MODEL QUESTION PAPER 2027

SECRETARIAL PRACTICE

Std. XII (H.S.C.) · Maharashtra State Board

Time: 3 Hours **Max. Marks: 80**

General instructions:

(1) All questions are compulsory.
(2) The numbers to the right indicate full marks.
(3) Answer to every main question must be started on a new page.

Q. 1.

(A) Select the correct option and rewrite the statement: **5**

(i) Write a word/term/phrase: The return paid to the creditors by the company.

(ii) Select the correct answer and rewrite: _____ of shares takes place due to operation of law. (a) Forfeiture (b) Transmission (c) Allotment

(iii) Write a word/term/phrase: A bill which is issued by Reserve Bank of India on behalf of the Government of India.

(iv) Correct the underlined word and rewrite: Securities are fungible in Physical mode.

(v) Select the proper option and rewrite: A company cannot accept deposits for more than _____ months. (a) 24 (b) 36 (c) 45

(B) Answer the following in one word / one sentence / a word or phrase: **15**

(i) Correct the underlined word and rewrite: FPO refers to offering of shares to the public for the first time.

(ii) Correct the underlined word and rewrite: Bond is a source of Short term finance.

(iii) Select the correct answer and rewrite: A depository receipt traded in _____ is called American Depository Receipt. (a) London (b) Japan (c) U.S.A.

(iv) Correct the underlined word and rewrite: Dividend is payable every year irrespective of profits made by company.

(v) Justify the following statement: Electronic holding of securities is safer than physical holding.

(vi) Correct the underlined word and rewrite: A Bear expects the prices of shares to rise in future.

(vii) Select the correct answer and rewrite: Deposits are _____ loans of the company. (a) fixed (b) long term (c) short term

(viii) State True or False: Dividend once declared cannot be revoked.

(ix) Correct the underlined word and rewrite: A stock market is an important constituent of money market.

(x) Write a word/term/phrase: These shareholders are the 'real masters' of the company.

(xi) Write a word/term/phrase: A specific place where trading of securities is arranged in an organized method.

(xii) Find the odd one: Land and Building, Plant and Machinery, Cash

(xiii) Find the odd one: Face value, Redemption value, Market value

(xiv) Find the odd one: SEBI, Debentureholder, Shareholder

(xv) Write a word/term/phrase: The internal source of financing.

Q. 2.

Explain the following terms / concepts (any FOUR): **8**

(i) Explain the following term / concept: Debenture Certificate

(ii) Explain the following term / concept: Stock Exchange

(iii) Explain the following term / concept: Fixed Capital

(iv) Explain the following term / concept: Investment Decision

(v) Explain the following term / concept: Dematerialization

(vi) Explain the following term / concept: Overdraft

Q. 3.

Study the following case / situation and express your opinion (any TWO): **6**

(i) Study the case and express your opinion: Harsh Company Limited decides to pay interim dividend. (a) Is the board justified to decide interim dividend of Rs.10 per share even though profits till date are insufficient? (b) Can the board declare dividend out of free reserves? (c) In how many days must company pay dividend to shareholders from the date of declaration?

(ii) Study the case and express your opinion: Angel Company Ltd. plans to raise funds through public deposits. Its net worth is Rs.250 crores. (a) Can they accept deposits from the public? (b) Can they accept deposits which mature after 5 years? (c) Within what period should the company issue deposit receipt to its depositors?

(iii) Study the case and express your opinion: Mr. Rajesh holds 100 shares of STAR Company Ltd. in demat mode. (a) He wants to transfer one share each to his wife, daughter and son. Can he do so? (b) Does he need to submit DRF or DIS if he wants to transfer his shares? (c) Can he nominate his wife in his demat account?

Q. 4.

Distinguish between the following (any THREE): **12**

(i) Distinguish between: Interim Dividend and Final Dividend

(ii) Answer in brief: State any four terms and conditions regarding acceptance of deposit.

(iii) Justify the following statement: Debenture trustees are appointed by a company issuing debentures.

(iv) Distinguish between: Initial Public Offer and Further Public Offer

Q. 5.

Answer in brief (any TWO): **8**

(i) Distinguish between: Jobber and Broker

(ii) Answer in brief: Explain the features of Interest.

(iii) Distinguish between: Owned Capital and Borrowed Capital

Q. 6.

Justify the following statements (any TWO): **8**

(i) Distinguish between: Rights Shares and Bonus Shares

(ii) Distinguish between: Dividend and Interest

(iii) Answer in brief: State the features of Interim Dividend.

(iv) Answer in brief: State any four provisions of Companies Act, 2013 for issue of debentures.

Q. 7.

Attempt the following (any TWO): **10**

(i) Attempt the following: Write a letter to the member for the payment of dividend through dividend warrant.

(ii) Attempt the following: Draft a reply letter resolving the query of the member on low rate of dividend.

(iii) Attempt the following: Write a letter to debentureholder informing him/her about conversion of debentures into equity shares.

Q. 8.

Answer the following question in detail (any ONE): **8**

(i) Answer in detail: What is Debenture? Explain the different types of debentures.

(ii) Answer in detail: Explain briefly the procedure for allotment of shares.

This is a model / practice paper built by AglaSem from an analysis of past MSBSHSE board papers. It follows the current board pattern for practice purpose only.