

54/3com

CSP  
OP3AEP

16/3/2016

**Time: 2 hrs. 30mins.**

**Marks:75**

**INSTRUCTIONS: 1. All questions are compulsory.**

**2. All questions carry equal marks.**

**Q.1) Answer Any Two of the following.**

**(15)**

- Discuss the liabilities of company directors.
- Who is a Managing Director? Explain his role.
- Explain the appointment of company auditor in full.

**Q.2) Answer Any Two of the following.**

**(15)**

- Explain the secretarial functions related to statutory meeting.
- What is a motion? Explain the kinds of motion.
- Distinguish between Meeting of Shareholders & Meeting of Directors.

**Q.3) Answer Any Two of the following.**

**(15)**

- Discuss the advantages of dematerialization to shareholders & issuer company.
- Explain the procedure of listing of shares.
- Write a brief note on depository & depository participant.

**Q.4) Answer Any Two of the following.**

**(15)**

- What is BOLT? Explain its advantages.
- Explain the steps in online purchase of shares.
- Distinguish between Interest & Dividend.

**Q.5) Answer the following.**

**A) Fill in the blanks.**

**(5)**

- Chairman's speech is given in the \_\_\_\_\_ meeting.

( Board, Annual General, Ordinary )



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2. Proxy form must be deposited at least \_\_\_\_\_ before the meeting.

( 5 days, 24 hours, 48 hours)

3. Normally Board meetings are arranged on \_\_\_\_\_.

( six monthly basis, monthly basis, quarterly basis)

4. A director \_\_\_\_\_ be appointed as company's auditor.

( may be, cannot be, should not )

5. Dividend payment is approved by \_\_\_\_\_ in the AGM.

( Board of Directors, Shareholders , Company auditors )

**B) True or False.**

(5)

1. Interim dividend becomes a legally enforceable debt against the company from the date of declaration.

2. For company management, managerial personnel are optional.

3. Listing discourages the inflow of foreign capital.

4. Proxy has no right to speak in the meeting.

5. A meeting of shareholders in between the two annual general meetings is called as an extra-ordinary general meeting.

**C) Match the following.**

(5)

1. Statutory audit procedure

a. Acts as presiding officer

2. Board meeting

b. not compulsory in companies

3. Ordinary resolution

c. lengthy

4. Dividend payment

d. approved by simple majority

5. Chairman

e. includes committee meetings