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Time : 2½ Hours

SECRETARIAL PRACTICE

Subject Code

[New Pattern]

H	6	5	4
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Total No. of Questions : 8

(Printed Pages : 6)

Maximum Marks : 80

INSTRUCTIONS :

- (i) All questions are compulsory. However, internal choice has been provided in *two* questions of 4 marks in question 1(D), 2(D) and *one* question of 5 marks in question 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, distinctions and procedures.

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

Name the method of allotment of shares in which directors allot shares according to their convenience :

- (i) Lottery method
- (ii) Pro-rata distribution method
- (iii) Arbitrary decision method
- (iv) Partial allotment method

- (B) State any *four* legal provisions regarding the payment of dividend. 2
- (C) Explain any *three* features of Book-Building. 3
- (D) (i) Explain the procedure of transmission of shares when a legal representative opts to become a member of the company. 4

Or

- (ii) Explain the procedure of De-materialisation of shares. 4

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

A type of Bank account in which the depositor has to pay a fixed sum of money every month for various periods.

- (B) Explain any *two* precautions to be taken by a company secretary while corresponding with directors. 2
- (C) Explain any *three* types of cheques. 3
- (D) (i) As a secretary of SUPREME ICE CREAMS LTD., KARASWADA, MAPUSA-GOA, draft a letter to the shareholder Mr. Pranav K. Parab, Pilgao, Bicholim-Goa, informing him that his share certificate is ready for delivery. 4

Or

- (ii) As a secretary of SUNSILK COSMETICS LTD., KUNDAIM, PONDA-GOA, draft a letter to the Director Mrs. Aditi S. Salgaonkar, Mardol, Ponda-Goa, reminding her to purchase qualification shares. 4

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

Name the principle of insurance under which the insured will be paid only the amount of actual goods lost :

- (i) Utmost good faith
- (ii) Insurable interest
- (iii) Indemnity
- (iv) Subrogation

- (B) Explain any *two* types of marine insurance policies. 2

- (C) Distinguish between fire insurance and marine insurance with reference to : 3

- (i) Usefulness
- (ii) Time Period
- (iii) Insurable Interest.

- (D) As a secretary of GODREJ ELECTRONICS LTD., PRATAP NAGAR, VALPOI-GOA, draft a letter to the Manager, Bank of Maharashtra, Valpoi-Goa, asking him to provide details about the credit-worthiness of a business firm. 4

4. (A) Answer the following statement in a word or a phrase : 1

The representative of the Company Law Board appointed in each state to take an active part in the administration of the companies.

- (B) State any *four* circumstances under which the company secretary corresponds with the Registrar of Companies. 2
- (C) State any *six* Returns to be filed with the Registrar of Companies in connection with Incorporation stage.. 3
- (D) As a secretary of HINDUSTAN PLASTICS LTD., HONDA, SATTARI-GOA, draft a letter to The Manager, Oriental Insurance Company Ltd., Sankhali-Goa, requesting him to issue a Marine Policy. 4
5. (A) Select and write the most appropriate alternative from those given below to answer the following statement : 1
- A speculator who believes that share prices are going to rise and keeps buying shares :
- (i) Bull
- (ii) Bear
- (iii) Lame Duck
- (iv) Stag
- (B) Distinguish between motion and resolution with reference to : 2
- (i) Amendment
- (ii) Filing with Registrar.
- (C) State any *six* objectives of the chamber of commerce. 3

- (D) As a secretary of MODERN FURNITURES LTD., MARCEL, PONDA-GOA, draft a letter to the secretary, Bombay Stock Exchange, Stock Exchange Tower, Dalal Street, Mumbai, requesting him to list the shares of the company. 4
6. (A) Answer the following question in a word or a phrase : 1
Name the type of special vote exercised by the chairman of the meeting in case of tie in votes.
- (B) State any *four* rules regarding appointment and working of proxy. 2
- (C) Explain *three* kinds of motions. 3
- (D) Draft the Notice and Agenda of Statutory meeting of ASIAN PAINTS LTD., TISK-USGAO, PONDA-GOA. 4
7. (A) Answer the following in a word or a phrase : 1
The minutes containing the detailed information about the proceeding of the meeting.
- (B) Explain any *two* duties of the secretary before Annual General Meeting. 2
- (C) State the business transacted at Board Meeting (any *four* points). 2
- (D) Draft the minutes of an Extra-Ordinary General Meeting of RAYMOND TEXTILES LTD., PEDNEM-GOA. 5

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

A part of the report which contains the practical guidelines and suggestions to solve the problem :

- (i) Title
 - (ii) Introduction
 - (iii) Technique of Investigation
 - (iv) Recommendation
- (B) State any *four* rules regarding minutes of the meeting. 2
- (C) Explain any *two* objectives of preparing a committee report. 2
- (D) (i) Draft the 5th Annual Report of GOA PHARMACEUTICALS LTD., MIRAMAR, PANAJI-GOA. 5

Or

- (ii) A committee has been appointed by JOHNSON TILES LTD., FATORDA, MARGAO-GOA, to study the possible demand for its products in the state of Maharashtra. As a secretary of the company, draft the report of the committee. 5