Name		Index No/_
1901/103	1908/103	Candidate's Signature

1903/103 1909/103 1906/103 1923/103 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

November 2013 Time: 3 hours

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	AL SCORE	

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.

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Turn over

SECTION A (32 marks)

Answer ALL questions in this section in the spaces provided.

State three functions of money. (3 marks
(i) An exchange of value. I store of value.
(ii) Medium of exchange
(iii) Unit of Alc
(N) Standard of deferred payment.
List three types of information that is contained in a delivery note. (3 marks
(i) Name & address of the supplier
Delivery address
(ii) Dute of delivery.
Discursts.
- Delivery Changes
(iii) Onler No
Supplier's item No
Churchty & unit.
Highlight four factors that a business person should consider when locating a warehouse. (4 marks
(1) Sufety security of the area
(ii) The No of tractors within that negros
7103, 1906/103, 1909/103 7103, 1908/103, 1923/103

(iii) Accessibility	
Purpose of were heret	
Size of the land.	
(iv) Sterryo Anon	
De morte and	
Earlitur ex the 5. to	
List three documents that should be submitted to the registrar of companies during registration of a public limited company.	ng the (3 mar
(i) Monorundum of assertation	54.1900v
	-
(ii) premonulum of understanding	
(iii) Avirles of Asservan	
State three advantages of using hand-carts as a means of transport for goods.	(3 ma
(i) Easily eventer Sto	
	8
(ii) Von chang.	

(iii) Offer elev to elev senites.	easyt
Highlight three reasons that may discourage people from taking insurance policies.	(3 marks
(ii) High love (of vistainton) (iii) No course closed line your to the answer	5
State three advantages of operating a market stall. (i) None Champ	(3 marks
(ii) Steen Size	
(iii) Eusy to starts operate.	

Highlight three functions of commo	erciai attaches.		(3
(i) Collects information	n to be used	by the go	Amme
- , ,			
(ii) To look for might			
- 11			
- To love for buyer	s of their pr	viluets.	
- To organize Edu			
c	and the state of t	compression to the construction of the constru	nanconawa Manane
State four reasons that may account		1	(4
(i) Comma up of E		1	(4
(i) Coming up of E	lectumit syste	en of bon	(4
	lectumit syste	en of bon	(4
(i) Coming up of E	lectumit syste	en of bon	(4
(i) Coming up of E	lectumit syste	en of bon	(4
(ii) Introduction of	ectumit syste	ls	Shing.