

Total Marks: 60

Q-1. What is Allotment of shares ? State its Procedure and Explain irregular allotment. 15

Or

Q-1. State Secretary's duties regarding Allotment of share and write a note on private Placement of share/debenture. 15

Q-2. State legal provisions for listing of securities and Advantages of listing of securities. 15

Or

Q-2. Describe procedure of Demanding call of share and Explain provisions of company law Regarding share calls. 15

Q-3. What is forfeiture of shares ? State legal provisions and procedure of forfeiture of Shares. 15

Or

Q-3. State effects of forfeiture of share and secretary's duties regarding forfeiture of Shares. 15

Q-4. What is Office management ? Explain its characteristics and functions 15

Or

Q-4. Explain importance of office management and give brief idea of modern office equipments. 15

(P.T.O.)