

LIBRARY

PQ10 AFS

54810M-

8/10/16

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)

- a. Who is a company secretary? Explain his/her qualities.
- b. Explain the duties of a company secretary towards shareholders and directors.
- c. What is the role of company secretary as an advisor and liaison officer?

Q.2) Answer Any Two of the following. (15)

- a. What is a joint stock company? Explain the conversion of public company into private company.
- b. Explain the periodical returns to be filed with the registrar.
- c. Explain the types of joint stock company with the help of a chart.

Q.3) Answer Any Two of the following. (15)

- a. Explain the Articles of Association and Table A in detail.
- b. What is a share capital? Explain the features of preference shares in detail.
- c. Distinguish between Shares and Debentures.

Q.4) Answer Any Two of the following. (15)

- a. What is Rights issue? Explain the advantages and disadvantages of the same.
- b. What is allotment of shares? Explain the procedure for the same.
- c. Explain the procedure of transfer of shares.

Q.5) Answer the following.

A) Fill in the blanks.

1. A company secretary should be loyal to _____.
(his salary, his company, his directors)
2. Secretary acts as a _____ of the Board of Directors.
(friend & guide, an outsider, silent listener)
3. There is separation of ownership and _____ in a company.
(management, partnership, leadership)
4. _____ take decision for conversion.
(Directors, Creditors, Shareholders)

5. There are _____ clauses in the Memorandum of a Company.

(four, five, six)

B) True or False.

(5)

1. Ultra vires means within the power of M/A.
2. Register of members is kept at the registered office of the company.
3. Debenture holders are given many rights like shareholders.
4. Share of public companies are freely transferable.
5. Company Secretary is not concerned with the employees of the company.

C) Match the following.

(5)

- | | |
|--------------------------|---|
| 1. Forfeited shares | a. source of long term capital |
| 2. Issue of shares | b. can be cancelled |
| 3. Prospectus | c. can be issued by public companies only |
| 4. Conversion of company | d. compulsory registration |
| 5. Joint Stock Company | e. needs consent of shareholders |