



2018 VI 07

0930

Seat No. :

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Time : 2 ½ Hours

SECRETARIAL PRACTICE
(Old Pattern)

Subject Code

H	6	5	4
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Total No. of Questions : 8

(Printed Pages : 4)

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) Answers 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 draft 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 :

State the method of allotment in which the Directors may allot fewer shares to all or some of the applicants than what they have applied for ? **[1]**

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

- B) Distinguish between Annual Dividend and Interim dividend with reference to **[2]**

- i) who can declare
- ii) rate



- C) Explain any three features of Book building process. [3]
- D) i) Explain the secretarial procedure relating to transmission of shares when the legal representative opts to be a member of the company. [4]

OR

- ii) Explain the secretarial procedure involved in the transfer of all shares contained in one share certificate. [4]
2. A) Select and write the most suitable alternative from those given below to answer the following statement.
A type of Bank that undertakes to convert the currency of one nation into the currency of another country [1]
- i) Reserve Bank of India
ii) Co-operative Bank
iii) Exchange Bank
iv) Industrial Bank
- B) State any four provisions for the payment of Dividend. [2]
- C) Explain any three precautions to be taken by a company secretary while corresponding with Banks. [3]
- D) i) As a Secretary of Unique Labs Ltd., Vasco-Goa draft a letter to the member Mr. Sham Naik, Old Street Verna-Goa informing him about the need to revise the Articles of Association. [4]

OR

- ii) As a Secretary of Sundrop Prints Ltd. Margao-Goa draft a letter to the Director Mr. Ajay Bhende, 4th Cross Road, Margao-Goa requesting him to obtain qualification shares. [4]
3. A) Answer the following in **a word** or **a phrase**
The principle of insurance which states that only the actual loss will be paid for [1]
- B) Explain any two types of marine policies. [2]
- C) State any three objectives of Insurance Regulatory Development Authority of India. [3]
- D) As a Secretary of Zebra Metals Ltd. Bicholin-Goa draft a letter to the Manager, Bank of India, Valpoi-Goa requesting him to act as a Banker to the issue of shares. [4]



4. A) Answer the following in **a** word or **a** phrase
The Authority that can impose fines and penalties on companies for any default. [1]
- B) State any four duties of the Registrar of companies. [2]
- C) State any six circumstances under which the company secretary corresponds with the Registrar of Companies. [3]
- D) As a Secretary United Pharma Ltd., Cortalim-Goa draft a letter to the Manager, Oasis Insurance Co. Ltd., informing him about the loss of goods due to fire. [4]
5. A) Answer the following in **a** word or **a** phrase.
A voluntary association of individual or companies formed to protect the interests of the entire business community. [1]
- B) State any four rules regarding the appointment of a proxy. [2]
- C) State any six objectives of Trade Union. [3]
- D) As a secretary of Goa Agro Products Ltd., Mapusa-Goa draft a letters to the Secretary, Bombay Stock Exchange, Dalal Street, Mumbai-400001 requesting him to list the shares at the stock exchange. [4]
6. A) Select and write the most appropriate alternative from those given below to answer the following statement.
A type of formal motion which aims at stopping the business at the meeting after it has commenced for a definite or indefinite period. [1]
- i) The previous question
ii) Adjournment
iii) The closure
iv) Proceed to next business.
- B) State any two important points regarding Quorum. [2]
- C) Distinguish between Motion and Resolution with reference to
i) Filing with Registrar
ii) Withdrawal
iii) Debate [3]
- D) Draft the Notice and Agenda of the First Board Meeting of Mayuna Gems Ltd. Ponda-Goa. [4]



7. A) Answer the following question in **a word** or **a phrase**.
A clear, concise, accurate and permanent record of the proceedings of the meeting. [1]
- B) Explain any two duties of the company Secretary before the Statutory Meeting. [2]
- C) State any four objects of Annual General Meeting. [2]
- D) Draft the minutes of the Extra-ordinary general meeting of Sachin Garments Ltd., Verna-Goa. [5]
8. A) Select and write the most appropriate alternative from those given below to answer the following :
The part of a report which states the terms of reference and the scope of the report. [1]
- i) Title
- ii) Introduction
- iii) Findings
- iv) Recommendations
- B) Explain any two objectives of keeping minutes. [2]
- C) Distinguish between committee report and progress report with reference to
- i) Signature
- ii) Frequency. [2]
- D) i) A committee has been appointed by Good Food Ltd., Pernem-Goa to study the possible demand in the state of Goa. As a Secretary, draft the report of the committee. [5]
- OR
- ii) Draft the 3rd Annual Report of Power Times Company Ltd., Quepem-Goa. [5]
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