

V.V.M's

R.M. Salgaocar Higher Secondary School, Margao-Goa
Formative Exam -I, August 2024
Subject: Secretarial Practice

Std: XII Commerce
Marks: 20

Date: 08/08/2024
Duration: 1 Hour

INSTRUCTIONS:

- All questions are compulsory
- Figures to the right indicate marks
- Question nos. 1 to 3 are MCQ and are of 1 mark each.
- Question nos. 4 and 5 are to be answered in a word or phrase and are of 1 mark each.
- Questions nos. 6 and 7 are of 2 marks.
- Question no. 8 is of 3 marks
- Question nos. 9 to 10 are of 4 marks each.

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1. In case of Lunacy of a Shareholder, his shares are passed on to the _____ (1)
 - a. Guardians
 - b. Official Receiver
 - c. Administrator
 - d. Executor
 2. A Company making an offer under private placement shall allot securities within ____ (1)
 - a. 15 days
 - b. 30 days
 - c. 60 days
 - d. 90 days
 3. When the company makes a demand on its shareholder to pay a part or the whole of the unpaid balance it is called as _____ (1)
 - a. Allotment of shares
 - b. Transfer of shares
 - c. Transmission of shares
 - d. Calls on shares
 4. Within how many days the dividend shall be paid to the shareholders from the date of declaration? (1)
 5. Mahalaxmi Developers Ltd. Declared dividend in the second quarter of the Financial year. Identify the type of Dividend declared by Mahalaxmi Developers Ltd. (1)
 6. State any four reasons for the Disqualification for the appointment of directors. (2)
 7. Explain any two provisions for the transfer of shares. (2)
 8. Explain any three Features of Book Building Process. (3)
 9. Explain the procedure for Dematerialisation of Shares. (4)

OR

Explain the procedure for Allotment of shares.

10. As a Secretary of KAMAL CONSTRUCTIONS LTD. Kamla Apartments, 5th Floor, Thivim, Bardez, Goa, draft a letter to the Shareholder, Mr. Amay Naik, Virnoda, Pernem-Goa informing him that his Share Certificate is ready for delivery. (4)

OR

As a Secretary of COLORCON PVT LTD., Verna Industrial Estate, Verna, Salcete-Goa, draft a letter to the Director, Mr. Dinesh Prabhudessai, Upper Bazar, Ponda-Goa requesting him to disclose his personal interest in an agreement.