

Sahaj Adhyayan (सहज अध्ययन)

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जर तुमच्या जवळ कोणत्याही इयत्तेच्या, कोणत्याही परीक्षेच्या, कोणत्याही विषयाचे, Question Papers असतील

तर ते आम्हाला WhatsApp वर पाठवा,

इतर विद्यार्थी मित्रांना त्या सर्वांचा उपयोग होईल.

This Question paper shared by Aman from Palghar District. Thanks Aman.

First Terminal Examination 2020-2021

Std: XI

Marks: 50

Sub: Secretarial Practice

Time: 2hrs

Q.1.A) Answer in one sentence. (5)

- 1.) What is a Holding Company?
- 2.) Who is a Promoter?
- 3.) Which document contains the aims and objectives of the company?
- 4.) What is CIN?
- 5.) What is meant by foreign company?

B) Give one word/phrase/term for the following statements. (5)

- 1.) A Secretary appointed by an individual.
- 2.) An artificial person created by law.
- 3.) The Birth Certificate of a company.
- 4.) Document issued by public company inviting public to subscribe to its shares.
- 5.) A person who purchases shares of Joint Stock Company.

C) Select the correct option and rewrite the sentence. (4)

- 1.) Memorandum of association must be signed by atleast
persons in case of private company.

(a) 2 (b) 5 (c) 7

- 2.) Is the oldest type of Secretary.

(a) Company Secretary (b) Personal Secretary (c) Secretary of

Government Department.

3.) Indian Partnership Act was passed in the year.....

- (a) 1923 (b) 1932 (c) 1956

4.) The details of capital is mentioned in theclause of Memorandum.

- (a) Object (b) Capital (c) Liability

Q.2. Explain the following term/concepts: Any (2) (4)

- 1.) Secretary.
- 2.) Dormant Company.
- 3.) Certificate of Incorporation.
- 4.) Prospectus.

Q.3. Distinguish between the following: Any (2) (8)

- 1.) Personal Secretary & Company Secretary.
- 2.) Sole Trading Concern & Joint Stock Company.
- 3.) Memorandum of Association & Articles of Association.

Q.4. Answer in brief: Any (2) (8)

- 1.) Types of Prospectus.
- 2.) Functions of Secretary.
- 3.) Articles of Association.

Q.5. Justify the following statement: Any (2) (8)

- 1.) Contents of Articles can be altered.
- 2.) The Joint Stock Company collects huge capital from public.
- 3.) A personal secretary is appointed by busy individuals.

Q.6. Answer the following: Any (1) (8)

- 1.) Explain features of Secretary.
- 2.) What is Memorandum of Association ? Explain the clauses of Memorandum Of Association.