



MATH TECH TUTORIALS

(15/113, Gr. floor, Anand Nagar, Near Vakola Police Station, Santacruz (E), Mumbai - 55)
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SECRETARIAL PRACTICE QUESTIONS BANK

Long Questions

- 1) What are different source of collecting capital
- 2) What are different types of preference shares
- 3) What are different types of debentures
- 3) What are essentials of valid Call
- 4) What is depository? What are importance of depository
- 5) What are the steps in dematerialization of securities
- 6) What are different functions of stock exchange
- 7) What is report? What are features of report
- 8) Essentials of good report
- 9) What are different types of share capital
- 10) What are types of shares? Explain its features
- 11) Procedure for Application, Allotment and Call
- 12) What are rights of debentures
- 13) What is need of depository
- 14) What are features of stock exchange
- 15) Role of SEBI in monitoring stock exchange
- 17) What are importance of report
- 18) What are different types of report

Short notes:

- 1) Plunging back of profit
- 2) Bonus shares
- 3) Minutes Book- Content & Importance
- 4) Employees Stock Option Scheme (ESOP)
- 5) Annual , Committee, Progress & Auditor Report
- 6) Share stock
- 7) Right issue
- 8) Register of Members
- 9) Books of Account

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Distinguish Between

- 1) Share & Stock
- 2) Shares & Debentures / Owned Capital & Borrowed Capi.
- 3) Transfer of Shares & Transmission of Shares
- 4) Forfeiture of Shares & Surrender of Shares
- 5) Call & Forfeiture & Allotment & Regret Letter
- 6) Equity Shares & Preference Shares
- 7) Share Certificate & Share Warrant
- 8) Interim Dividend & Final Dividend
- 9) Dividend & Interest
- 10) Annual & Progress & Committee & Auditors Report

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True or False

- 1) Equity Shareholders get dividend every year
- 2) Fully paid up shares cannot be converted into stock
- 3) Debenture is a loan capital of company
- 4) Debenture holders enjoy normal voting rights
- 5) The shares of private limited company are freely transferable
- 6) There is no procedure for allotment of shares
- 7) Fully paid up shares cannot be forfeited
- 8) The forfeited shares cannot be re-issued by company
- 9) Letter of forfeiture is sent by ordinary post
- 10) No dividend can be declared out of capital
- 11) Regret letter is accompanied by share certificate
- 12) Inside trading is legally permitted
- 13) A private company need not to prepare register of members
- 14) All reports are prepared by secretary
- 15) Statutory books are not compulsory for every company
- 16) Committee report is prepared by experts
- 17) There is no need of depository system in India
- 18) Risk of bad delivery arises due to depository
- 19) Bonus shares are offered to general public
- 20) The share certificate is bearer document title to shares issued by company
- 21) Share transfer in depository mode is fast and economic
- 22) The minutes of each meeting need not be approved in next meeting
- 23) Company can never depend on single source of capital
- 24) A public company can accept deposit from public for any extend
- 25) Market value of equity shares is always equal to its face value

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