

# Ashish Group Tuition

Time: 3 Hrs

Sub: Secretarial practice

Marks: 80

- Note: (1) All Questions are compulsory  
(2) Figures to the right indicate full marks  
(3) Answer to every question must be started on a new page.

Q.1. (A) Select the proper option from the options given below and rewrite the sentences: (5)

- (1) Refusal to allot shares is conveyed through \_\_\_\_\_.  
(a) regret letter (b) allotment letter (c) call letter
- (2) If a share of Rs.100 is issued at Rs. 100, it is said to be issued at \_\_\_\_\_.  
(a) Premium (b) Par (c) Discount
- (3) Wealth maximization of owner means maximization of \_\_\_\_\_ of shares.  
(a) face value (b) issue value (c) market value
- (4) A company with share capital must issue \_\_\_\_\_ shares.  
(a) equity (b) preference (c) right
- (5) The \_\_\_\_\_ means mix-up of various sources of funds in desired proportion.  
(a) Capital structure (b) Term loans (c) Retained profit

(B) Match the correct pairs: (5)

Group A	Group B
1. Fixed capital	a. Share certificate holder
2. Equity share capital	b. Share warrant holder
3. Share certificate	c. Investment in current assets
4. Debentures	d. Investment in fixed assets
5. Dividend warrant	e. Redeemable capital
	f. Permanent capital
	g. Bearer Document
	h. Registered Document
	i. Interest
	j. Dividend at fixed rate

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

- (1) Name of the shareholders who are real masters of the company.  
(2) Transfer of ownership of shares by operation of law.  
(3) Return on investment in debentures.  
(4) The shares which are issued to existing equity shareholders as a gift  
(5) The institution which regulates business in stock exchange.

Q.2. Distinguish between the following: (Any three) [15]

- (1) Fixed capital and Working capital  
(2) Shares and Debentures  
(3) Final dividend and Interim dividend  
(4) share certificate and share warrant  
(5) Equity share and preference shares

Q.3. Write notes on the following (Any three): [15]

- (1) Importance of financial planning  
(2) Global depository receipt  
(3) Retained profits.  
(4) Types of debentures.  
(5) Features of shares.

Q.4. State with reasons, whether the following statements are True or False: (Any three)

[15]

- (1) The bond holders are owners of the company.
- (2) A share certificate is a bearer document.
- (3) Debentures are never redeemed by the company.
- (4) Share transfer in depository mode is fast and economical.
- (5) There are no legal provisions regarding payment of dividend.

Q.5. Attempt the following: (Any two)

[10]

- (1) What are the factors affecting requirement of fixed capital?
- (2) Write the external factors influencing capital structure?
- (3) What are the contents of share certificate?
- (4) Explain procedure of payment of dividend.

Q.6. Define 'preference shares'. Explain various types of preference shares.

[10]

OR

Define Equity Shares and explain its features.