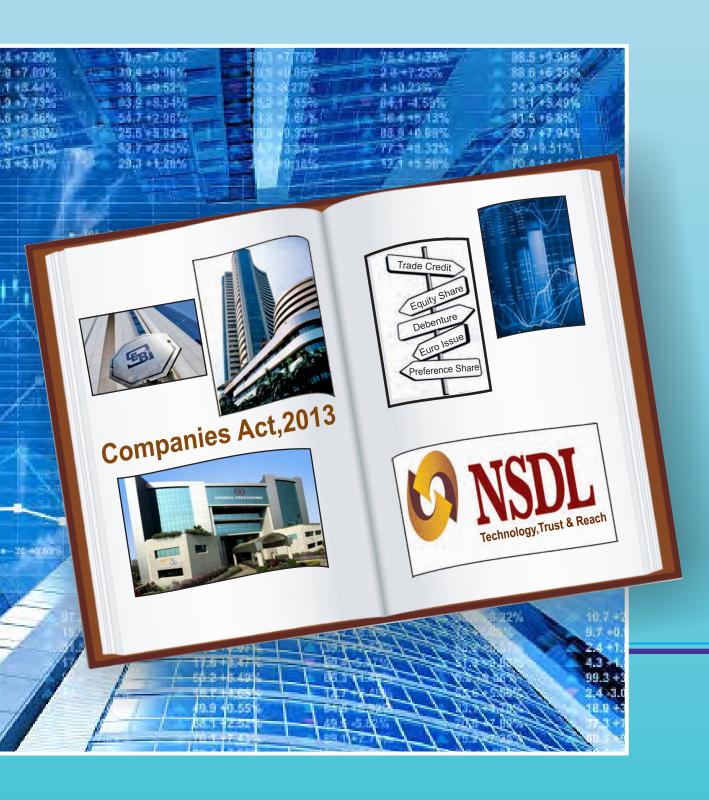


SECRETARIAL PRACTICE

STANDARD XII



The Constitution of India

Chapter IV A

Fundamental Duties

ARTICLE 51A

Fundamental Duties- It shall be the duty of every citizen of India-

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so:
- to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities, to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers and wild life and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
- (k) who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

The Coordination Committee formed by GR No. Abhyas - 2116/(Pra.Kra.43/16) SD - 4 Dated 25.4.2016 has given approval to prescribe this textbook in its meeting held on 30.01.2020 and it has been decided to implement it from the educational year 2020-21.

Secretarial Practice

Standard: XII



2020

Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune - 411 004



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Commerce Stream Committee Members

Dr. Narendra Pathak

(Chairman of Commerce Committee)

Dr. Jyoti Gaikwad (Member) Dr. Mukund Tapkir (Member) Dr. Prashant Sathe (Member) CS. Mahesh Athawale (Member) Shri. Surendra Nirgude (Member) Shri. Narayan Patil (Member) Shri. Mohan Salvi (Member) Shri. Anil Kapre (Member) Smt. Anantlaxmi Kailasan (Member) Smt. Laxmi Pillai (Member) Smt. Mrinal Phadke (Member)

Dr. Sangeeta Mandke

Smt. Ujjwala Godbole

Secretarial Practice Study Group Members

(Member)

(Member-Secretary)

Dr. Jyoti Gaikwad

(Chariman and Coordinator)

Shri. Zubeida Surti Shri. Nitin Gujarathi

Shri. Vijay Khude Shri. Omkar Prasade

Shri. Prashant Shelke Shri. Govind Hare

Smt. Nayana Padki Smt. Anjali Sawant

Cover, Illustrations and Computer Drawings

Shri. Sandip Koli, Artist, Mumbai

Typesetter

Shri Printers, Pune

Co-ordinator

Ujjwala Shrikant Godbole I/C Special Officer for Mathematics

Production Sachchitanand Aphale

Chief Production Officer

Sanjay Kamble

Production Officer

Prashant Harne

Asst. Production Officer

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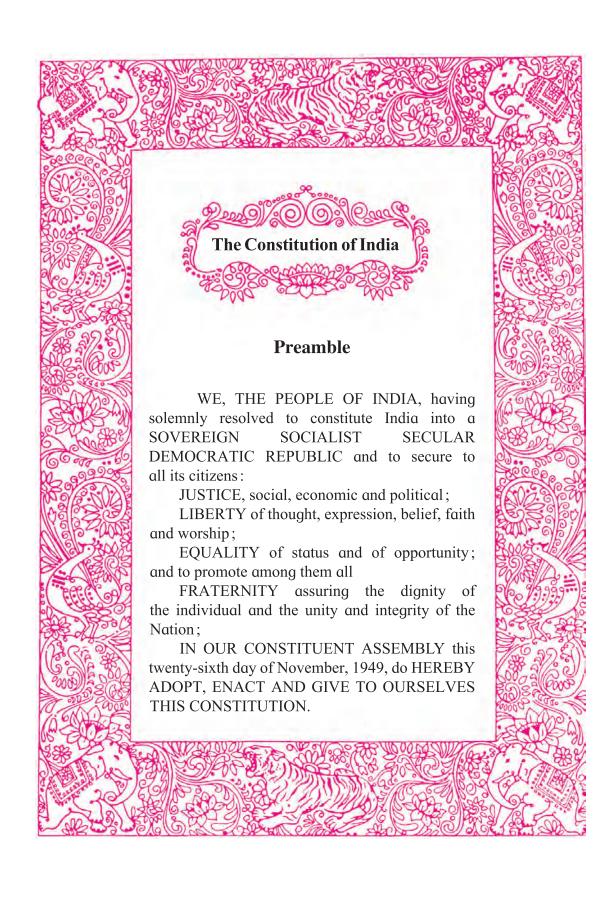
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NATIONAL ANTHEM

Jana-gana-mana-adhināyaka jaya hē Bhārata-bhāgya-vidhātā,

Panjāba-Sindhu-Gujarāta-Marāthā Drāvida-Utkala-Banga

Vindhya-Himāchala-Yamunā-Gangā uchchala-jaladhi-taranga

Tava subha nāmē jāgē, tava subha āsisa māgē, gāhē tava jaya-gāthā,

Jana-gana-mangala-dāyaka jaya hē Bhārata-bhāgya-vidhātā,

Jaya hē, Jaya hē, Jaya jaya jaya, jaya hē.

PLEDGE

India is my country. All Indians are my brothers and sisters.

I love my country, and I am proud of its rich and varied heritage. I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect, and treat everyone with courtesy.

To my country and my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

Preface

Dear students,

We take pleasure in introducing the textbook for Standard XII based on the revised syllabus from the academic year 2020-2021.

Secretarial Practice is one of the subjects in the commerce stream which deals exclusively with the business world's largest and the most popular form of commercial enterprises viz. the Joint Stock Company. The Standard XI syllabus covers topics like features of a company, incorporation of a company, its management, role of company secretary, etc. The syllabus for Standard XII further deals with the working of Joint Stock Company by focusing on the methods used by a company to raise capital by issuing Shares, Debentures, Public Deposits, etc. in the financial market. Chapters on the important sources of capital, viz. Shares, Debentures and Public Deposits, covers only the provisions and procedures related to raising such capital. These chapters are followed by chapters on correspondence with contributors of capital.

The subject derives its contents from the Companies Act, 2013. Due care has been taken to present the matter in a simple language so that students can easily understand the legal and technical aspects of the Act. Charts and diagrams are given wherever necessary. Meaning of every new term or word has been explained in a box. Moreover, to make learning stimulating, additional information has been given in every chapter along with interesting activities for the students. Exercise given at the end of every chapter is exhaustive. Various types of questions have been asked to test conceptual clarity and encourage logical thinking and reasoning. Application-based questions have been included to enable students to apply theoretical knowledge to solve real life-like situations. Documents, Proformas, etc. have been given in the Q.R. Code on the title page.

The new Companies Act has been amended many times since its enactment in 2013. This book includes all the amendments made in the Act and the various Rules and Regulations of SEBI upto November 2019.

We are thankful to the subject committee members, study group members, translators, reviewers and all those who have contributed in designing this new version of the textbook.

We hope the textbook meets all the expectations of the academicians, teachers and students.

(Vivek Gosavi)
Director

Pune

Date: 21 February 2020

Bharatiya Saur: 2 Phalguna 1941

Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune.

Competency Statements

Unit No.	Торіс	Competency Statements	
1	Sources of Corporate Finance	Understand the concept of Corporate Finance and its Importance.	
		Understand meaning of capital structure of a company	
		 understand various sources of owned and borrowed capital 	
		Compare different sources of finance.	
2	Capital raising	Understand the provisions and procedures related to Issue of Shares, Debentures and Acceptance of Public Deposits.	
3	Secretarial Correspondence	Develop Communication skills related to Members, Debenture holders and Deposit holders.	
4	Depository System	Understand the concept of Depository system and its Importance.	
		• Know the constituents of Depository System.	
		Learn the Functioning of Depository System.	
5	Payment of Dividend and Interest	Understand the concept of Dividend and Interest.	
		Compare between Interim and Final Dividend.	
		Learn about provisions on sources and for Declaration and Payment of Dividend.	

6	Financial Markets	 Understand the Meaning of Financial Market. Know the types of Financial Markets. Learn about the Different Types of Financial Instruments. Understand the Meaning and functions of Stock Exchange. Know about BSE and NSE Understand the different terms related to stock exchange. Understand the role of SEBI in Capital Market.
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