

SUBSEM/340

QP Code : 23865

[Time : 3 Hours]

[Total marks : 100]

- N.B :** (1) All questions are compulsory.
 (2) Figures to the right indicate full marks.

1. (A) Fill in the blanks with appropriate word given in the bracket (any 10) :— **10**
- (i) A Company incorporated outside India is called _____ company.
 - (a) Foreign
 - (b) Holding
 - (c) Subsidiary
 - (d) Unlimited
 - (ii) A Company Secretary may be removed by a resolution of the _____.
 - (a) Board of Directors
 - (b) General Meeting
 - (c) Statutory Meeting
 - (d) Committee of Directors
 - (iii) _____ of the company specifies the rights of a company secretary.
 - (a) Circular
 - (b) Prospectus
 - (c) Service agreement
 - (d) all of these
 - (iv) Company Secretary in practice provides services in _____.
 - (a) Correspondence
 - (b) Writing accounts
 - (c) Conciliation & Arbitration
 - (d) Minutes Writing
 - (v) Secretarial advice and guidance is _____ on directors.
 - (a) Binding
 - (b) not binding
 - (c) forced
 - (d) no applicable
 - (vi) Secretarial audit is conducted by _____.
 - (a) Company secretary
 - (b) Company secretary in practice
 - (c) Government auditor
 - (d) Company's auditor
 - (vii) Capital Subscription Stage is the most important stage in the formation of _____ company.
 - (a) Private
 - (b) Public
 - (c) both
 - (d) none of these

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- (viii) Reconversion of companies is _____.
- Very common
 - rare
 - normal
 - frequent
- (ix) Secretarial correspondence with debenture holders is _____.
- often
 - limited
 - not required
 - none of these
- (x) Secretarial correspondence related to issue of bonus shares is with _____.
- Board of directors
 - Debenture holders
 - Share holders
 - ROC
- (xi) Technology is _____ in secretarial correspondence.
- Useful
 - useless
 - not necessary
 - unsafe
- (xii) The prospectus may be described as misleading prospectus if it contains _____ statement.
- untrue
 - fake
 - incomplete
 - all of these
- (b) State whether the following statements are True or False (any ten) :—
- Company dies a natural death.
 - For company secretary educational qualification is must, but professional is optional.
 - Default in filing the annual returns is not a statutory liability of company secretary.
 - Company secretary acts as advisor to the Chairman.
 - Accounting standards are prepared for standardization of secretarial practices.
 - Secretarial audit promotes company image.
 - Every alteration of Articles shall be filled with the Registrar within a period of 15 days.
 - Drafting and Printing of Memorandum and Articles of Association is done at Capital Subscription Stage.
 - Conversion of a company for second time is called dematerialisation.
 - Secretarial correspondence with Company Law Board is limited.
 - Technology has made the job of company secretary slow and tedious.
 - Letter for listing of Shares is sent to Stock Exchange.

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