

V.V. M'S
R.M. Salgaocar Higher Secondary School, Margao
SECOND TERMINAL EXAMINATION, 2024
SUB: Secretarial Practice

STD: XI
Max Marks: 80

Date: 21/03/2024
Time: 3 Hour

INSTRUCTIONS:

- (i) All questions are compulsory.
- (ii) ~~Figures to the right indicate marks.~~
- (iii) Question No. 1 to Question No. 10 are of MCQ and are of 1 mark each.
- (iv) Question No. 11 to Question No. 20 are to be answered in a word or a phrase and are of 1 mark each.
- (v) Question Nos. 21 to 28 are of 2 marks each.
- (vi) Question Nos. 29 to 36 are of 3 marks each.
- (vii) Question Nos. 37 to 41 are of 4 marks each.
- (viii) Internal choice has been provided in one question no. 31 of 3 marks, in question no. 39 and question no. 41 of 4 marks each

1. Name the document that shows the internal rules and regulation of the company.

- Memorandum of Association
- Article of Association
- Prospectus
- Statement in Lieu of Prospectus

2. Name the clause that lays down the limit beyond which the company cannot issue the shares without altering the memorandum as provided in the Companies Act.

- Liability Clause
- Name Clause
- Object Clause
- Capital Clause

3. The company policies are decided by the _____.

- Directors
- Auditors
- Secretary
- Accountant

4. The first auditor of the company is appointed by _____.

- Registrar of Companies
- Shareholders
- Government
- Board of Directors

5. The share Certificate must be signed by at least _____.
- 2 Directors
 - 3 Directors
 - 5 Directors
 - 7 Directors
6. The maximum capital which a company can raise during its lifetime is _____.
- Authorised Capital
 - Issued Capital
 - Paid up Capital
 - Subscribed Capital
7. Name the type of debenture which are negotiable and can be transferred by mere delivery. _____
- Secured Debentures
 - Bearer Debentures
 - Registered Debentures
 - Redeemable Debentures
8. Name the capital which can be called at the time of winding up of the company.
- _____
- Called up capital
 - Paid up capital
 - Reserve capital
 - Unissued capital
9. If the Issue of debentures exceeds ₹. 2 Crores 50 lakhs then the secretary must obtain consent from _____.
- Central Government
 - Registrar of Company
 - Tribunal
 - Controller of Capital Issues
10. How Dividend is paid to a share warrant holder?
- Dividend mandate
 - Dividend coupons
 - Dividend warrants
 - Dividend notice
11. Name the document that acts as the guide to the director of a company.
12. Name the clause which states the name of place where the company's registered office is located.
13. What is the minimum number of directors appointed in a public company?
14. Name the meeting in which auditors of company are appointed.
15. Name the type of shares on which dividend is fixed.

16. Name the concept that deals with collection of money for starting and running the business.
17. What is the smallest unit of the total capital of the company?
18. Within how many months share certificate should be prepared from the date of request for registration of transfer?
19. Name the registered document of title to the shares issued by the company under common seal?
20. State any two contents of Share certificate.
21. State any four purposes of record keeping.
22. State any four reasons to alter the capital clause if permitted by company's article.
23. State any four contents of prospectus.
24. Give any four Individual rights of shareholder.
25. State any four duties of directors.
26. Write short note on General Manger.
27. Explain the following Kind of Preference Shares:
 - a. Participating Preference Share
 - b. Convertible preference Share
28. Mention any four Conditions for the Issue of a Share Warrant.
29. Explain any three Importance of Memorandum.
30. Explain the following terms:
 - a. Statement in Lieu of Prospectus
 - b. Table A
 - c. Underwriting of Shares
31. "In a Joint Stock Company there is a separation of ownership and management due to the various reasons." With reference to above statement explain any three points.

OR

- "An accountant however must have a specialised knowledge of book keeping, accountancy and mathematics for performing certain duties." Explain above statement with any three points.
32. State any six rights of an auditor.
 33. Explain any three features of Debentures.
 34. Discuss the procedure for Issue of Debentures.
 35. Explain the following terms:
 - a. Issue of share at par
 - b. Issue of share at premium
 - c. Issue of Share at discount
 36. Explain three parts of Share Certificate.
 37. Distinguish between Memorandum of Association and Article of Association with any four points.

38. Explain the Acquisition of membership with reference to following points:

- a. By allotment of shares for consideration other than cash
- b. By Transfer
- c. By operation of law
- d. By agreeing to become director

39. Distinguish between Shares and Debentures with reference to (i) Nature of Return; (ii) Voting Rights; (iii) Charge; (iv) Suitability.

OR

Distinguish between Dividend and Interest with reference to (i) To whom Paid; (ii) When paid; (iii) Resolution; (iv) Tax Benefit.

40. Discuss any four points that differentiate Equity shares from Preference Share.

41. Explain Procedure and secretarial work involved in the issue of a Share Warrant.

OR

Discuss any eight points with respect to statutory provision relating to issue of a Share Certificate.
