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SECRETARIAL PRACTICE (52)

Time : 3 Hrs.

(4 Pages)

Max. Marks : 100

*Note : (1) All questions are compulsory.**(2) Figures to the right indicate full marks for the questions.**(3) Figures to the left indicate question numbers.**(4) Answer to every question must be started on a new page.***Q. 1.(A) Select the proper option from the options given below and rewrite the sentences :****[20]****(5)**

- (1) Convertible debentures are converted into _____.
 - (a) Preference shares
 - (b) Deposits
 - (c) Equity shares
- (2) If the shares are not allotted to the applicant the company sends a letter of _____.
 - (a) Regret
 - (b) Forfeiture
 - (c) Allotment
- (3) Public companies cannot accept deposits for more than _____ months.
 - (a) 36
 - (b) 06
 - (c) 12

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