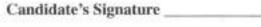
Name	Index No.
Temporary responses to the second sec	

1901/103 1908/103 1903/103 1909/103 1906/103 1923/103

COMMERCE November 2013 Time: 3 hours





Date \_\_\_\_\_

## THE KENYA NATIONAL EXAMINATIONS COUNCIL

# CRAFT CERTIFICATE IN SECRETARIAL STUDIES CRAFT CERTIFICATE IN SUPPLY CHAIN MANAGEMENT CRAFT CERTIFICATE IN BUSINESS ADMINISTRATION CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT CRAFT CERTIFICATE IN TRANSPORT MANAGEMENT CRAFT CERTIFICATE IN CLERICAL DUTIES

### COMMERCE

### 3 hours

# INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above.

Sign and wrife the date of examination in the spaces provided above.

This paper consists of TWO sections; A and B.

Answer ALL the questions in section A, and FOUR questions from section B in the spaces provided in this question paper.

Candidates should answer the questions in English.

For Examiner's Use Only

Section	Question	Maximum Score	Candidate's Score
A	1-10	32	
	11	15	
	12	15	
В	13	15	
	14	15	
	15	15	
	TOT	ALSCORE	

This paper consists of 20 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

© 2013 The Kenya National Examinations Council.

Turn over

# SECTION A (32 marks)

Answer ALL questions in this section in the spaces provided.

	(5 marks)
	(i) An exchange of value. I store of value.
	(ii) Medium of exchange
	(iii) Unit of Alc
(	(1) Standard of deferred payment.
	List three types of information that is contained in a delivery note. (3 marks)
	(i) Norme & address of the supplier
	Delivery address feemen
	Discounts.
	- Delivery Changes
	(iii) Onler No
	Supplan's item No
	Highlight four factors that a business person should consider when locating a warehouse.  (4 marks)
	(i) Sufety security of the area
	(ii) The No of trulers within that nogon

	(iii) Accessibility
	purpose of werehealt
	Size of the land.
	(iv) Sterrye Anon
	De morket area
	Condition ext the 5.46
	List three documents that should be submitted to the registrar of companies during the registration of a public limited company. (3 marks
	10 /
-	(i) Memerandum of assertation
	1 1 1
	(ii) premenentum of understanding
	- Atelement
	(iii) Avarles of Asserborn
	State three advantages of using hand-carts as a means of transport for goods. (3 marks
	Alexander of the second of the
	(i) Easily aventer Sto
	(ii) Vory Chang-

Highlight thre	ee reasons that	may discourage	people from tak	ng insurance po	licies.
(i) Tough	penalt	5	N 18		(3 m
	t	4			
(ii) High	love ( cq	e vistorito	VOM		
(iii) No c	setre ele	ex line	given to	he ans	ents.
_					
State three ad	vantages of op	erating a marke	t stall.	mer	† (3 n
	vantages of op	erating a marke	t stall.	mer	(3 m

Highlight three functions of commercial attaches.	(3 marks
(i) Collects information to be used by 11	se goamment.
(ii) To look for months	
(iii) To promote 6/5 - To look for largers of their products	ş ·
State four reasons that may account for the popularity of e-banking	(4 marks
(i) Coming up of electronic system of	benthing
(ii) Introductor et ATM Carols	ent
(iii) prone to evers	
(iv) One can bloost his/her plc an	susher 3 at