

Subject: Secretarial Practice
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Topic: Tutorial Sheet

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FYJC COMMERCE

I) OBJECTIVES :

A) Select the correct answer from the options given bellow

1. A secretary is a custodian of _____ information
a) Confidential b) Individual c) investigative
2. The members of Hindu undivided Family Business is called _____
a) Karta b) Partners c) Co- parceners
3. _____ is a document which invites the public to buy the shares of a company.
a) Articles of Association b) Prospectus c) Certificate of Incorporation
4. Any act by the company beyond the powers of Memorandum is called as _____
a) Doctrine of Indoor Management b) Ultra Vires c) Mis-statement
5. _____ is a person whose name is entered in the Register of Members.
a) Member b) Creditors c) Registrar.

B) Write a word or a term or a phrase which can substitute. Each of the following statements.

1. The officer responsible for company's finances _____
2. The person who signs the minutes of the meeting _____
3. A meeting of the preference shareholders of a company _____
4. Audio-Visual means of electronic communication _____
5. A meeting of all the directors of a Company _____

C) State whether the following statement are TRUE or FALSE

1. Joint Stock Company opens Current Account
2. On Payment of fees, ROC allows the public to inspect certain documents filed with it.
3. A secretary is responsible only for typing letters.
4. The Board of Directors manage the Company.
5. All companies need Certificate Of Commencement of business

D) Find the odd out.

1. Name clause, Rights of Board of Directors, Object Clause
2. Members, Shareholders, Debenture holders
3. Woman Director, Promoter, Executive Director

4. Voting by Ballot, Voting by Poll, Special Business
 5. Annual General Meeting, Extraordinary General Meeting, Board Meeting
- II) Distinguish Between (3 Points each)
1. Current Account And Savings Account
 2. Personal Secretary And Company Secretary
 3. Partnership Firm And Joint Stock Company
 4. Managing Director And Manager
 5. Voting by Show of Hands And Voting by Poll
- III) Write a letter to the director requesting him to disclose his personal interest in a contract.
- IV) Write a letter to the director reminding him about the provision regarding absenteeism of the Board Meeting
- V) Write a letter requesting the bank for granting Overdraft facility
- VI) Write a reply to a complaint by Investor
- VI) Write a letter to bank to stop payment of cheque.