

DAY — 07

SEAT NUMBER /

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(E)

SECRETARIAL PRACTICE (52)

Time : 3 Hrs.

(4 Pages)

Max. Marks : 80

- 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 correct answer from the options given below and rewrite the sentences : (5) [20]
- (1) Company has to pay _____ to government.
(a) taxes (b) dividend (c) interest
 - (2) _____ shares are issued free of cost to existing equity shareholders.
(a) Equity (b) Right (c) Bonus
 - (3) _____ is a proof of title of shares.
(a) Register of member
(b) Share certificate
(c) Letter of Allotment
 - (4) Debenture Capital is a _____ capital of a company.
(a) owned (b) permanent (c) borrowed
 - (5) Dividend is paid first to _____ shareholders.
(a) equity (b) preference (c) deferred

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