

V.V. M'S
R.M. Salgaocar Higher Secondary School, Margao
Preliminary Exam, December 2025
Subject: Secretarial Practice

STD: XII

Max Marks: 80

Date: 12/12/2025

Time: 3 Hour

INSTRUCTIONS:

- All questions are compulsory.
- Question no. 1 and 10 are MCQ and are of 1 mark each
- Question no. 11 to 20 are to be answered in a word or a phrase and are of 1 mark each.
- Question no. 21 and 26 are to be answered in 30 words for 2 marks each.
- Questions 27 and 32 to be answered in about 60 words for 3 marks each.
- Question no.33 and 37 are of 4 marks each.
- Question no. 38 and 39 are of 5 marks each
- Internal choice has been provided in question no. 29 of 3 marks, question no.33 and 34 of 4 marks and question no. 39 of 5 marks

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1. From the date of allotment share certificates have to be kept ready within _____
 - a. One month
 - b. Two months
 - c. Three months
 - d. Six months
 2. If a company has no Article of association of its own then the Companies Act of 2013 will apply the provisions of _____
 - a. Table A
 - b. Table E
 - c. Table F
 - d. Table C
 3. Passing of property or title in shares by operation of law on the death or insolvency or lunacy of a shareholder is known as _____
 - a. Transmission of Shares
 - b. Transfer of Shares
 - c. Calls on Shares
 - d. Allotment of Shares
 4. The percentage of reserves out of profit for that financial year is decided by the _____
 - a. Board of Directors
 - b. Secretary
 - c. State Government
 - d. Central Government

5. When shareholder requests the company to pay dividend directly to his bank account it is known as _____.
- Dividend Warrant
 - Dividend Notice
 - Dividend Mandate
 - Share Warrant
6. The Government of India nationalised 14 Commercial Banks in the year _____.
- 1950
 - 1956
 - 1969
 - 1996
7. All Commercial Banks in India are established under _____.
- Banking Regulation Act 1949
 - Companies Act 2013
 - Cooperative societies Act 1912
 - Reserve Bank of India Act 1934
8. A negotiable instrument drawn by a bank upon its branch to pay a certain sum of money to the payee is called a _____.
- Bearer cheque
 - Crossed cheque
 - Overdraft
 - Demand draft
9. Insurance is a process of transferring the trade risk to the Insurance Company in return for a consideration called _____.
- Loan
 - Premium
 - Claim
 - Margin of profit
10. At the time of voluntary winding up, the company should publish resolution within _____.
- 10 days
 - 12 days
 - 13 days
 - 14 days
11. Who appoints the Registrar of Company?
12. Ms. Reena places buy order with broker for Axis Bank at current market price, the order will be executed at the price that is available in market. Which type of order is specified in above situation?

13. "It makes possible to broker, investors to buy and sell securities online with the help of computer, tablet or mobile. In India and abroad, ten thousand terminals are functioning at a time in 100 different cities." Which concept is highlighted in above situation?
14. How many highly value weighted companies stock are considered for Sensex Index?
15. What shall be the Quorum for Board meeting?
16. How many no. of days in advance notice shall be given for Annual General Meeting per section 101?
17. State any one ordinary business transacted at Annual General Meeting.
18. Within how many days Extra Ordinary General Meeting is to be held after the verification of requisition?
19. What is the punishment for the person who is found guilty of tempering with the minutes of the meeting?
20. Give one example of Statutory Report.
21. "Listing of securities is undertaken with the primary objective of providing marketability, liquidity and transferability of shares of a company." In such case some documents have to be submitted by the company to the stock exchange mention any four of them.
22. Explain sources of payment of dividend.
23. With the help of example explain concept of Bill Discounting.
24. Mention any four objectives of Board Meeting.
25. Explain any two purpose of keeping minutes.
26. State any four requisites of Good Report.
27. Explain features of Employees Stock Option Plan.
28. "Commercial Bank provide loan and advances in different forms." Support above statement with any three points.
29. Explain any three principle of Insurance.

OR

Explain any three types of Fire Insurance Policies.

30. Elaborate six rules of amalgamation.
31. "Registrar supervises the administration of various companies in the state and has to see that the companies comply with legal formalities as laid down by the companies Act, to see this they carry certain powers." Justify above statement with any six points.
32. Explain any three speculators in stock market.

33. "In case of death of the shareholder having share certificate in physical form, legal representative and the company have to follow certain procedure." Explain the procedure involved in Transmission of Shares.

OR

The directors of company have to take various steps in connection with issue of prospectus and receiving application from public." Explain the procedure involved in application of shares

34. As a secretary of a ALCON PHARMACEUTICALS PVT LTD; Panjim;Goa write a letter to a member, Ms. Sai Dessai, Margao-Goa informing him about the approval of the transfer of shares.

OR

As a secretary of CAMLING LTD; Verna-Goa write a letter to the Director; Miss Rajeshree Bharad, Sport Complex Road Panjim-Goa requesting a member to join as a Director of a company.

35. As a secretary of PHILX COMPANY LTD; Corlim-Goa draft letter to the Manager, Bank of Baroda, Panaji-Goa requesting the bank to grant overdraft facility.

36. As secretary of RAKESH STEELS LTD, Kamaxi Complex Road, Mapusa- Goa draft a letter to the Manager, Bajaj Insurance Company Ltd; Panjim-Goa asking to issue a fire policy to insure goods against fire.

37. Draft the notice and agenda of the Extra-ordinary General Meeting of COROMTON ELECTRICALS LTD, MAPUSA-GOA.

38. Draft the minutes of the Annual General Meeting of BENNE'S PAINTS LTD, MARGAO-GOA.

39. A committee was appointed by LOUIS INDIA LTD; Panaji-Goa to study the drop in sale of Tabs in the state of Goa. As a secretary of the committee draft Committee report

OR

Draft the Progress Report for year 5 year of ASUS COMPANY LTD; Pallie-Goa.
