

January 13, 2025

BSE Limited  
Phiroze jeejeebhoy tower  
Dalaal street, fort  
Mumbai -400001

**Sub: intimation regarding issue of duplicate share certificate**

Dear Sirs,

Pursuant to regulation 39(3) of Securities and Exchange Board of India (Listing Obligation and Disclosure requirements) Regulation, 2015 we would like to inform you that company has issued a letter of confirmation in lieu of duplicate share certificate reported lost, details whereof are enclosed herewith.

Name of shareholder	Distinctive No.		No. of shares
	From	To	
Anand Saroop Bansal	4778921	4778970	50
	4778971	4778994	24
	6761511	6761560	50
	6761561	6761561	50

Total No. of Shares: 174

Copy of letter issued by the company's Registrar and Share Transfer Agent ("RTA") is enclosed herewith.

Kindly take the above on record.

Thanks and regards

For **Universal Office Automation Limited**

**Naina Luthra**  
**Company Secretary & Compliance Officer**

UNIVERSAL OFFICE AUTOMATION LIMITED  
 DUPLICATE ISSUE REGISTER  
 FOR THE PERIOD : 13/01/2024 TO 13/01/2024

PAGE : 1

SRNO.	ISSUE DATE	ON BASIS	LEDGER FOLIO	MEMBER'S NAME	CERT. NO'S		DIST. NO'S		NO. OF SHARES
					OLD	NEW	FROM	TO	
13	13/01/2024	INDEMNIT	A000431	ANAND SAROOP BANSAL	39434	62062	4778921	4778970	50
					39435	62063	4778971	4778994	24
					129265	62064	6761511	6761560	50
					129266	62065	6761561	6761610	50

TOTAL NUMBER OF CASES : 1  
 TOTAL NUMBER OF CERTIFICATES : 4  
 TOTAL NUMBER OF SHARES : 174

\*\*\*END OF REPORT\*\*\*



REF: SFSPL/IGR/UOAL/2025/13

January 13, 2025

(To Circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)

**Name: ANAND SAROOP BANSAL**

Address: E-214, NARAINA VIHAR  
NEW DELHI-110028

Dear Sir/Madam,

**LETTER OF CONFIRMATION**

**Sub: Issuance of Securities in dematerialized form in case of Investor Service Requests.**

**Unit: Universal Office Automation Limited CIN:-L34300DL1991PLC044365**

We refer to the request received from you for issuance of securities in your name. We would like to inform you that the request has been approved as detailed below:

<b>Name of first holder &amp; PAN</b>	ANAND SAROOP BANSAL (AADPB7756R)
<b>Joint holder 1 &amp; PAN</b>	
<b>Joint holder 2 &amp; PAN</b>	
<b>Number of shares</b>	174
<b>Folio Number</b>	A000431
<b>Certificate numbers</b>	As Per List Attached
<b>Distinctive numbers</b>	As Per List Attached
<b>Lock-In</b>	No

As you may be aware, SEBI vide Gazette Notification no. SEBI/LAD-NRO/GN/2022/66 dated January 24, 2022, has mandated that the shares that are issued pursuant to investor service request shall henceforth be issued in demat mode only and hence the security certificates (wherever applicable) are retained at our end.

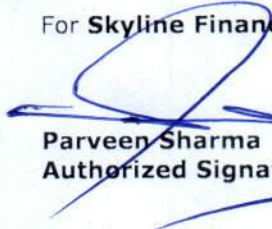
Accordingly, within 120 days of this letter, please request your Depository Participant (DP) to demat these shares using the Dematerialization Request Form (DRF). Please fill the DRF with the details mentioned in this letter, sign it and present this letter in original to your DP along with the DRF for enabling your DP to raise a Demat Request Number (DRN). In case you do not have a demat account, kindly open one with any DP. Please note that you can open Basic Service Demat Account at minimal / nil charges.

Please note that this letter is valid only for a period of 120 days from the date of its issue within which you have to raise demat request with the DP as above. Any request for processing demat after the expiry of aforesaid 120 days will not be entertained and as per the operating guidelines issued by SEBI, the subject shares shall be transferred to a Suspense Escrow Demat Account of the company.

Thanking you,

Yours faithfully,

For **Skyline Financial Services Private Limited**

  
Parveen Sharma  
Authorized Signatory

