

Sahaj Adhyayan (सहज अध्ययन)

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तर ते आम्हाला WhatsApp वर पाठवा,

इतर विद्यार्थी मित्रांना त्या सर्वांचा उपयोग होईल.

This Question paper shared by Sushil from Parbhani, Thanks Sushil



FIRST TERM EXAM-JAN 2022
Class - XI (Commerce)
Subject : Seretarial Practice (E.M)

Max.Marks : 50

Q.1 A) Select the correct answer from the option given below & rewrite the statements. 03

1) The word secretary is derived from the Latin word which means an confidential writer.

- A) Amatya B) Scribe C) Secretarius

2) A sole proprietorship has owner/ owners.

- A) one B) two C) five

3) A company is

- A) a human being
 B) an artificial person created by law.
 C) an natural individual

B) Match the correct pairs:

04

- | A | B |
|--------------------------|--|
| 1. Minimum 7 members | a. Private company |
| 2. DIN | b. Public company |
| 3. Preliminary contracts | c. 21 Digit alphanumeric code number |
| 4. CIN | d. Contracts entered by promoters with third party |
| | e. Unique number assigned to each Director |

C) Write a word or phrase or term which can substitute each of the following. 03

- 1) The Birth certificate of a company.
 2) Primary document of a company which states aims & objectives of a comp.
 3) It is an incomplete prospectus.

Q.2 Distinguish between the following : (Any One) 05

- 1) Personal secretary and company secretary.
 2) Memorandum of Association & Articles of Association.

Q.3 Explain the following terms/ concept. (Any Three) 06

- 1) Secretary 2) Holding Company 3) promoters
 4) Prospects 5) Member

Q.4 Justify the following statement. (Any Two) **08**

- 1) Member & shareholder are interchangeable terms.
- 2) A secretary is a link between staff and members.
- 3) Promoters play an important role in formation of a company.

Q.5 Answer in brief. (Any Two) **08**

- 1) Describe any four qualities of a secretary.
- 2) Explain the different types of companies on the basis of liabilities of member.
- 3) State any four clauses of memorandum of Association

Q.6 Attempt the following. (Any One) **05**

- 1) Mrs & Mr A work in Bank They have a daughter named Ms z who is 11 years old.
 - a) Can Mrs & Mr A invest in shares in the name of their daughter Ms z?
 - b) Can they buy shares in the name of their daughter Ms z?
 - c) Justify your answer in (a) (b) in one sentence only.
- 2) Two promoters got 'super Drinks Pvt. Ltd. incorporated on 18th Jan, 2018. The company has 100 members as on 31st Mar, 2019.
 - a) What is the maximum number of members this company can have?
 - b) Can this company invite general public to subscribe to shares?
 - c) Can the shareholders of the company sell its shares to outsiders?

Q.7 Answer the following questions. (Any One) **08**

- 1) Define a secretary & Explain importance of secretary.
- 2) Define prospects & Explain its contents.