

Professor Vishwanathan Iyer's

# HERAMB COACHING CLASSES

Yogeshwar Towers, Katemanivali, Kalyan (East)

**XI/SECRETARIAL PRACTICE/ Date:02.12.17**

**Marks:30**

**Duration: 1Hour**

**Q.1. (A) Fill in the blanks:**

**(03)**

1. A \_\_\_\_\_ is primary and supreme document of the company.

2. A \_\_\_\_\_ is called as silent salesman of a company.

3. CLB consist of not more than \_\_\_\_\_ member.

**Q.1. (B) Distinguish between:**

**(05)**

1. Memorandum of Association v/s Articles of Association

**Q.2. Contents of Memorandum of Association.**

**(05)**

**Q.3. Functions of Ministry of corporate affairs.**

**(10)**

**Q.4. prospectus and its contents.**

**(07)**

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