

SECTION - I

Fill in the Blanks:

UNIT - I

1. OPC stands for _____ .
2. A private company has now been allowed to have _____ members as against _____.
3. As per the Companies Act, 2013, NBFC shall now be governed by _____.
4. U/s 149, every company shall have at least _____ woman director.
5. The maximum number of directors that a company can have, have been revised from _____ to 15 under Companies Act, 2013.
6. The minimum number of members of a private company is _____ under the Companies Act, 2013.
7. The maximum number of members of a private company is _____ under the Companies Act, 2013.
8. The minimum number of members of a public company is _____ under the Companies Act, 2013.
9. The maximum number of members of a public company is _____ under the Companies Act, 2013.
10. A company in which at least 51% of the shares are held by Government is known as _____ company.
11. Government Companies are also known as _____.
12. A company which is formed by a special act of Parliament or State Legislature is known as _____ company.
13. A company which is formed by the Royal Charter of King, Queen or Head of the State is known as _____ company.
14. Life Insurance Corporation of India is a _____ company.
15. East India Company is a _____ company.
16. _____ company can invite the public to subscribe to its shares and debentures.
17. The shares of _____ company are freely transferable.
18. A company which is incorporate in India is known as _____ company.
19. A company incorporated outside India but doing business in India is known as _____ company.
20. A company which is owned and managed by another company is known as _____ company.
21. The company which holds and manages another company is known as _____ company.
22. A private company can start business after getting _____.
23. A public company can start business after getting _____.
24. The person(s) who take all the necessary steps for incorporation of a company is known as _____.
25. A private company must use the word _____ after its name.
26. A public company must use the word _____ after its name.
27. The document of a company which works as the constitution of the company is _____.
28. The Memorandum of Association of a company works as the _____ of a company.

29. If a company does any work which is not provided in the Memorandum of Association then that work will be _____.
30. The document which is prepared by the company for its day to day management is known as _____.
31. The Articles of Association of a company can be changed by _____.
32. The document which is statutory requirement for registration of a company is _____.
33. The document which is supplementary in nature for a company is _____.
34. The document which is essential for a public company for issue of shares to the public is _____.
35. The company which can't issue prospect is _____ company.
36. A private company can issue shares and debentures by _____.

Answers:

- | | |
|---|---|
| 1. One Person Company | 2. 200, 50 |
| 3. RBI Rules | 4. 1 |
| 5. 12 | 6. 2 |
| 7. 200 | 8. 7 |
| 9. Unlimited | 10. Government Company |
| 11. Public Sector Companies | 12. Statutory Company |
| 13. Chartered Company | 14. Statutory Company |
| 15. Public company | 16. Private Company |
| 17. Public Company | 18. Indian Company |
| 19. Foreign Company | 20. Subsidiary Company |
| 21. Holding Company | 22. Certificate of Incorporation |
| 23. Certificate of Commencement of Business. | 24. Promoters |
| 25. Pvt. Ltd. | 26. Ltd. |
| 27. Memorandum of Association | 28. Constitution |
| 29. Void | 30. Articles of Association |
| 31. Ordinary Resolution | 32. Memorandum of Association |
| 33. Articles of Association | 34. Prospectus |
| 35. Private | 36. Prospectus |

UNIT - II

1. Every public company must have at least _____ number of directors.
2. The minimum number of directors of a private company is _____.
3. For One Person Company, the minimum number of directors is _____.
4. The maximum number of directors of a company is _____.
5. For increasing the maximum number of directors beyond 15, the company must pass a _____.
6. A company must have at least _____ number of women directors.
7. DIN stands for _____.
8. _____ of the directors retire by rotation and _____ shall retire at every AGM.
9. An alternate director acts in place of a director who is absent for more than _____ months from the state in which board meetings are held.
10. The important documents of a company are signed by _____.

Answers:

1.	3	2.	2
3.	1	4.	15
5.	Special Resolution	6.	1
7.	Director Identification Number	8.	2/3, 1/3

UNIT - III

1. The shares the holders of which have no preferential rights are known as ----- shares.
2. Equity shares are also known as ----- shares.
3. The shares the holders of which are provided with preferential rights are known as ----- shares.
4. The preference shareholders are provided with ----- number of preferential rights
5. The preference shareholders have the preferential rights relating to ----- and -----
6. The preference shareholders who are provided with right to claim arrears of dividend of the past out of the profits of future are known as -----.
7. The preference shareholders who have no right to claim arrears of dividend of the past out of the profits of future are known as -----.
8. The preference shares which can be paid back by the company after a definite period of time are known as ----- preference shares
9. The preference shares which can't be paid back by the company during its life time are known as ----- preference shares
10. The preference shares, the holders of which have the right to convert their shares into equity shares are known as ----- shares.
11. The preference shares, the holders of which have no right to convert their shares into equity shares are known as ----- shares.
12. The amount payable by the persons at the time applying for shares is known as ----- money.
13. The amount payable at the time of allotment is known as ----- money.
14. The amount of calls due but not received by the company is known as -----.
15. The amount received by the company in respect of the future called is known as -----
16. The maximum rate of interest to be charged on calls-in-arrear is ----- %.
17. The maximum rate of interest to be allowed on calls-in-advance is ----- %.
18. The shares which are issued to the shareholders in lieu of payment of cash dividend is known as ----- shares.
19. The bonus shares are issued out of ----- of the company.
20. When the shares are issued to the existing shareholders as a matter of right then it is known as ----- shares.
21. Refund of capital raised by issue of share capital is known as -----.
22. A debenture is an ----- of a debt.
23. A debenture holder will get -----.
24. A debenture holder will get interest on ----- value of debentures held by him.
25. The return for shareholders is known as -----.
26. Preference shareholders will get dividend at a ----- rate.
27. The rate of dividend for equity share is -----.
28. Dividend on equity shares is payable after payment of dividend to ----- shares.
29. Interest payable of debentures is ----- against profit.
30. Dividend payable to shareholder is a/an ----- of profit.
31. When a company purchases its own shares then it is known as -----.
32. Sweat equity shares are issued to ----- of the company.

33. A shareholder whose name is recorded in the register of members will get ----- certificate.
34. The issue of shares at discount has been prohibited under ----- Act.
35. The Companies Act 2013 has prohibited the issue of shares at -----
36. The capital which will be issued only at the time of liquidation of the company is known as -----.
37. The debentures which are transferable by delivery are known as ----- debentures.
38. The debenture the transfer of which is to be registered with the company is known as -----.

ANSWERS:

1.	Equity shares	2.	Ordinary
3.	Preference shares	4.	2 (two)
5.	Dividend, Capital	6.	Cumulative
7.	Non-cumulative	8.	Redeemable
9.	Irredeemable	10.	Convertible
11.	Non-convertible	12.	Application Money
13.	Allotment money	14.	Calls-in-arrear
15.	Calls-in-advance	16.	10
17.	12	18.	Bonus
19.	Accumulated profits	20.	Right shares
21.	Redemption	22.	Acknowledgement
23.	Interest	24.	Paid-up
25.	Dividend	26.	Fixed
27.	Fluctuating	28.	Preference
29.	A charge	30.	Appropriation
31.	Own shares/buy back	32.	Employees
33.	Share	34.	Companies
35.	Discount	36.	Reserve capital
37.	Naked/Bearer	38.	Registered

UNIT - IV

1. For a public company, if the number of members present on the date of meeting is not more than 1,000, then the quorum for such meeting is _____.
2. The requirement of postal ballot is applicable to all companies except OPC and a company with _____ members.
3. The first AGM must be held within _____ month form the end of the first financial year.
4. The meeting for public company which has been abolished as per Companies Act, 2013 is _____.
5. The business hour for holding and conducting the meeting is between _____ to _____.
6. As per the provisions of Companies Act, 2013, the gap between two AGMs must not be more than _____ months.
7. For convening AGM, a public company must give a notice of at least _____ days.
8. The quorum for AGM is _____ member in a public company and _____ members for a private company.
9. The gap between any two Board Meetings must not be more than _____ days.
10. In one year at least _____ board meetings should be held.

11. The first board meeting of every company must be held within _____ days of its incorporation.
12. As per the Companies Act, 2013, the directors can participate in board meeting through _____.
13. The method of voting to be followed at a board meeting is by _____.
14. The AGM must be held within _____ months of the end of the financial year of the company.

ANSWERS:

1.	5	2.	200
3.	9	4.	Statutory Meeting
5.	10 AM to 6 PM	6.	15 months
7.	At least 21 days	8.	5, 2
9.	15 months	10.	Four
11.	30 days	12.	Audio-visual means
13.	Show of hands	14.	6 months