

Professor Vishwanathan Iyer's

# HERAMB COACHING CLASSES

Yogeshwar Towers, Katemanivali, Kalyan (East)

**XI/SECRETARIAL PRACTICE/ Date:25.10.17      Marks:40      Duration: 1Hour**

- Q.1. What do you mean by personal secretary and its Functions. (10)
- Q.2. What are the basic qualifications of a company secretary? (10)
- Q.3. Distinguish between company secretary and secretary of Government Department (05)
- Q.4. Distinguish between Incorporation and certificate of commencement of business (05)
- Q.5. Short notes: (10)
- (a) Articles of Association (b) Prospectus

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