V.V. M'S

R.M. Salgaocar Higher Secondary School, Margao-Goa Second Mid Term Exam, January 2023

SUBJECT: SECRETARIAL PRACTICE

MAX MARKS: 20 STD: XI DURATION: 1 HOUR DATE: 19/01/2023

INSTRUCTIONS:

- · -All questions are compulsory.
- Question no.1 and 2 are MCQ for 1 mark each.
- Question no.3 and 4 are of 2 marks each.
- · Question no.5 and 6 are of 3 marks each.
- Question no.7 and 8 are of 4 marks each.
- Internal choice has been provided in one question of 4 marks in question No. 8.
- 1. The clause which gives a company a distinct legal entity which helps business enterprise to establish its separate entity.
 - a. Domicile Clause
 - b. Name Clause
 - c. Liability Clause
 - -d. Capital Clause
- The supreme authorities which direct and manages affairs of the company.
 - Shareholders
 - b. Promoters
 - c. Directors
 - d. Legal successor
- State and explain any two essentials of record Management.
- State any four group rights of shareholders.
- 5. Distinguish between Memorandum of Association and Articles of Association based on following points:
 - a. Meaning

- b. Alteration
- c. Status
- 6. "In Joint Stock Company there is separation of Ownership and Management." Support the above statement by explaining any three points.
- 7. What is prospectus? state any 6 contents of Prospectus.
- 8. Explain the following ways of acquiring the membership of the company:
 - a. By application or allotment.
 - b. By operation of law.
 - c. By transfer
 - d. By allotment of shares for consideration other than cash.

Explain the following duties of accountant:

- a. Planning Cashflow
- b. Maintaining account books
- c. Submission of returns
- d. Supply of financial information ************************