

Please check whether you have got the right question paper.

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

1. (a) Fill in the blanks with suitable options. (Any 10) 10

1. Minimum _____ directors are required in a Private Limited Company.
(One, Two, Three, Four)
2. A _____ director is not involved in the day to day management of the organization but is involved in policy making and planning activities. (Executive, Non-executive, Woman, None of these)
3. _____ is responsible for evaluating the validity and reliability of a company's financial statements. (Company Secretary, Auditor, Solicitor, Registrar)
4. _____ is the first meeting of the shareholders conducted after the commencement of the business of a public company. (Annual General, Statutory, Board, Extra Ordinary General Meeting)
5. _____ means minimum number of person who must be present at a meeting. (Poll, Minutes, Quorum, Motion)
6. Ordinary resolution requires _____ majority of votes of member.
(3/4, Full, Simple, Zero)
7. _____ is the process through which an investor's physical share certificate gets converted into electronic form. (Dematerialisation, Rematerialisation, Online Trading, Charge)
8. _____ stands for BSE Online Trading System. (BOLT, SCR, BOSS, SEBI)
9. _____ is admission of securities of a company to trading on recognized stock exchange. (Demat, Listing, Delisting, Broking)
10. The rate of dividend on preference shares, is _____. (Floating, Fixed, Zero, None of these)
11. _____ is a process of putting an end to the life of a company. (Registration, Windingup, Listing, Incorporation)
12. _____ report must give true and fair view of the financial position of the company after examining its accounts. (Directors', Audit, Corporate Governance, Statutory)

(b) State whether the following statements are True or False. (Any 10) 10

- 1) A company can appoint maximum 15 directors.
- 2) Non-executive directors are actively involved in the day to day functioning of the company.
- 3) An Auditor of a holding company has no right to access to the books of its subsidiary company.
- 4) Company Secretary must send all notices and communications to the shareholder, relating to general meeting.
- 5) Proxy can vote in Voting by Show of Hands method.
- 6) A motion can be amended.
- 7) Dematerialisation increases the cost of operations and paperwork.

- 8) Online Trading is considered as an easier and convenient way to own the shares.
- 9) Listing of securities is not compulsory under Indian Companies Act.
- 10) Dividend has to be paid within 30 days from the date of declaration.
- 11) Preparation of Director's Report is obligatory for companies.
- 12) In winding up of a company, management of company's affairs is taken out of its directors' hands.

2. Answer any two from the following :

15

- (a) Write a note on Director Identification Number (DIN).
- (b) Elaborate on the different types of directors.
- (c) Explain the rights of Auditor.

3. Answer any two from the following :

15

- (a) Explain secretarial duties before, during and after Annual General Meeting.
- (b) Briefly explain the statutory provisions relating to:
I) Notice II) Quorum
- (c) Define Motion. Describe the types of motion.

4. Answer any two from the following :

15

- (a) Define Dematerialisation. State its needs and importance.
- (b) List out the advantages and disadvantages of Online Trading.
- (c) Explain the meaning and procedure of Listing of Securities.

5. Answer any two from the following :

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- (a) Briefly explain the different types of Company Reports under Companies Act, 2013.
- (b) Describe the procedure of winding up of a company.
- (c) Prepare a specimen of – Minutes of Annual General Meeting.

6. Write short notes on (Any four)

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- (a) Role of CEO
- (b) Proxy
- (c) Agenda
- (d) BOSS
- (e) Charges and Penalties
- (f) Specimen of Special resolution for alteration of Memorandum of Association.