granted to saving account
 4. Fire insurance is a contract to cover risk of loss due to sea
 5. A share warrant holder is the member of the company

: 2 :

- Q.5 Answer the following questions : (Any 2) 10**
1. Explain in brief capital raising stage
 2. Explain the need or importance of a meeting
 3. Write a letter enquiring about fire insurance policy
 4. Write a letter to a bank requesting to issue a letter of credit
- Q.6 What is a motion? State the different types of motions? 10**
- OR**
- Write a letter to a Bank requesting to open a current account **10**
