

Duration: 3 hrs

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Marks:- 100

Note: - 1) All questions are compulsory.

2) Figures to the right indicate maximum marks.

Q1A) Fill in the blanks with appropriate word given in the bracket. (Any 10) (10M)

- 1) Secretary acts as a _____ of the board of directors (Co1, U)
A) Assistant and advisor B) Competitor C) An outsider D) Boss
- 2) Qualified company secretary has _____ option for career development (Co1, AP)
A) No B) Single Option C) Ample D) Limited
- 3) A Co. Secretary shall not be held office in more than _____ companies (Co1, R)
A) One B) Two C) Three D) Four
- 4) Stock Exchange are _____ corporates (Co1, AP)
A) Useful B) Harmful C) Troublesome D) Dangerous
- 5) Secretarial advice and guidance is _____ on directors
A) Binding B) Not binding C) Forced D) No Applicable (Co2, R)
- 6) ROC is recognized _____ with wide powers (Co2,AP)
A) Statutory Authority B) Non Statutory authority C) Nominal authority
D) Illegal authority
- 7) Article of Association is _____ Memorandum of Association (Co2, R, AN)
A) Subordinate to B) Superior to C) On par with D) a substitute to
- 8) Prospectus is issued by a _____ company
A) Private B) Public C) Government D) One MAN (Co2, R,AN)
- 9) Company documents are for _____ (Co2, U)
A) Reference B) Filing only C) The benefit of directors
D) Creating confusion
- 10) The relationship of company with others is decided by the _____ Of a company.
(Co2, R)
A) Memorandum B) Prospectus C) Articles of Association D) Statement in lieu
of prospectus
- 11) Secretarial correspondence should be _____ (Co3, AP)
A) Prompt B) Delayed C) Postponed D) Late
- 12) The refusal to allot shares is intimated by letter of _____ (Co3, U)
A) Allotment B) Forfeiture C) Regret D) Thanks

Q1B) State whether the following statements are True Or False.(Any 10)

(CO1,2,3-U,R,AN,AP) (10M)

1. A company must be duly incorporated under companies Act,2013.
2. Company means a group of persons associated for common objectives.
3. Career options to qualified secretary are qualified
4. Listing of securities is done at SEBI
5. There is no prescribed format for secretarial audit
6. ICSI has issued secretarial standards on minutes
7. Secretarial audits promotes corporate image.

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8. Articles are superior to MOA
9. Memorandum act as a custodian of company
10. Bonus shares are issued to debenture holders
11. Debenture holders are the owners of the company
12. Over draft facility is not useful to large companies

Q2) Answer any 2 from the following (15M)

- 1) Explain briefly the types of companies under the companies Act 2013 (Co1,R, U)
- 2) Explain the basic qualities and qualifications of Company Secretary (Co1, AP)
- 3) Explain right of Company Secretary (Co1, R)

Q3) Explain any 2 from the following (15m)

- 1) What are advisory services? Explain advisory services of company secretary to chairman. (Co2, U)
- 2) Explain the function of Company Secretary relating to SEBI (CO2, U)
- 3) What are secretarial standards? Explain their advantages (Co2, AP)

Q4) Answer any 2 from the following (15M)

- 1) Explain the meaning and clauses of memorandum of association (Co2, U)
- 2) What is articles of association? Explain its contents (Co2, R, U)
- 3) What is prospectus? What are its contents (Co2, R, U)

Q5) Answer any 2 from the following (15M)

- 1) Explain the Secretarial Correspondence with the ROC (Co3, U)
- 2) Explain role of technology in secretarial correspondence (Co3, U)
- 3) "Use of technology makes correspondence prompt, decent and attractive". Explain (Co2, E)

Q6) Write short notes (Any 4) (20 M)

- 1) Feature of Company Secretary (Co1, R)
- 2) Liabilities of Company Secretary (Co1, U)
- 3) Importance of Secretarial audit (Co1, AP)
- 4) Stages in company formation (Co2, U, AP)
- 5) Memorandum of Association (Co2, U, R)
- 6) Conversation of companies (Co3, AP)

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