

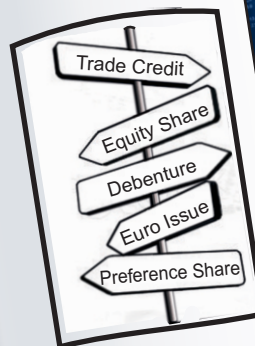


# SECRETARIAL PRACTICE

STANDARD XII



**Companies Act, 2013**



**NSDL**

Technology, Trust & Reach

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**



**Y5M1P 6**

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## **The Constitution of India**

### **Preamble**

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens :

JUSTICE, social, economic and political ;  
LIBERTY of thought, expression, belief, faith and worship ;

EQUALITY of status and of opportunity ;  
and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation ;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

## 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 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.	Topic	Competency Statements
1	Sources of Corporate Finance	<ul style="list-style-type: none"> <li>• Understand the concept of Corporate Finance and its Importance.</li> <li>• Understand meaning of capital structure of a company</li> <li>• Understand various sources of owned and borrowed capital</li> <li>• Compare different sources of finance.</li> </ul>
2	Capital raising	<ul style="list-style-type: none"> <li>• Understand the provisions and procedures related to Issue of Shares, Debentures and Acceptance of Public Deposits.</li> </ul>
3	Secretarial Correspondence	<ul style="list-style-type: none"> <li>• Develop Communication skills related to Members, Debenture holders and Deposit holders.</li> </ul>
4	Depository System	<ul style="list-style-type: none"> <li>• Understand the concept of Depository system and its Importance.</li> <li>• Know the constituents of Depository System.</li> <li>• Learn the Functioning of Depository System.</li> </ul>
5	Payment of Dividend and Interest	<ul style="list-style-type: none"> <li>• Understand the concept of Dividend and Interest.</li> <li>• Compare between Interim and Final Dividend.</li> <li>• Learn about provisions on sources and for Declaration and Payment of Dividend.</li> </ul>

6	Financial Markets	<ul style="list-style-type: none"><li>• Understand the Meaning of Financial Market.</li><li>• Know the types of Financial Markets.</li><li>• Learn about the Different Types of Financial Instruments.</li><li>• Understand the Meaning and functions of Stock Exchange.</li><li>• Know about BSE and NSE</li><li>• Understand the different terms related to stock exchange.</li><li>• Understand the role of SEBI in Capital Market.</li></ul>
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