

Exam Seat No: _____

Enrollment No: _____

C.U.SHAH UNIVERSITY

Wadhwan City

Subject Code : 4CO01SPR1

Summer Examination-2014

Date: 12 /06/2014

Subject Name:- Secretarial Practice-I

Branch/Semester:- B.com(Eng) /I

Time:10:30 To 1:00

Examination: Remedial

Instructions:-

- (1) Attempt all Questions of both sections in same answer book / Supplementary
- (2) Use of Programmable calculator & any other electronic instrument is prohibited.
- (3) Instructions written on main answer Book are strictly to be obeyed.
- (4) Draw neat diagrams & figures (If necessary) at right places
- (5) Assume suitable & Perfect data if needed

SECTION I

Q. 1	Do as Directed	
	1 Give a full form of FPO	01
	2 Give a concept of Prospectus	02
	3 Define MOA	02
	4 Give a concept of Right Share	02
Q.2	1 Explain merits of Company	05
	2 Explain qualification of Secretary.	05
	3 Write a short note on Multinational Company.	04
OR		
	1 Write a short note on Doctrine of Altra Virus.	05
	2 Explain Capital & Liability clause of MOA	05
	3 Explain features of Equity share.	04
Q.3	1 Explain liabilities of Secretary.	07
	2 Explain Qualification & Disqualification of Secretary.	07

OR

	1 Define Prospectus? Explain merits of Prospectus.	07
	2 "A company is an Artificial Person" Explain this statement.	07

SECTION – II

Q. 4	Do as Directed	
	1 Give types of Share Capital.	02
	2 Give a concept of Allotment of Share.	02
	3 Give a concept of Promoter.	02
	4 Define SEBI	01
Q. 5	1 Explain SEBI guideline for Issuing Prospectus.	05
	2 Enlist advantages of Listing of Security.	05

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3 Write a short note on Subsidiary Company. 04

OR

- 1 Explain Liabilities of Promoter. 05
- 2 Explain characteristics of Office Management. 05
- 3 Enlist advantages of Limited Company. 04

Q. 6 1 Difference MOA and AOA 07
2 Explain procedure for issuing Forfeited Share 07

OR

- 1 Explain Procedure for Inward & Outward letter for Office Management. 07
- 2 Explain legal provision for Issuing Listing of Security. 07

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