## HERAMB COACHING CLASSES

Yogeshwar Towers, Katemanivali, Kalyan (East)

XI/Secretrial Practice	<u> Marks: 30</u>	Duration:1 Hour	Date: 07-03-2019
<b>Attempt any 3 from the fo</b> Q.1Explain the circumstance	•	secretary may have to c	orrespond with directors.
Q.2 Draft a notice and agend	la of a routine bo	ard meeting.	
Q.3 Report to a director who	was absent for a	a meeting.	
Q.4 Letter to a director remi	nding him of the	provision regarding abs	senteeism for consecutive
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Professor Vishwanathan Iyer's			
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