

**GOVERNMENT COMMERCE COLLEGE, VADALI**  
**INTERNAL EXAMINATION: SEPTEMBER – 2023**  
**SUBJECT: SECRETARIAL PRACTICE-III (SUBJECT CODE: SE 201 D)**  
**B.COM. – III**

**DATE : 29/09/2023**  
**DAY : FRIDAY**

**TIME : 10:00 AM TO 10:20 AM**  
**TOTAL MARKS : 30**

**PART-A**

**Instruction : Select the correct alternative and write answers in the given box. (10)**

- (1) Who are the **true owners** of the Company?  
 (A) Equity Shareholders (B) Preference Shareholders   
 (C) Bond Holders (D) Debenture holders
- (2) What type of letter does, a firm write to **inquire** about goods?  
 (A) Order letter (B) Inquiry Letter   
 (C) Letter of Advertisement (D) Letter for sample
- (3) According to Companies Act-2013, which of the following Preference Shares **cannot be issued** by the company?  
 (A) Redeemable Preference Share (B) Irredeemable Preference Share   
 (C) Convertible Preference Share (D) Non-Participating Preference Share
- (4) The word '**Secretary**' originated from which language?  
 (A) Greek (B) Latin (C) Roman (D) French
- (5) The following **style** is more popular in business correspondence?  
 (A) Semi-Indented Style (B) Fully Blocked Style   
 (C) Semi-Indented Style (D) Hanging Indented Style
- (6) What is the **qualification** of Company Secretary?  
 (A) M.Com. (B) Chartered Secretary (C.S.)   
 (C) Chartered Accountant (C.A.) (D) P.G. Degree in any Stream
- (7) What is **ICSI** stands for...  
 (A) Institute of Correspondence & Standards of India   
 (B) Indian Company Secretaries Institute  
 (C) Institute of Company Secretaries of India  
 (D) Institute of Chartered Secretaries of India
- (8) Each company is required to submit **half-yearly Return** to the Registrar of Companies within how many days?  
 (A) 15 Days (B) 30 Days (C) 45 Days (D) 60 Days
- (9) To furnish **Secretarial Audit** what is the Turnover of every Listed Public Company?  
 (A) 50 crore rupees or more (B) 100 crore rupees or more   
 (C) 150 crore rupees or more (D) 250 crore rupees or more
- (10) Replies to inquiry serve as.....  
 (A) The quality of goods (B) The method of Payment   
 (C) Advertisement (D) Sales Representatives
- (11) As per **subscribed capital**; in which company, the appointment of the secretary is mandatory?  
 (A) Rs. 50 Lakhs (B) Rs. 2 Crore   
 (C) Rs. 5 Crore or More than that (D) Rs. 1 Crore.
- (12) Which of following shares given to Company Promoters to either discount of other than consideration of cash?  
 (A) Equity Share (B) Sweat Equity Share   
 (C) Bonus Share (D) Right Share

ROLL NO. \_\_\_\_\_

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**PART-B**

**Instructions:** (1) The numbers on the right side showing marks.  
(2) All questions are compulsory

**Que-1: (A)** Define Preference Share and write its types in details. **(08)**  
**(B)** Distinguish Equity shares and Preference shares. **(07)**

**OR**

**Que-1: (A)** Roles of Company Secretary in Practice under Companies Act-2013 **(08)**  
**(B)** Write in details about recognition to company secretary in practice under various Laws/Acts **(07)**

**Que-2: (A)** Define Company Secretary and explain Company Secretary's major duties. **(08)**  
**(B)** Discuss Rights and Responsibilities of Company Secretary **(07)**

**OR**

**Que-2: (A)** Draft a suitable letter on behalf of Music Station Shop, Idar inquiring about the Music Instruments' quality, price and terms of business to Maa Saraswati Musicals, Ahmedabad. **(08)**  
**(B)** Monsoon Collection, Himatnagar had placed an order to The Fairy Season, Punjab for Rain-coats and umbrellas. However, they have not received ordered goods even after a long-time. Write a suitable Cancellation of order letter on behalf of Monsoon Collection, Himatnagar. **(07)**