

**R. M. Salgaocar Higher Secondary School
Margao-Goa**

First Term Examination October 2025

STD: XII

Sub: Secretarial practice

Marks: 80

Date: 10/10/2025

Duration: 3 hr

Instructions:

1. Answer all questions.
2. Question No-1 and 10 are MCQ and are of 1 mark each.
3. Question No-11 to 19 is to be answered in a word or phrase and are of 1 mark each.
4. Question NO-20 and 27 are to be answered in 30 words for 2 marks each.
5. Question NO-28 to 34 to be answered in about 60 words for 3 marks each.
6. Question No-35 to 40 are of 4 marks each.
7. Internal choice has been provided question no.32 and 37.

Q. 1. Conversion of share certificate of shares into Electronic data at the request of the investor is called _____

- a) Rematerialisation of shares.
- b) Dematerialisation of shares.
- c) Transmission of shares.
- d) Transfer of shares.

Q.2. The distribution of shares to the share applicants by the company in response to their application is called _____

- a) Calls on shares
- b) Application of shares
- c) Allotment of shares.
- d) Transfer of shares.

Q.3. The very first sale of securities issued by a company to the public is known as _____

- a) Listing of shares.
- b) Initial public offer.
- c) Employee stock option plan.
- d) Private placement.

Q.4. Passing of property or title in shares by operation of law on the death or insolvency or lunacy of shareholder is known as _____

- a) Transmission of shares
- b) Calls on shares
- c) Transfer of shares
- d) Allotment of shares.

Q.5 The lower price in the price Range is called _____

- a) Cut off price.
- b) Floor price.
- c) Cap price.
- d) Highest price.

Q.6 The sum of final dividend and interim dividend after its declaration must be deposited in a scheduled Bank in a separate account within _____

- Five days
- Fifteen days
- Fifty days
- Five hundred days.

Q.7 The type of Bank account where withdrawals are allowed subject to certain bank restrictions is _____

- a) Current A/C
- b) Savings A/C
- c) Fixed deposit A/C.
- d) Recurring Deposit A/C.

Q.8. The credit facility provided by the bank that enables a current A/C holder to withdraw over and above his own balance up to a certain agreed amount is _____

- a) Overdraft
- b) Term Loan
- c) Bills Discounting.
- d) Cash credit.

Q.9 The cheque which is issued with a future date on it is _____

- Bearer Cheque
- Post dated cheque
- Stale Cheque,
- Ante dated cheque.

Q.10 The bank which caters to the needs of agricultural sector is _____

- Commercial Bank
- Exchange Bank
- Land Development Bank
- Reserve Bank.

Q.11 Name the Principle of Insurance which states that the right of ownership of property is transferred to Insurance company when insured is compensated for financial loss.

- Q.12. Name the policy in which all the goods which are imported in India are subject to payment of Custom Duty.
- Q.13. The insured can claim for the loss by fire if he intimates the Insurance Company within how many days.
14. Name the Fire Insurance Policy where a value of subject matter is agreed in advance between the Insured and Insurer.
15. Name the Authority appointed as an officer to help the court in conducting and completing the winding up proceedings of the company.
16. Who appoints Registrar of Companies?
17. Name the Authority whose sanction is required for Merger & Amalgamation of companies.
18. Name the defaulter in stock Market who is unable to settle his dues within the specified date as mentioned by the broker.
19. State the Authority which is set up by the Government of India to control and regulate the stock exchanges in India.
20. State any four advantages of Listing Of securities.
21. Explain the following provisions for Allotment on shares.
- Application money.
 - Return of Allotment.
22. Explain any two features of "Book Building Process".
23. State any four ways where in the Directors have the right to refuse to Register a transfer of shares.
24. Explain any two legal provisions for the payment of Dividend.
25. State the four advantages of Mobile Banking.
26. State any four precaution a company secretary should take while corresponding with the Bank.
27. State any Four objectives of IRDA.

28. Discuss any three functions of Secondary Market.

29. Distinguish between Annual Dividend and Interim Dividend with reference to

1. Time of declaration
2. Rate of Dividend
3. Who can declare.

30. Explain any three functions of Commercial Bank.

31. Explain the following forms of Lending.

- a) Cash Credit.
- b) Bills Discounting.
- c) Term Loan.

32. Explain any three Implied warranties in Fire Insurance.

OR

Explain any three Implied warranties in Marine Insurance.

33. Explain any three circumstances for the Insurance company to refuse to settle the claim under fire Insurance.

34. State the six rules regarding Amalgamation of companies.

35. Explain the procedure for the Allotment of shares.

36. Explain the procedure for Transmission of shares.

37. As a Secretary of SHANTADURGA TRADERS, Prabhakar Enclave Warkhandem Ponda Goa draft a letter to the shareholder Mr. Sharv Naik Ponda informing him that his share certificate is ready for delivery.

OR

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

38. As a Secretary of KAMAKSHI ELECTRONICS LIMITED Verna industrial Estate, draft a letter to the Manager, State Bank of India Panjim Branch Panjim Goa requesting the bank to issue a letter of credit.

39. As a secretary of TULIP GARMENTS LIMITED, Thivim Industrial Estate Thivim Bardez Goa draft a letter to the Manager, Bajaj Fire Insurance company limited, Marcel Ponda Goa informing about the change of premises of the warehouse.

40. Explain the procedure for dealing at the stock Exchange.
