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Time : 2½ Hours

**SECRETARIAL PRACTICE**

**Subject Code**

H	6	5	4
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**Total No. of Questions : 32**

**(Printed Pages : 7)**

**Maximum Marks : 80**

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**INSTRUCTIONS :**

- (i) All questions are compulsory.
- (ii) Question Nos. 2, 3, 4 and 5 are MCQ and are of 1 mark each.
- (iii) Question Nos. 1, 6, 7 and 8 are to be answered in a word or phrase for 1 mark each.
- (iv) Question Nos. 9 to 18 are to be answered in about 30 words and are of 2 marks each.
- (v) Question Nos. 19 to 24 are to be answered in about 60 words and are of 3 marks each.
- (vi) Question Nos. 25 to 30 are to be answered in about 100 words and are of 4 marks each.
- (vii) Question Nos. 31 and 32 are to be answered in about 100 words and are of 5 marks each.
- (viii) The word limit is not applicable for the questions involving drafts of documents, letters, notice and agenda, minutes, reports, resolutions, distinctions and procedures.
- (ix) However, internal choice has been provided in two questions of 4 marks in Question Nos. 25, 26 and one question of 5 marks in Question No. 32.

1. Transfer of shares by the operation of law.
2. Resolution for the appointment of company's banker is passed in the .....
  - (a) Board Meeting
  - (b) Annual General Meeting
  - (c) Extra Ordinary General Meeting
  - (d) Statutory Meeting
3. A type of fire insurance policy which covers the goods stored at different places.
  - (a) Average policy
  - (b) Floating policy
  - (c) Specific policy
  - (d) Valued policy
4. Annual return should be filed with the Registrar of Companies within ..... days from the date of holding the Annual General Meeting.
  - (a) 30
  - (b) 60
  - (c) 90
  - (d) 120

5. Which of the following type of speculators believes that share prices are going to fall and keep selling ?
- (a) Stag
  - (b) Bull
  - (c) Bear
  - (d) Lame Duck
6. A person appointed to attend a meeting on behalf of an absent member.
7. A type of minutes which are written in a descriptive form.
8. Reference made in a Committee Report, if any member has disagreed with the majority.
9. Draft a specimen of dividend warrant of ABC Co. Ltd., M. G. Road, Panaji Goa.
10. State any *four* precautions to be taken by a company secretary while drafting letters to the shareholders.
11. State any *four* advantages of insurance.

12. State any *four* duties of Registrar of Companies.
13. Explain the following :
  - (a) Ordinary resolution
  - (b) Special resolution
14. State any *four* precautions to be taken while drafting an agenda.
15. State any *four* duties of secretary before the Board Meeting.
16. State any *four* provisions regarding holding of Annual General Meeting.
17. Explain any *two* objectives of keeping Minutes.
18. State any *two* advantages of drafting reports.
19. Explain any *three* advantages of listing of shares, to the investors.
20. Explain the different parties to a cheque.
21. Explain the procedure of settlement of claim under marine policy.
22. State any *six* circumstances under which the Company Secretary has to write letters to the Registrar of Companies.

23. State any *six* objectives of Stock Exchange.
24. Distinguish between Adjournment and Postponement with reference to :
- (a) Notice
  - (b) Quorum
  - (c) When held
25. (i) Explain the procedure followed by the Company Secretary relating to forfeiture of shares.

*Or*

- (ii) Explain the procedure for transfer of all the shares contained in one share certificate.
26. (i) As a Secretary of Laxmi Metals Ltd. Verna, Goa, draft a letter to the shareholder, Mr. Suresh Naik, Comba, Margao, Goa, informing him about the proposed issue of Bonus Shares.

*Or*

- (ii) As a Secretary of RNS Shipping Ltd., Vasco, Goa, draft a letter to the Director, Mr. Sham Pandit, Karaswada, Mapusa, Goa, requesting him to join as a Director of the company.

27. As a Secretary of Sunrise Electricals Ltd., Bethora, Ponda, Goa, draft a letter to the Manager, Dena Bank, Ponda, Goa to act as a banker to the issue of shares.
28. As a Secretary of Southern Energy Ltd., Canacona Industrial Estate, Canacona, Goa, draft a letter to The Manager, United Insurance Co. Ltd. Margao, Goa, requesting him to issue a Fire Policy.
29. As a Secretary of Maharaja Foods Ltd., Cacora Industrial Estate, Curchorem, Goa, draft a letter to The Secretary of All India Manufacturers Association, Panaji, Goa requesting him to enlist the firm as a member of the association.
30. Draft a Notice and Agenda of Extra Ordinary General Meeting of J. K. Pharmaceuticals Ltd., Margao, Industrial Estate, St. Jose de Areal, Nessai Goa.
31. As a Secretary of Canara Packaging Ltd., Sancoale Industrial Estate, Zuarinagar, Sancoale Goa, draft the minutes of a routine Board Meeting.

32. (i) A committee has been appointed by Deccan Carpets Ltd., Bangalore, Karnataka to study the possible demand for its products in the State of Goa, as a secretary draft a report of the committee.

*Or*

- (ii) Draft the 20th Annual Report of Western Textiles Ltd., Kundaim, Industrial Estate, Goa.