**SP MODEL QUESTION PAPER**

**Q.1 (A) Complete the sentences** **(05)**

1. The oldest type of secretary is \_\_\_\_\_\_\_\_\_\_ secretary

2. A listed company must follow the provision of companies act and \_\_\_\_\_\_\_\_\_

3. Members have a right to appoint and remove the \_\_\_\_\_\_\_\_\_\_\_

4. Casual vacancy on Board is filled by \_\_\_\_\_\_\_\_\_\_\_

5. A proposal put before a meeting for consideration and adoption is

 Called as \_\_\_\_\_\_\_\_\_\_

  **(B) True or False** **(05)**

1. DSC is needed by directors when they have to sign documents for E-filling

2. Articles of Association is subordinate to memorandum.

3. Members of company can attend general and Board meetings of the company.

4. Maximum number of members required to attend the meeting is called as Quorum.

5. Director act as Agent and Trustees of the company.

  **(C) Answer in one word**  **(05)**

1. An artificial person created by law.

2. Documents which contains rules and regulation for internal management.

3. Book in which names of all members are entered.

4. A resolution passed by simple majority.

5. Authority that handles corporate civil disputes in India

  **(D) Answer in one sentence** **(05)**

1. When does a director vacant his office due to absenteeism at board meeting?

2. When can an Adjourned Annual General Meeting be held?

3. What is the tenure of Managing Director?

4. Which individual cannot become a member of a company?

5. What does the capital clause describe?

**Q.2 Explain the following Terms/Concept (Any 4)**  **(08)**

1. Perpetual Succession

2. Ultra vires Act

3. Secretarial Audit

4. Proxy

5. Business Correspondence.

6. Discounting Of Bill

**Q.3 Study the following case/situation and express your opinion (Any 2)**  **(06)**

1. A General Meeting of public limited company is to be held. State the provision of

 Quorum for-

1. Meeting of the company which has less than 1000 members.
2. Meeting of the company which has less than 5000 members.
3. Meeting of the company which has 2500 members.

2. Mr M wishes to be the Managing director of QRS Ltd

1. The age of Mr M is 30 years. Can he be appointed as MD of a company?
2. Is it necessary that Mr M should be one of the directors on the Board of QRS Ltd?
3. For how long a period QRS Ltd can appoint Mr M as MD?

3. M/s ABC is a partnership firm owned by Dr. A,Dr.B,Dr.C .The doctor want to invest the profits of ABC in the shares of a company

Please advise him on the following matters:

1. Can M/s ABC buy the shares of company?
2. Can profits of M/s ABC be invested in shares held in the name of Dr.A,Dr.B or Dr. C?
3. Are the doctors eligible to invest in shares of the company?

**Q.4 Distinguish between (Any 3)**  **(12)**

1. Memorandum of Association and Articles of Associations

2. Director and Managing Director

3. Shareholders Meeting and Board Meeting

4. Motion and resolution.

**Q.5 Answer in brief (Any 2)** **(08)**

1. State any four contents of Articles of Association.
2. State the importance of certificate of Incorporation.
3. State any four ways of cessation of membership of a company.

**Q.6 Justify the following statement (Any 2)** **(08)**

1. Pro-tem secretary is helpful to the company.

2. Proxy cannot speak in the meeting.

3. Board of Directors can exercise their powers collectively through the Board meeting.

4. There is a difference between loans and Advances given by the Bank.

**Q.7 Attempt the following (Any 2)** **(10)**

1. Write a letter requesting the bank for granting overdraft facility.
2. Write a letter to the director who was absent for a Board meeting to Inform him about proceedings of the meeting
3. Write a letter to NCLT seeking extension to time of reply public deposits.

**Q.8 Answer the following (Any 1)** **(08)**

1 State the features of partnership firm

2. Explain the company secretary.

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