

Instructions :

- (1) Write in a clear legible handwriting.
- (2) This question paper has four Sections A, B, C, D, E & F and Question Numbers from 1 to 60.
- (3) All question are compulsory. There are only general options.
- (4) The numbers to the right represent the marks of the question.
- (5) Draw neat diagrams wherever necessary.
- (6) New sections should be written in a new page. Write the answers in numerical order.

SECTION - A

♦ Choose the correct option from those given below each question (Each question carries 1 Marks) (Marks-20)

1. How is the amount written in bank correspondence ?
(A) In figure (B) In words (C) In figure and words (D) In roman letters
2. Fire brigade service is called which of the following services ?
(A) Private (B) Public (C) Government (D) Semi-government
3. If workload in one department of the company exceeds another then, in which process are the employees involved?
(A) Promoted (B) Resign (C) Transferred (D) Demoted
4. In which insurance policy an insured get protection to meet the expenses of treatment/drugs/surgery during his own sickness?
(A) Whole life policy (B) Medclaim Policy (C) Endowment Policy (D) Marine Insurance policy
5. If E-mail receivers are more than, one then their E-mail address are written under
(A) CC (B) ACC (C) BCC (D) CCC
6. Which of the following type is not included from the point of view of medium of expression in persentation?
(A) Oral (B) Written (C) Listening (D) Power Point Presentation
7. Which allotment of share is void from the very beginning ?
(A) Irregular (B) Illegal (C) Before public issue (D) Private placement
8. How much minimum percentage of the face value to be called up as share application money ?
(A) 5% (B) 10% (C) 12% (D) 15%
9. Which of the following is not included in the procedure for share application and share allotment ?
(A) Opening of a bank account (B) Receiving share application
(C) Classification of share application (D) Surrender of share
10. For a shareholder shares are
(A) Movable assets (B) Responsibility (C) Cash asset (D) Immovable asset
11. If shareholder dies without making will and has no successor
(A) Government will forfeit the shares (B) Company will forfeit the shares
(C) Court will appoint administrator (D) Shares will be transferred to a charitable trust

12. Who can demand liquidation of the company ?
 (A) Shareholder (B) Debenture holder (C) Registrar (D) Public
13. What is the name of the agreement between a company and debenture holders ?
 (A) Debenture Trust Deed (B) The Agreement of Acquiring Trust
 (C) The Agreement of Guarantor (D) The Agreement of Protection of Rights
14. Which document is issued by the company to collect capital ?
 (A) Share certificate (B) Prospectus (C) Article of Association (D) Memorandum of Association
15. What is the minimum number required as directors in a public company?
 (A) 2 (B) 4 (C) 3 (D) 5
16. Personality of the company is
 (A) Combined (B) Individual (C) Artificial (D) Has no personality
17. The person who is selected by the members to conduct the meeting is known as his behalf is known as.....
 (A) Chairman (B) KMP (C) Secretary (D) Director
18. The member appointed by other person to be present and vote in the meeting on his behalf is known as
 (A) Proxy (B) Chairman (C) Secretary (D) The member of company
19. Within how many days should the appointment of a liquidator be informed to the Income Tax Officer ?
 (A) 15 Days (B) 30 Days (C) 7 Days (D) 14 Days
20. Which meeting is mandatory to be called as per the Companies Act ?
 (A) Annual General Meeting (B) Statutory Meeting
 (C) Extraordinary Meeting (D) Board of Directors Meeting

SECTION - B

- ◆ **Answer the following questions in one sentence (Each question carries 1 Marks) (Marks - 10)**
21. What does premium mean?
22. What is the meaning of the letter 'E' used in E-Communication?
23. Who should be at the centre of presentation ?
24. What is share forfeiture?
25. Give full form of NSDL.
26. What type of capital is debenture for a company?
27. Write the definition of Director according to Companies Act.
28. In how many maximum companies a person can function as Managing Director
29. Who is know as Chairman?
30. Why is an investigation committee appointed ?

SECTION - C

- ◆ **Answer the following question in Short (Any 7)(Each question carries 2 Marks) (Marks - 14)**
31. Due to which modern services have banks become speedier and customer oriented?
32. For which issues do business firms normally need to communicate in government departments?
33. Prepare the sample of prescribed format of the Memo.
34. How are share applications classified, according to SEBI guidelines?
35. Write the circumstances of share surrender.
36. Explain the concept of Debenture.

37. Under what circumstances can a subsidiary company acquire membership of holding company?
38. How is an independent director selected?
39. Mention Methods of the voting?
40. Write down the modes of Liquidation.

SECTION - D

- ♦ **Answer the following question in brief (Each question carries 3 Marks)(Any 5) (Marks - 15)**
41. Write the duties of the Secretary Regarding Share Call.
 42. Write the procedures of Transmission of shares.
 43. Explain any 3 types of Debenture.
 44. Differentiate between member and shareholder.
 45. In which circumstances is the director to be retired?
 46. Explain the duties of the Chairman.
 47. Write about the circumstances for voluntary liquidation.

SECTION - E

- ♦ **Answer the following question in brief (Each question carries 3 Marks)(Any 4) (Marks - 16)**
48. What are the points to be considered while writing an E-mail?
 49. Explain the process of Share Allotment.
 50. Define Transmission of Share and explain the circumstances for compulsory transfer of shares.
 51. Who can acquire membership?
 52. Write difference between Managing Director and Director.
 53. What is Ordinary Resolution? Mention its objectives.

SECTION - F

- ♦ **Answer the following question in Details(Each question carries 5 Marks)(Any 5) (Marks - 25)**
54. Pratik/Pratiksha has lost the ATM Card. Draft a letter on his/her behalf to the bank informing the loss of ATM Card and ask the procedure to obtain a new card.
 55. The water supply in your area is irregular. Draft a complain letter to the concerned department regarding irregular water supply.
 56. Draft an appreciation and thanks giving letter to the Health Department of your city for Corona Vaccination drive in your school.
 57. Draft a letter regarding the transfer of an employee.
 58. Draft a letter in the form of notice asking an employee a clarification for not remaining present in the office during his duty hours.
 59. 35 year old Shri. Dilipbhai Joshi works on a higher position since last 2 years in a private company. He wishes to protect his family members with insurance facility. Write a letter to LIC of India inquiring about and appropriate policy that he can go for.
 60. Prepare a committee report for celebrating 75th Republic Day of our Country.

BEST OF LUCK