

**V.V. M'S**  
**R.M. Salgaocar Higher Secondary School, Margao**  
**SECOND TERMINAL EXAMINATION, 2025**  
**SUB: Secretarial Practice**

**STD: XI**  
**Max Marks: 80**

**Date: 04/03/2025**  
**Time: 3 Hour**

**INSTRUCTIONS:**

- (i) All questions are compulsory.
- (ii) Question No. 1 to Question No. 10 are of MCQ and are of 1 mark each.
- (iii) Question No. 11 to Question No. 20 are to be answered in a word or a phrase and are of 1 mark each.
- (iv) Question Nos. 21 to 28 are of 2 marks each.
- (v) Question Nos. 29 to 36 are of 3 marks each.
- (vi) Question Nos. 37 to 41 are of 4 marks each.
- (vii) 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

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1. 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.  
\_\_\_\_\_
    - a. Liability clause
    - b. Name clause
    - c. Object clause
    - d. Capital clause  2. The foundation stone on which the whole structure of company is based  
\_\_\_\_\_
    - a. Prospectus
    - b. Article of Association
    - c. Memorandum of Association
    - d. Register  3. When a member expires, his shares are transferred to \_\_\_\_\_
    - a. Company
    - b. Wife
    - c. Legal successor
    - d. Director  4. The subsequent auditor of the Joint Stock Company is appointed by \_\_\_\_\_
    - a. Shareholders
    - b. Promoters
    - c. Directors
    - d. Secretary

5. When a company issues its shares at its face value or nominal value it is said to be issued at \_\_\_\_\_.
- Profit
  - Par
  - Discount
  - Premium
6. When applications are received from the part of issued capital from the public it is known as \_\_\_\_\_.
- Authorised Capital
  - Reserve Capital
  - Subscribed Capital
  - Called up Capital
7. "Out of 14,000 shares of Rs. 100/- each subscribed, the company may call Rs. 30/- per share, that is Rs. 4,20,000/-, and if the members holding 200 shares has not paid the first call of Rs. 30/- of the company would be Rs. 4,14,000/- (Rs. 4,20,000 – Rs. 6000), the sum of Rs. 6000/- to be still paid is \_\_\_\_\_.
- Called up capital
  - Uncalled capital
  - Call in advance
  - Calls in arrears
8. The share certificate should be prepared and kept ready for delivery within 3 months of the allotment. If this provision is not complied with, the company and every officer of the company in default is liable to punishment with a fine of \_\_\_\_\_.
- Rs. 500 for every day of default
  - Rs. 600 for every day of default
  - Rs. 700 for every day of default
  - Rs. 1000 for every day of default
9. Issue of share warrant requires prior permission of \_\_\_\_\_.
- State Government
  - Central Government
  - Tribunal
  - Registrar
10. Share certificate can be issued in exchange of \_\_\_\_\_.
- Application letter
  - Lodgement ticket
  - Allotment letter
  - Prospectus
11. Name the document that invites the people to subscribe towards share capital.
12. State the clause which indicates the sphere of its activities of the company.
13. Name the agents, managing partners and trustees of a company.

14. What is the tenure of appointment for auditors?
15. Name the concept which deals with the collection of capital for starting and running the business.
16. Who elects representatives for the management of the company.
17. Which resolution is required for payment of final dividend?
18. Which company can issue a share warrant?
19. Name the type of resolution required for issue of a share certificate.
20. Which part of share certificate is kept by company for reference purpose.
21. State any four grounds on which the name of the company is considered undesirable.
22. Distinguish between Memorandum of Association and Article of Association with reference to: (i) Status and (ii) Alteration.
23. Explain two statutory provisions regarding prospectus.
24. Explain the following :
  - a. Large membership
  - b. Transferability of shares
25. Draw a chart showing the structure of company management according to hierarchy.
26. Give any four powers of Accountant.
27. State any four conditions to be fulfilled for conversion of shares into stock.
28. Distinguish between share certificate and share warrant with reference to:
  - i. Paid up value
  - ii. Negotiability
29. List out any six contents of Article of Association.
30. Explain Record keeping and give its four purposes.
31. State any six Individual rights of Shareholder.

**OR**

- State any six duties of Director.
32. Write short note on the following:
    - a. General Manager
    - b. Chief Executive Officer
    - c. Accountant
  33. Explain the following types of Preference Shares:
    - a. Cumulative Preference Share
    - b. Redeemable Preference Share
    - c. Convertible Preference Share
  34. State the types of Debentures based on transfer, Conversion, and repayment.
  35. Explain the following shares:
    - a. Founder's Share
    - b. Bonus Share
    - c. Sweat Equity Shares
  36. State any six contents of Share Certificate.
  37. "Memorandum of Association is a document of great importance in relation to the proposed company." Justify above statement with any four points.

38. "There are various ways of acquiring the membership in company besides buying the shares of company." With reference to above statement explain any four points.

39. Explain any four advantages of Equity Shares.

**OR**

Explain any four advantages of Preference Shares.

40. Discuss in detail procedure for Issue of Debentures.

41. Explain in detail procedure relating to the Issue of Share Certificate.

**OR**

Explain in detail procedure and secretarial work involved in the Issue of Share Warrant.

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