

V.V. M'S
R.M. Salgaocar Higher Secondary School, Margao
Preliminary Exam, Feb 2024
Subject: Secretarial Practice

STD: XII
Max Marks: 80

Date: 24 /01 /2024
Time: 3 Hour

INSTRUCTIONS:

- All questions are compulsory.
- Question no. 1 and 10 are MCQ and are of 1 mark each
- Question no. 11 to 20 are to be answered in a word or a phrase and are of 1 mark each.
- Question no. 21 and 26 are to be answered in 30 words for 2 marks each.
- Questions 27 and 32 to be answered in about 60 words for 3 marks each.
- Question no.33 and 37 are of 4 marks each.
- Question no. 38 and 39 are of 5 marks each
- Internal choice has been provided in question no. 29 of 3 marks, question no.33 and 34 of 4 marks and question no. 39 of 5 marks

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1. In private placement an offer letter can be made to not more than _____
 - 100 people
 - 200 people
 - 300 people
 - 500 people
 2. In an Employee Stock Option Plan the value of shares issued cannot be worth more than rupees _____
 - Ten crores
 - Five crores
 - One crore
 - Two crores
 3. The distribution of shares to the share applicant by the company in response to their application _____
 - Calls on shares
 - Application of shares
 - Allotment of shares
 - Transfer of shares
 4. Number of days within which the sum of final dividend must be deposited in a scheduled bank from the date of declaration is _____
 - 3 days
 - 4 days
 - 5 days
 - 6 days
 5. An order disqualifying a director for appointment can be passed by the _____
 - Chairman
 - Member
 - Court
 - Public

6. The type of bank that functions at the local, district and state level is _____.
- Commercial bank
 - Exchange bank
 - Cooperative bank
 - Industrial bank
7. A document that is a request for an insurance cover is called _____.
- Letter of subrogation
 - Proposal form
 - Declaration statement
 - Claim form
8. A policy taken for ₹. 250,000 against property worth ₹. 500,000 and wherein the loss suffered is ₹. 280,000, the Insurer will be entitled for a compensation of _____.
- ₹. 280,000
 - ₹. 250,000
 - ₹. 300,000
 - ₹. 500,000
9. The loss caused when the goods are thrown overboard to save the ship and cargo is _____.
- General average loss
 - Particular average loss
 - Salvage loss
 - Constructive total loss
10. Who supervises the administration of various companies in the state?
- Official liquidator
 - Registrar of companies
 - Tribunal
 - Central government
11. State the number of days required for publishing resolution passed for winding up of company voluntarily.
12. Name the type of dealer in stock market who buys and sells securities on his behalf.
13. State the type of order where client gives the order to his broker a particular price at which he can buy or sell securities.
14. Name a defaulter in the stock market who is unable to settle his dues within specified date as mentioned by the broker.
15. State the time period within which the first annual general meeting shall be held from the date of closing of first financial year.
16. Name the meeting which is held to transact the business requiring immediate consideration by member.
17. How many days prior Annual General Meeting notice should be given to members?

18. State the no. of days within which secretary must prepare minutes of meeting from conclusion of date of meeting.
19. Who can order an immediate inspection of the minutes book in case of refusal to provide a copy of the minutes?
20. Which part of report contain information about who has prepared it?
21. Explain any two provisions for calls on shares.
22. Explain two sources of payment of dividend.
23. Explain any two functions of Reserve Bank of India.
24. Explain any two duties of a company secretary after the conduct of board meeting.
25. Distinguish between Minutes by Resolution and Minutes by Narration with reference to popularity and usefulness.
26. State any four Importance of Report.
27. Explain any three advantages of listing to companies.
28. Distinguish between Cheque and Demand Draft with reference to who issues; parties and when is payment made.
29. Explain claim procedure in fire Insurance.

OR

Explain procedure involved in taking out a marine insurance policy.

30. State any six powers of Registrar of Companies.
31. State any three circumstances for the winding up of the company by the tribunal.
32. State any six eligibility criteria for membership at stock exchanges.
33. "The directors of company have to take various steps in connection with issue of prospectus and receiving application from public." Explain the procedure involved in application of shares

OR

"In case of death of the shareholder having share certificate in physical form, legal representative and the company have to follow certain procedure." Explain the procedure involved in Transmission of Shares.

34. As a secretary of BAYER PHARMACEUTICALS PVT LTD; Panjim,Goa write a letter to a member, Mr Sujay Dessai, Margao-Goa informing him about the rejection of the transfer of shares.

OR

As a secretary of EXEMED PHARMACEUTICALS LTD; Verna-Goa write a letter to the Director; Miss Rani D'souza, Sport Complex Road Panjim-Goa informing about the leave of absence.

35. As a secretary of MARICO CHEMICALS LTD; Corlim-Goa draft letter to the Manager, Bank of India, Panjim-Goa requesting the bank to underwrite the issue of shares.
36. As secretary of Nutan Medicals Ltd, Kamat Complex Road, Mapusa- Goa draft a letter to the Manager, ICICI Insurance Company Ltd; Panjim-Goa informing about the change of premises of the warehouse.

37. Draft the notice and agenda of the Extra-ordinary General Meeting of TALAULIKAR ELECTRICALS LTD, PONDA-GOA.
38. Draft the minutes of the Board Meeting of ASIAN PAINTS LTD, MAPUSA-GOA.
39. A committee was appointed by LUNIX INDIA LTD; Bicholim-Goa to study the drop in sale of smartwatches in the state of Goa. As a secretary of the committee draft Committee report

OR

Draft the Annual Report for year 2022-23 of AMORA ICECREAM LTD; Panjim-Goa.
