

This Question Paper contains 8 printed pages.

Seat No.:

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Sl. No. : 130841

337(E)

(February, 2026)

Time : 3 Hours]

[Maximum Marks : 100

Instructions :

- 1) This question paper contains 6 sections and total 60 questions.
- 2) Figures to the right side indicate full marks to the questions.
- 3) Answer according to instructions of the questions.
- 4) Start a new section from new page.

SECTION - A

- Questions from 1 to 20 are multiple choice type questions. Select and write the correct answer from the options. Each question carries 1 mark:

[20]

- 1) In Bank correspondence which of the following things is mentioned when secrecy is to be maintained?
 - (A) Punctuality
 - (B) Financial
 - (C) Name and Address
 - (D) Account Number
- 2) With which organisation is correspondence carried out to get adequate water-supply in big cities?
 - (A) State Government
 - (B) Municipal Corporation
 - (C) Gram Panchayat
 - (D) Central Government



- 3) Which of the following is not mentioned in the letter of personal interview?
- (A) Venue of personal interview
 - (B) Time of the personal interview
 - (C) Clarification of expenses of travelling
 - (D) Rules of services
- 4) Which type of an insurance policy allows claim of insured amount after death of the insured person to the nominee/ assignee?
- (A) Whole-life Insurance Policy
 - (B) Term Insurance Policy
 - (C) General Insurance Policy
 - (D) Third-party Insurance Policy
- 5) Which number of the bank is to be given for RTGS to transfer the amount in the account of the customer?
- (A) Mobile
 - (B) Phone
 - (C) PIN
 - (D) IFSC
- 6) Who should be at the centre of presentation?
- (A) Attendees
 - (B) Officers
 - (C) Leaders
 - (D) Presenters
- 7) Minimum gap between two installments should be ____.
- (A) 1 month
 - (B) 2 months
 - (C) 3 months
 - (D) 4 months

- 8) Letter of renunciation is related to ____.
- (A) Share forfeiture
 - (B) Resignation of promoters
 - (C) Right share
 - (D) Refund of share application money
- 9) If shareholder dies without making will and has no successor ____.
- (A) Government will forfeit the shares
 - (B) Company will forfeit the shares
 - (C) Court will appoint administrator
 - (D) Shares will be transferred to a charitable trust
- 10) For a shareholder shares are ____.
- (A) movable assets
 - (B) responsibility
 - (C) cash asset
 - (D) an immovable asset
- 11) According to whom, "Debenture is a type of document issued under the common seal of the company acknowledging the debt"?
- (A) Sir Francis Parmer
 - (B) Prof. LCB Gower
 - (C) Lord Blackburn
 - (D) Companies Act 2013
- 12) Who appoints the trustee of debenture?
- (A) The Company itself
 - (B) The Assembly of Directors
 - (C) General Assembly
 - (D) The Assembly of debenture holder



- 13) Members of a partnership firm may acquire membership of company ____.
- (A) can be member
 - (B) firm and partners can be member jointly
 - (C) cannot be a member
 - (D) only firm can acquire
- 14) Shares that are given as consideration to the service provider to the company ____.
- (A) do not acquire membership
 - (B) are offered post of the manager
 - (C) acquire membership
 - (D) acquire partial membership
- 15) How much can be paid as remuneration to all full time Managing Directors?
- (A) 5% of sales
 - (B) 5% of net profit
 - (C) 5% of share capital
 - (D) 5% of reserve
- 16) How many independent directors can a company have?
- (A) $\frac{1}{4}$
 - (B) $\frac{2}{3}$
 - (C) $\frac{3}{4}$
 - (D) $\frac{1}{3}$
- 17) The member appointed by other person to be present and vote in the meeting on his behalf is known as ____.
- (A) proxy
 - (B) chairman
 - (C) secretary
 - (D) the member of company

- 18) There should be a gap of _____ months between two Annual General Meetings.
- (A) 15 months
(B) 12 months
(C) 18 months
(D) 24 months
- 19) Who prepares the declaration of insolvency?
- (A) Directors
(B) Creditors
(C) Members
(D) Court
- 20) Within how many days should the appointment of a liquidator be informed to the Income Tax Officer?
- (A) 15 days
(B) 30 days
(C) 7 days
(D) 14 days

SECTION - B

- Answer the following questions from 21 to 30 in one sentence each. Each question carries 1 mark:

[10]

- 21) What are the main types of insurance?
- 22) What is the mode of payment in E-booking?
- 23) Give two examples of awakening type of presentation.
- 24) What is offer for sale?
- 25) State the types of dividend.



- 26) Where can the demat account be opened?
- 27) What is a Debenture Trust Deed?
- 28) Who manages the company in modern time?
- 29) Who is known as chairman?
- 30) Why is an investigation committee appointed?

SECTION - C

■ Answer Any 7 of the following questions 31 to 40 in short.
Each question carries 2 marks:

[14]

- 31) Which style and format is to be followed in bank correspondence?
- 32) State the various reasons for correspondence with local organisation.
- 33) Explain the difference between Notice and Circular (Any Two points).
- 34) What is called statement of Share Allotment?
- 35) Which details should be included while preparation of list of call-on shares?
- 36) What is the meaning of certification of debenture?
- 37) Who can be allotted sweat share?
- 38) Who is an independent director?
- 39) Who are given notice?
- 40) Give the meaning of voluntary liquidation by members.



SECTION - D

Answer Any 5 of the following questions 41 to 47 in short.

Each question carries 3 marks:

[15]

- 41) In the absence of which elements share allotment is considered illegal?
- 42) Explain the provisions regarding share transfer for a Single Person Company.
- 43) Clarify the procedure of transfer of debenture.
- 44) Under what circumstances can a subsidiary company acquire membership of holding company?
- 45) "Directors are trustee - but they are not" Explain.
- 46) State the various types of company's meeting.
- 47) Discuss the procedure of voluntary liquidation by creditors.

SECTION - E

Answer Any 4 of the following questions 48 to 53 pointwise.

Each question carries 4 marks:

[16]

- 48) What are the points to be considered while writing an E-mail?
- 49) State the various provisions of The Companies Act regarding share call.
- 50) Differentiate between share transfer and share transmission.
- 51) Explain methods to obtain membership.
- 52) Write down notes on Directors' identification number.
- 53) Discuss the qualifications of a chairman.

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SECTION - F

- Answer Any 5 of the following questions 54 to 60 as directed. Each question carries 5 marks :

[25]

- 54) You hold account in Bank of India, Vadodara. Draft a letter of complaint to the manager regarding indecent behaviour of the employee of the bank, with you.
- 55) Draft a letter regarding difficulties being faced due to encroachment of carts and hawkers on public roads of the city.
- 56) Write a letter requesting to cancel demand notice as income is not taxable on behalf of Saraswati Book Store.
- 57) In consideration of special academic qualification of an employee he has been promoted. Draft a letter informing him of the promotion.
- 58) Rohit Bhavsar, an employee of the Shyam Industries remained absent from duty for 3 consecutive days without taking permission of the officer. Draft a show cause notice on behalf of Shyam Industries.
- 59) Write a letter from the nominee of Shri Poonamchand Ravat claiming the insured amount on his LIP.
- 60) Prepare an individual report after visit to a Bank.

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