

Duration: 3 Hours

B31710OCSP

Marks: 100

Note:

- All questions are compulsory.
- Figures to the right indicate full marks.
- All questions carry equal marks.

Q.1A. Multiple Choice Questions (Any 10):

(10 Marks)

- 1) A company secretary can be removed without notice in case of _____.
a) Temporary appointment b) Misconduct c) Anger d) Absence
- 2) Signing annual return along with company director is a _____ of a company secretary.
a) Moral duty b) Administrative duty c) Statutory duty d) Simple duty
- 3) Stock exchange are _____ corporate.
a) Useful b) Harmful c) Troublesome d) Dangerous
- 4) Secretarial advice and guidance is _____ on directors.
a) Binding b) Not Binding c) Forced d) Illegal authority
- 5) Secretarial Standards relates to _____ in the corporate sector.
a) Audit work b) Correspondence work c) Secretarial practices d) Trade Practices
- 6) The relationship company with others is decided by the _____ of a company.
a) Memorandum b) Prospectus c) Articles of Association d) Statement in lieu prospectus.
- 7) Statement in lieu of Prospectus is for _____.
a) Publicity b) Filing with ROC c) Inviting investors d) company formation.
- 8) Conversion of private company into public company is _____ prospectus.
a) not possible b) possible c) not allowed d) impossible
- 9) The refusal to allot shares is intimated by letter of _____.
a) Allotment b) Forfeiture c) Regret d) Thanks
- 10) The institution which regulates and controls the stock exchange activities is called _____.
a) SEBI b) BSE c) ROC d) NSE
- 11) Overdraft facility is a _____ facility.
a) Short term loan b) Long term loan c) medium term loan d) lifelong loan
- 12) Bonus shares are issued to _____.
a) Existing equity holders b) Existing creditors
c) Existing preference shareholders d) Existing debtors

(P.T.O)

Q.1B) State Whether the following statements are true or false (Any 10)

(10Marks)

- 1) ROC is one officer who is subordinate to company secretary.
 - 2) Listing agreement is between company and stock exchange
 - 3) The companies Act, 2013 has introduced secretarial audit as a new class of audit.
 - 4) Memorandum acts as a constitution of a company.
 - 5) Company formation procedure is lengthy and time consuming in the case of private company.
 - 6) Trading certificate is the final certificate for starting business by a public company
 - 7) The objective of SEBI is to protect the interest of the companies
 - 8) Use of technology makes correspondence work prompt, neat and clean.
 - 9) Company secretary acts as the mouthpiece of Board of direction
 - 10) Memorandum of association is submitted to ROC for company registration
- 1) Article are superior to memorandum
 - 2) A novel concept of one Man Company is introduced by companies Act.

Q.2) Answer the following (Any two)

(15m)

- 1) Define company secretary and its feature.
- 2) Explain the qualification of company secretary
- 3) Discuss the responsibilities of company secretary.

Q.3) Answer the following (Any two)

(15m)

1. Explain the benefits of secretarial audit to shareholders..
2. Explain the importance of secretarial audit .
3. Explain the functions of company secretary relating to SEBI.

Q.4) Answer the following (Any two)

(15m)

- 1.Explain the importance of memorandum of association.
- 2.What is misleading prospectus.
- 3.Discuss in detail about the incorporation stage of company formation.

Q.5) Answer the following (Any two)

(15m)

- 1.Discuss the need of secretarial correspondence.
- 2.Explain the role of technology in secretarial correspondence.
- 3.Give a specimen on Rights issue

Q.6) Write Short notes on (Any four)

(20m)

1. Introduction to a company
- 2.Career options of company secretary
- 3.Consumer forum and consumer protection
- 4.Clauses of Memorandum of Association
- 5.Meaning of Prospectus
- 6.Secretarial correspondence with shareholders

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