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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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