

**Instructions :- i) All questions are compulsory ,  
ii) Figures to the right indicate marks.**

- Q.1 A) Answer the following questions in brief (any 4) 8**
- i) What do you mean by quorum ?
  - ii) What is an interim dividend ?
  - iii) Who is a member of a company ?
  - iv) What do you mean by Managing Director ?
  - v) What is a Resolution ?
  - vi) Define "Meeting" of the company.
- B) Explain the following terms (any three) 6**
- i) Motion ii) Company Management
  - iii) Interest iv) Extra - Ordinary General Meeting
  - v) Proxy
- Q.2 Answer the following (Any 2) 12**
- i) "There is separation of ownership and management in a joint-stock company".  
Explain and state the structure of company management.
  - ii) Distinguish between Statutory Meeting and Annual General Meeting.
  - iii) What do you mean by a 'Dividend Warrant' ? Draft a specimen of Dividend Warrant.
- Q.3 Attempt any two of the following 12**
- i) What is a statutory Meeting ? When is this meeting held ? What are the secretarial duties relating to statutory Meeting ?
  - ii) Distinguish between Director and Managing Director.
  - iii) Explain briefly the legal provisions as regards the appointment of auditors.
- Q.4 Attempt any two of the following 12**
- i) Draft a specimen of Minutes of Annual General Meeting ,
  - ii) Explain the methods of voting used in a company meeting.
  - iii) State and explain briefly the types of company meeting.
- OR**
- Q.4 Writes notes on any three 12**
- i) Qualification and disqualification of an auditor.
  - ii) Member Vs Shareholder
  - iii) Agenda of the Meeting
  - iv) Special Resolution
  - v) Types of Motions.

