

# QB365 Question Bank Software Study Materials

## Company Secretary 50 Important 1 Marks Questions With Answers (Book Back and Creative)

12th Standard

Commerce

Total Marks : 50

Multiple Choice Question

50 x 1 = 50

- 1) Mention the status of a Company Secretary in a company.  
(a) A member (b) A director (c) An independent contractor **(d) An employee**
- 2) Who can become a secretary for a company?  
**(a) Individual person** (b) Partnership firm (c) Co-operative societies (d) Trade unions
- 3) Which meeting will be held only once in the life time of the company?  
**(a) Statutory** (b) Annual General (c) Extra - ordinary (d) Class General
- 4) Who is not entitled to speak at the annual general meeting of the company.  
(a) Auditor (b) Shareholder **(c) Proxy** (d) Director
- 5) From the date of its incorporation, the First Annual General Meeting is to be conducted within\_\_\_\_\_ months.  
(a) Twelve (b) Fifteen **(c) Eighteen** (d) Twenty one
- 6) What percentage of shareholders is needed to pass special resolution?  
(a) It must be unanimous (b) Not less than 90% **(c) Not less than 75%** (d) More than 50%
- 7) A special resolution must be filed with the Registrar within  
(a) 7 days (b) 14 days **(c) 30 days** (d) 60 days
- 8) A special resolution is required to  
(a) redeem the debentures (b) declare dividend (c) appoint directors **(d) appoint auditor**
- 9) The person who is responsible for the general performance of an organization is called  
**(a) Company secretary** (b) Resolution (c) Voting (d) Poll
- 10) The word secretary has originated in  
(a) French **(b) Latin** (c) Tamil (d) None of these
- 11) The Latin word secretaries which means  
(a) Secretary (b) Sector **(c) Secret** (d) None of these
- 12) Some information should be kept very confidential in all the  
**(a) Companies** (b) Private institutions (c) Industries (d) Owners
- 13) Every unlisted company and every private company having a paid up capital of  
(a) Rs 3 Crore (b) Rs 50 Lakhs **(c) Rs 5 Crore** (d) more than Rs 10 Crore
- 14) The company secretary must serve in the best interests of the  
(a) Board of directors (b) Debenture holders **(c) Shareholders** (d) All of the above
- 15) First general meeting of the Public company is called the

(a) **Statutory meeting** (b) Annual general meeting (c) Committee meetings (d) Board meetings

16) Which of the following meeting is held to transact the ordinary business of the company?

(a) Statutory meeting (b) **Annual general meeting** (c) Board meeting (d) Committee meeting

17) Meetings of directors are called

(a) Special meetings (b) **Board meetings** (c) Committee meetings (d) None of these

18) The decisions taken at a meeting are called

(a) **resolutions** (b) voting (c) poll (d) all of the above

19) A director is acting as

(a) agent of the company (b) trustee of the company (c) chief executive officer of the company (d) **all of these**

20) A company secretary is appointed by

(a) Government (b) The Institute of Company Secretaries of India (c) **The Board of Directors**  
(d) Shareholders in Annual General Meetings

21) The company is managed by the group of persons known as:

(a) **Board of directors** (b) Group of members (c) None (d) Team of shareholders

22)

LIST I		LIST II	
i) Statutory meeting		1) 30 days	
ii) Annual general meeting		2) Vigil mechanism	
iii) Board meetings		3) Eighteen months	
iv) Committee meetings		4) 21 days	

(a)	(b)	(c)	(d)
(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)	(i)(ii)(iii)(iv)
1 2 3 4	3 4 2 1	4 3 1 2	2 1 4 3

23) \_\_\_\_\_ maintains all important correspondence, files, documents and records in the board office.

(a) **Directors** (b) Managers (c) Agents (d) Chairman

24) The \_\_\_\_\_ is the kingpin of the whole corporate machinery.

(a) **Secretary** (b) Directors (c) Members (d) Chairperson

25) \_\_\_\_\_ is responsible for smooth functioning of the office work.

(a) Managing Director (b) **Company Secretary** (c) Manager (d) General Manager

26) \_\_\_\_\_ is a high level officer.

(a) **Company Secretary** (b) General Manager (c) Managing Directors (d) Chair person

27) Company is bound to invite the first general meeting within \_\_\_\_\_ months from the date of its registration.

(a) twelve (b) fifteen (c) **eighteen** (d) twenty

28) \_\_\_\_\_ should be conducted by both private and public ltd companies.

(a) Statutory meeting (b) Board meeting (c) Committee meeting (d) **Annual general meeting**

29) Both statutory meeting and annual general meetings are called as \_\_\_\_\_ meetings of a company.

(a) **ordinary** (b) board (c) committee (d) none of these

30) \_\_\_\_\_ type of voting has no secrecy as the all the members assembled can seen voting.

- (a) **Open procedure** (b) Secret procedure (c) Both 'a' and 'b' (d) None of these
- 31) \_\_\_\_\_ is an unscientific method.
- (a) **Voice voting** (b) Show of hands (c) Both 'a' and 'b' (d) None of these
- 32) \_\_\_\_\_ procedure is adopted to decide certain vital issues.
- (a) Open procedure (b) **Secret procedure** (c) Both 'a' and 'b' (d) None of these
- 33) Statutory meeting must be held not later than \_\_\_\_\_ and not earlier than \_\_\_\_\_ from the date on which a public company is entitled to commence business.
- (a) 5 months, 1 month (b) 6 months, 2 months (c) **6 months, 1 month** (d) none of these
- 34) A statutory report must be sent to every member of the company at least \_\_\_\_\_ days before the meeting is to be held.
- (a) **21** (b) 25 (c) 30 (d) more than 50
- 35) Auditors are generally appointed and their remuneration, fixed at the \_\_\_\_\_ meeting.
- (a) **Annual General** (b) Statutory (c) Articles of Association (d) none of these
- 36) Name the person, who is entrusted with substantial powers of management in a company.
- (a) **Managing Director** (b) General Manager (c) Manager (d) Company Secretary
- 37) Any resolution passed with 51% of votes cast in favour of the resolution is \_\_\_\_\_
- (a) Special resolution (b) **Ordinary resolution** (c) Minute (d) Quorum
- 38) When a proposal placed before the meeting is passed by the meeting, it becomes a \_\_\_\_\_
- (a) Agenda (b) Minute (c) **Resolution** (d) Quorum
- 39) The total managerial remuneration payable by a public limited company to its director or manager should not exceed \_\_\_\_\_ of the net profits of that financial year.
- (a) 3% (b) 5% (c) 9% (d) **11%**
- 40) The quorum for a general meeting of members of public company is \_\_\_\_\_
- (a) **5** (b) 7 (c) 10 (d) 15
- 41) A person who is authorised by a member for the purpose of attending a meeting is called \_\_\_\_\_
- (a) an agent (b) **a proxy** (c) quorum (d) none of these
- 42) Subsequent directors are elected by shareholder at the \_\_\_\_\_
- (a) **Annual General Meetings** (b) Memorandum of Association (c) Statutory Meetings (d) Company Meetings
- 43) To prepare minutes of every general and Board meeting or meetings of every committee of the Board within \_\_\_\_\_ days.
- (a) **30** (b) 60 (c) 90 (d) 100
- 44) An abstract of receipts and payments upto a date within \_\_\_\_\_ days of the report.
- (a) 3 (b) 4 (c) 5 (d) **7**
- 45) The first annual general meeting must be held within a period of \_\_\_\_\_ months from the date of its incorporation.
- (a) 12 (b) 15 (c) **18** (d) 24
- 46) All other general meetings other than statutory and Annual general meetings are called \_\_\_\_\_.
- (a) **Extra ordinary meeting** (b) General meeting (c) Board meeting (d) Committee meeting
- 47) **Match the following.**

(1) Statutory meeting	(i) held once in every year
(2) Annual general meeting	(ii) Meeting of directors
(3) Special meeting	(iii) First general meeting
(4) Board meeting	(iv) Winding up, or amalgamation of the company

<b>(a)</b>	(b)	(c)	(d)
A B C D	A B C D	A B C D	A B C D
iii iv ii	i ii iii iv	ii iii iv i	iiii i iv

48) Pick out the odd one.

(a) Statutory meeting (b) Annual general meeting (c) Extraordinary general meeting **(d) Board Meeting**

49) Which is not correctly Matched?

(a) Statutory function - According to Company Act (b) Non - Statutory function - Functions in Relation to directors  
(c) Powers and Rights of company secretary - Preferential creditor **(d) Board meeting - Held once a year**

50) First meeting of directors should be convened within \_\_\_\_\_ days from the date of incorporation of the company.

(a) 50 (b) 45 **(c) 30** (d) 60