4th Form Business

Class: Office Administration

Total Marks: _____/20

**Legal Requirements for Annual General Meetings**

INSTRUCTIONS: Fill in the Blanks with the appropriate answers to be awarded maximum marks.

1. _____ are legally required to hold annual general meetings (AGM) within six months of the end of the organization's fiscal year.
2. The Company's Act consists of _____that are established by the country's government to direct the operations of companies.
3. A _____ is a business with a legal identity. It can be made up of a single person or many persons.
4. The _____ make up the document that is registered with the government when a corporation is formed.
5. The company's _____ are its internal rules. They provide _____ on how the organization must operate.
6. By-laws are usually quite detailed and contain _____ for matters such as the maintenance and inspection of company records.
7. Shareholders who are unable to attend an AGM may choose to allow someone to _____ on their behalf. This is called a vote by _____.
8. The _____ is responsible for the entire operations and reports directly to the board of directors.
9. _____ are owners of the company. They provide the money to finance the firm's operations by buying shares.
10. The _____ is in charge of the company's financial affairs.

LIVEWORKSHEETS