

NOIOAD X

Time: 2hrs 30 mins

Marks:75

Note:

1. All questions are compulsory.
2. All questions carry equal marks.

**Q.1 Attempt Any Two from the following:**

(15)

- a) Discuss secretarial duties relating to directors and shareholders .
- b) Who is Company Secretary? Explain his qualifications.
- c) What are career options available to qualified Company Secretary?

**Q.2 Attempt Any Two from the following:**

(15)

- a) What is a Joint Stock Company? Explain characteristics of Joint Stock Company?
- b) Explain Promotion stage in formation of public company in detail.
- c) Explain the procedure of Deliberate Conversion of Private Company into Public Company.

**Q.3 Attempt Any Two from the following:**

(15)

- a) Explain the concepts of Borrowed Capital. What are the types of debentures issued by a company?
- b) Distinguish between: Preference Shares and Ordinary Shares.
- c) What is Memorandum of Association? Explain the clauses of Memorandum of Association detail.

**Q.4 Attempt Any Two from the following:**

(15)

- a) What is Forfeiture of shares. Explain secretarial duties regarding it.
- b) Who can obtain membership of Company? What are the rights of members?
- c) What is 'calls on shares'? Also explain What is 'Letter of allotment and Letter of Regret'.

P.T.O.



**Q.5 Answer the following:**

**a) Select the appropriate alternative and rewrite the statements: (5)**

1. ICSI has issued Secretarial Standards \_\_\_\_\_.  
(on dividend, on investors, on speculators)
2. Government Company operates \_\_\_\_\_.  
(without registration, with registration, without sanction)
3. A \_\_\_\_\_ may be called as silent salesman of a company.  
(Articles, memorandum, prospectus)
4. Forfeiture of Shares is possible because of \_\_\_\_\_.  
(non payment of calls, bankruptcy, marriage)
5. A shareholder is a \_\_\_\_\_ of company.  
(creditor, debtor, member)

**b) State whether following statements are True or False: (5)**

1. Consent of Shareholders is necessary for conversion of company.
2. Registration of company is optional in India.
3. Adoption of table A is not compulsory.
4. Right to Transfer of Shares is a statutory right of a member.
5. Debenture may be Redeemable or Irredeemable.

**c) Match the following: (5)**

**Group 'A'**

1. Memorandum Of Association
2. Joint Stock Company
3. Appointment of Company secretary
4. Surrender of shares
5. Convertible Debentures

**Group 'B'**

- i) by Board of Directors
- ii) voluntary return of shares
- iii) life giving document
- iv) converted into equity shares
- v) compulsory registration
- vi) benefits of existing members