

**Please Read following instructions carefully**

- 1) All questions are compulsory.
- 2) Figures to the right indicate full marks.

**Q.1 Explain the following terms / concepts in not more than five lines each (Any Seven) [14]**

- i) Foreign company
- ii) Bonus shares
- iii) Capital subscription stage
- iv) Allotment of share
- v) Debentures
- vi) Liability clause
- vii) Lien on shares
- viii) Table A
- ix) Joint stock company
- x) Subsidiary company

**Q.2. Answer the following. (Any 2) [12]**

- a) List out the statutory duties of the secretary towards Shareholders in brief.
- b) State and explain meaning and characteristics of joint stock company
- c) Discuss the steps in the procedure of Allotment of shares.

**Q.3. Answer the following. (Any 2) [12]**

- a) Distinguish between Equity share capital and preference share capital.
- b) Give a specimen of "Certificate of Incorporation".
- c) Describe the procedure for the issue of Debentures.

**Q.4. Answer the following. (Any 2) [12]**

- a) Distinguish between Memorandum of Association and Articles of Association.
- b) Give a specimen of "The Letter of Regret"
- c) Discuss the procedure of "Transfer of Shares."

**OR**

**Q.4. Write Short Notes on (Any Three) [12]**

- a) Qualities of a company secretary
- b) Prospectus
- c) Alteration of share capital
- d) Surrender of shares
- e) Formation of private company.

