

V.V.M's  
R.M. Salgaocar Higher Secondary School, Margao-Goa  
2<sup>nd</sup> Quarterly Test, February 2022  
SUBJECT: SECRETARIAL PRACTICE

STD: XI  
DATE: 25/02/2022

MAX MARKS: 20  
DURATION: 1 HOUR

INSTRUCTIONS:

- All questions are compulsory
- Figures to the right indicate marks
- Question no.1 and question no.2 are MCQ for 1 mark each
- Question no.3 and question no.4 are Fill in the blanks for 1 mark each
- Question no.5, 6, 7, 8 and 9 are to be answered in about 30 words for 2 marks each
- Question no.10 and Question no.11 are to be answered in about 60 words for 3 marks each
- Question no.11 has internal choice

1. \_\_\_\_\_ is the foundation stone on which the whole structure of the company is based.
  - a. Prospectus
  - b. Article of Association
  - c. Memorandum of Association
  - d. Register
2. The person who submits a report regarding financial affairs of the company \_\_\_\_\_.
  - a. Company Secretary
  - b. Board of Director
  - c. Chief Executive Officer
  - d. Auditor
3. "Vedanta company ltd. invites the people to subscribe towards share capital". Name the document used in above activity. \_\_\_\_\_
4. The supreme authorities which directs and manages the affairs of the company \_\_\_\_\_
5. State any four Contents of Article of Association.
6. Distinguish between Memorandum of Association and Article of Association. (Any two points)
7. State any four Duties of Directors.
8. Explain any two Duties of a Company Accountant.
9. Mention any four Rights of Auditors.
10. "It is an agreement with financial institutions by company issuing shares that enters into before the shares are brought by the public." State and explain the agreement in the above statement and also its 2 advantages.
11. Explain the following ways of acquiring membership of the joint stock company:
  - a. By Application or Allotment
  - b. By Subscription
  - c. By Transfer

OR

Explain the following reasons for the separation of ownership of management in a joint stock company:

- a. Independent legal status
- b. Large membership
- c. Scattered members.

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