

V.V.M'S  
R.M. Salgaocar Higher Secondary School, Margao  
First Formative Test, 2025  
Subject: Secretarial Practice

STD: XII  
Max Marks: 20

Date: 26/07/2025  
Time: 1 Hour

INSTRUCTIONS:

- All questions are compulsory.
- Question no. 1 and question no. 2 is to be answered in a word or phrases for 1 mark each.
- Question 3 and 4 to be answered in about 30 words for 2 marks each.
- Questions 5 to 6 to be answered in about 60 words for 3 marks each.
- Question no.7 & 8 have internal choice and carry 4 marks each.
- Question no. 7 to be answered in about 100 words
- The word limit is not applicable to question no 4 & 8.

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1. Name the authority where in secretary of company must inform about death of the shareholder in case of payment of estate duty.
  2. Name the situation under allotment where the number of shares applied for is more than the number of shares issued by the company.
  3. Explain the following legal provisions for payment of dividend:
    - a. Restrictions on payment of dividend.
    - b. Transfer of profit to reserves
  4. Draft specimen of Dividend Warrant with necessary information under the format.
  5. Why there is need to appoint and arrange for banks under application procedure? State four documents need to be submitted at the time of opening of bank account by the company.
  6. Explain the following provisions of transmission of shares:
    - a. Persons eligible to apply for transmission.
    - b. Documents.
    - c. Stamp duty.

7. "According to section 82 of Companies Act, 2013; the shares of any member in a company are movable and transferable in the manner provided by Article of Association of the company which includes series of steps to be followed." Justify your answer with respect to above statement.

OR

"Calls are demand made by the company on its shareholders to pay a part or the whole of the unpaid balance within a specified time and hence it has to be made as per the provisions of the Article of Association of the company with numerous steps to be followed by the company." Justify your answer with respect to above statement.

8. As a secretary of MAHAVIR PANELS LTD; Curchorem-Goa; Draft a Circular Letter to the member Mrs. Paresh Rege; Flat No.32, Fifth Floor, Ritz Palaza, Margao-Goa; Regarding need to Revise the Article of Association

OR

As a secretary of GOA INDUSTRIES LTD; Verna Industrial Estate; Verna-Goa; Draft a letter to the director, Mrs. Anushka Sharma; Shama Manzil, 18<sup>th</sup> June Road, Panjim -Goa; Intimating about Termination of Directorship.

\*\*\*\*\*THE END\*\*\*\*\*