

STD: XII  
Max Marks: 20

Date: 10/08/2023

Time: 1 Hour

INSTRUCTIONS:

- All questions are compulsory.
- Question no. 1 to question no.3 is MCQ and are for 1 mark each.
- Question no. 4 and 5 to be answered in a word or a phrase and are of 1 mark each.
- Question no. 6 and 7 are to be answered in 30 words for 2 marks each.
- Questions 8 to be answered in about 60 words for 3 marks each.
- Question no.9 & 10 have internal choice and carry 4 marks each.
- Question no. 9 to be answered in about 100 words
- The word limit is not applicable to question no 10.

1. A person claiming to be the legal representative of shareholder in situation of lunacy of a shareholder is \_\_\_\_\_
  - a. Executor
  - b. Administrator
  - c. Official Assignee
  - d. Guardian
2. If a company has no Articles of Association of its own then as per Companies Act, 2013, it will apply the provision of \_\_\_\_\_
  - a. Table A
  - b. Table E
  - c. Table F
  - d. Table C
3. From the date of allotment share certificate must be kept ready within \_\_\_\_\_
  - a. 1 months
  - b. 3 months
  - c. 2 months
  - d. 6 months
4. Within how many days the sum of final dividend and Interim dividend must be deposited in scheduled bank in separate account from the date of declaration of a dividend.
5. Name the meeting which must be conducted when the directors of company are terminated and given chance for expressing his point of view.
6. State any four features of Initial Public Offering.
7. State any four exceptions under the penalty for non-payment of dividend where no offence under section shall be deemed to have been committed.
8. Explain any three features of Book Building Process.
9. Explain the procedure for allotment of shares.

**OR**

Explain the procedure for transmission of shares.

10. As a secretary of Commscope Ltd; Verna Industrial Estate; Verna-Goa; Draft a Letter to the member Mrs. Anupama Dessai; House No. 62, Fatorda, Margao-Goa; Informing the acceptance of the transferor's request for transfer of shares.

**OR**

As a secretary of Flair Ling Ltd; Cuncolim Industrial Estate; Cuncolim, salcete-Goa; Draft a letter to the director Mr. Rajiv Naik; House No.52, Zuarinagar-Goa; asking him to disclose personal Interest in a contract of Company.

\*\*\*\*\*THE END\*\*\*\*\*