

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Difference between Share Capital and Debentures?
- Q.4 What is Prospectus and Write about the formalities of issue of prospectus?
- Q.5 What is Joint Stock Company and its various types?
- Q.6 Define Shares Capital and its various types?
- Q.7 Explain the various steps to be taken for the incorporation of a company limited by shares?

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Roll No.

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5th Sem. / OMCA

Subject : Secretarial Practice

Time : 3 Hrs.

M.M. : 100

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1 a) What do you mean by Prospectus?
- b) Define the Private Limited Company?
- c) Write any two kinds of meeting?
- d) Mention two types of Partners?
- e) Discuss any two importance of Debentures?
- f) What are the duty of Secretary during the meeting?
- g) Write any two alteration of Memorandum?
- h) Define the Short term Debentures?
- i) What do you mean by Deffred Shaves?

- j) Write about articles of association?
- k) Define Promotion?
- l) What do you mean by Incorporation?
- m) Write any two features of Joint-Stock Companies?
- n) Define formalities in issuing a prospectus?
- o) What do you mean by issue of Share?
- p) What are the duty of Company Secretary before the meeting?
- q) Discuss the meeting of Shareholders?
- r) What do you mean by Subscription?

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) Write down the three methods of long term loans?
 - ii) What is redeemable and perpetual Debentures?
 - iii) Describe the classification of Companies?

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- iv) Difference between Shares and Stock?
- v) Describe the different stages in application of Shares?
- vi) Explain briefly classes of Shares?
- vii) What do you mean by Quorum of meeting?
- viii) What are the Contents of a Prospectus?
- ix) Discuss the Power of Chairman?
- x) Define the two Stages of formation of Companies?
- xi) Difference between Joint Stock Company and Partnership?
- xii) What is Reserve Capital? How it is created?
- xiii) What is Secured and Unsecured Debentures?
- xiv) What do you mean by in corporation of Company.
- xv) Difference between Annual General Meeting and Extra Ordinary General Meeting?

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