

Time : 2½ Hours

SECRETARIAL PRACTICE

Subject Code

H	6	5	4
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Total No. Of Questions : 8

(Printed Pages : 7)

Maximum Marks : 80

- INSTRUCTIONS :-**
- (i) All questions are compulsory. However internal choice has been provided in two questions of 4 marks in question No. 1 (D), Q. No. 2 (D) and one question of 5 marks in Q. No.8 (D).
 - (ii) Answer each question on a fresh page.
 - (iii) Number each question and sub question clearly.
 - (iv) Answer to questions carrying 2 marks should be in about 30 words.
 - (v) Answer to questions carrying 3 marks should be in about 60 words.
 - (vi) Answer to questions carrying 4 marks should be in about 100 words.
 - (vii) The word limit is not applicable for the questions involving drafts of documents, letters, notice and agenda, minutes, reports, resolutions, procedures and distinctions.

1. (A) Select and write the most appropriate alternative from those given below to answer the following question : 1

Name the authority that decides about the allotment of shares in a company.

(i) Stock Exchange

(ii) Board of Directors

(iii) Company Law Board

(iv) Registrar of Companies

(B) Explain any *two* precautions to be taken by a company secretary while corresponding with Directors. 2

(C) State any *six* conditions of a valid call. 3

(D) (i) Explain the procedure involved for the transfer of all the shares contained in one share certificate. 4

Or

(ii) Explain the secretarial procedure followed for the forfeiture of shares. 4

2. (A) Answer the following in a word or a phrase. 1

A type of cheque which is not presented for payment within three months from the date of issue.

(B) Draft the specimen of a Dividend Mandate. 2

(C) Distinguish between Reserve Bank of India and Commercial Bank with reference to :

(i) Authority

(ii) Opening of Branches

(iii) Issue of Directives. 3

(D) (i) As a Secretary of PRITAM STEEL LTD., MODERN ROAD, SANVORDEM—GOA, draft a letter to the shareholder Mr. Harish Tople, Korgao, Pernen-Goa, informing him about the proposed issue of bonus shares. 4

Or

(ii) As a Secretary of SNACK BITES LTD., MARCEL, PONDA—GOA, draft a letter to the Director Mr. Anuj Mehta, J.N. Road, Panjim—Goa, informing him about his termination from the Directorship of the company. 4

3. (A) Select and write the most appropriate alternative from those given below to answer the following question : 1

Name the type of marine loss which occurs when only the party whose cargo is damaged has to suffer the loss.

(i) Constructive Total Loss

(ii) Actual Total Loss

(iii) Particular Average Loss

(iv) General Average Loss

- (B) State any *four* objectives of Insurance Regulatory Development Authority of India (IRDA). 2
- (C) State any six circumstances under which an insurance company refuses to settle the claim under fire insurance. 3
- (D) As a Secretary of GOA LIMESTONE LTD., SAIPEM, CURTORIM—GOA draft a letter to the Manager, Bank of India, Margao-Goa, requesting him to act as a banker to the issue of shares. 4
4. (A) Select and write the most appropriate alternative from those given below to answer the following question : 1
- State the period within which every company has to file annual returns with the Registrar of Companies.
- (i) 60 days
- (ii) 30 days
- (iii) 90 days
- (iv) 120 days
- (B) State any *four* powers of the Registrar of Companies. 2
- (C) State any *six* resolutions requiring registration to be filed with the Registrar of Companies. 3

- (D) As a Secretary of MANDОВI RUBBER LTD., OLD MARKET, MARGAO—GOA, draft a letter to the Manager, Pearl Insurance Co. Ltd., Margao—Goa requesting him to insure goods against fire. 4
5. (A) Answer the following in a word *or* a phrase. 1
 A voluntary association of individual or companies formed to protect the interests of the entire business community.
- (B) 'A meeting must be properly convened'. Explain. 2
- (C) State any *six* objectives of the Trade Union. 3
- (D) As a Secretary of GOLDEN MINES LTD., KUNDAIM INDUS. ESTATE, PONDA—GOA, draft a letter to the Secretary, All India Trade Association, Panaji—Goa, requesting him to enlist the company as a member of the association. 4
6. (A) Answer the following question in a word *or* a phrase. 1
 An objection raised by a member regarding certain irregularities during the course of the proceedings of a meeting.
- (B) State any *four* circumstances under which a meeting can be adjourned. 2
- (C) Explain any *three* rules of Quorum. 3

(D) Draft the Notice and Agenda of the first Board of Directors Meeting of DUNLOP TYRES LTD., VERNA—GOA. 4

7. (A) Answer the following question in a word or a phrase. 1

State the authority that can instruct the company to supply the required copy of minutes to the member who has demanded the same.

(B) Explain any *two* duties of the secretary after the Extra-ordinary General Meeting. 2

(C) State any *four* contents of a Statutory Report. 2

(D) As a secretary of SILVER COSMETICS LTD., VARCA GOA, draft the minutes of the Statutory General Meeting. 5

8. (A) Select and write the most appropriate alternative from those given below to complete the following statement : 1

A report written by a small body of experts appointed for a detailed study of a particular matter is called report.

(i) Personal

(ii) Annual

(iii) Progress

(iv) Committee

- (B) Explain any *two* objectives of keeping minutes. 2
- (C) Explain any *two* essentials of a good report. 2
- (D) (i) Draft the 10th Annual Report of GOA TELEVISION LTD.,
CURTORIM—GOA. 5

Or

- (ii) Draft the Progress Report of AVENUE ESTATES LTD.,
COMMERCIAL CENTRE, BICHOLIM—GOA, which has
completed five successful years. 5