

Seat No.:

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Sl. No.:

337(E)

(March, 2015)

Time : 3 Hours]

[Maximum Marks : 100

Instructions :

- 1) This question paper contains Six sections and total 47 questions.
- 2) All questions are compulsory. There are internal options.
- 3) Attempt each section from a new page and mention question numbers clearly.

SECTION - A

■ Question 1 to 10 are multiple choice questions. Each carries one mark :

[10]

- 1) When a company is merged with another company? What is the change in membership?
 - (A) It loses the membership
 - (B) It can continue membership
 - (C) Its membership gets cancelled
 - (D) It can file a case in court
- 2) A proxy can –
 - (A) Take part in the management of a company
 - (B) Receive dividend
 - (C) Sell share of the company
 - (D) Cast vote in voting by poll

- 3) If Chairman is not appointed at the meeting, who can conduct the meeting?
- (A) Managing Director
 - (B) Vice-Chairman
 - (C) Secretary
 - (D) The proceedings of the meeting will be cancelled
- 4) Provision for calls on shares is made in –
- (A) Articles of ASSO
 - (B) Memo of ASSO
 - (C) Company's register
 - (D) Books of Accounts
- 5) Certification of transfer is undertaken for –
- (A) Partial transfer of shares
 - (B) Certificate of registration
 - (C) Transmission of shares
 - (D) Surrender of share certificate
- 6) Who has a power to remove a director?
- (A) State Govt.
 - (B) Company Registrar
 - (C) Company Law Board
 - (D) Chief Minister
- 7) Before how many days a subscription list can not be closed after opening of the public issue?
- (A) 2 days
 - (B) 3 days
 - (C) 4 days
 - (D) 5 days

- 8) How much maximum percentage of net profit can be given as remuneration to the Managing Director if he is only full time director?
- (A) 5%
(B) 10%
(C) 15%
(D) 20%
- 9) Whose permission is necessary in the issue of bearer debentures?
- (A) Reserve Bank of India
(B) General Manager
(C) Court
(D) Share holders
- 10) Before declaring dividend –
- (A) Provision of depreciation is necessary
(B) Provision of depreciation is not necessary
(C) Depreciation of earlier year is to be provided
(D) Half-depreciation has to be provided

SECTION - B

- Answer the following questions from 11 to 25 in brief. Each question carries 1 mark :

[15]

- 11) Describe the main pillars in the world of Agency.
- 12) Who can give the financial status of a business firm?
- 13) In which circumstances, a firm need the facility of cash-credit from banks?
- 14) Who appointed the first directors of the company?

- 15) Name any four Government Departments with which a business unit has to write letters in normal circumstances.
- 16) What is show cause notice?
- 17) If the writer wants to maintain secrecy about his name which words are used by writer while writing a letter to Editor?
- 18) What is the main difference between lien and share lien?
- 19) What is share listing?
- 20) Why stamp duty is not required in transmission of shares?
- 21) When debenture holder can demand for liquidation of Company?
- 22) What is membership of the Company?
- 23) What is intra vires?
- 24) What is dividend?
- 25) What is minutes?

SECTION - C

■ Answer the following questions from 26 to 31 in brief. Each question carries 2 marks :

[12]

- 26) Which types of letters are normally written to Post, Telegraph and Telephone Department by a business firm?
- 27) Explain the importance of share transfer receipt.
- 28) What is floating charge? When does it become fixed?
- 29) When does the company membership of foreigners suspended?
- 30) Explain the difference between ordinary and special resolution (any two points).
- 31) Describe the types of shareholder meetings.

SECTION - D

- Answer the following questions from 32 to 37 to the point.
Each question carries 3 marks :

[18]

- 32) What is transfer of Employee? Explain the purpose of transfer.
- 33) Describe the stages in the procedure of share application.
- 34) Write short note on 'Rights of debenture holders'.
- 35) Mention different methods of acquiring membership.
- 36) Write difference between director and managing director.
- 37) Give the meaning of dividend warrant and explain it in detail.

SECTION - E

- Answer the following questions from 38 to 42 in detail. Each question carries 4 marks :

[20]

- 38) Explain the structure of a letter to the Editor of a newspaper.

OR

Write a letter to Times of India, Bombay to create public opinion for corruption in govt. employees.

- 39) Give specimen 'Letter of Renunciation'.

- 40) Give difference –

Transfer of shares v/s Transmission of shares.

- 41) Mention the Criminal Liabilities of Directors.

- 42) Who can call the Annual General meeting? Explain the duties of a secretary regarding the A.G.M.

OR

Explain different methods of voting in company meetings.

SECTION - F

■ Answer the following questions from 43 to 47 in detail.

Each question carries 5 marks :

[25]

- 43) You have received a letter from Hero Cycle, Delhi for acquiring agency. Write a letter to them to make negotiations in terms of Agency.
- 44) Pratiksha Novelties, Jamnagar wants to purchase goods in large quantity on credit. Write a letter on behalf of Fair Lady Cosmetics, Bombay requesting them to provide reference of their banker.
- 45) The bank has dishonoured your cheque despite sufficient balance in your A/c. Write a letter complaining them about the wrongful dishonour.
- 46) Your telephone No. 9479983983 bill of Nov. is too high. Write a letter to B.S.N.L. complaining about it.

OR

Write a letter requesting the telephone department for parallel connection on the same number.

- 47) Write a letter to a candidate who has performed satisfactorily in written test and personal interview, inviting him to appear for physical verification.

OR

Define the word Inter Department correspondance and explain the meaning and importance of notice.

