

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN: L34300DL1991PLC044365
Registered Office: 806, Sidharth, 96, Nehru Place,
New Delhi – 110019, India; 011- 26444812
www.uniofficeautomation.com | investor@hcl.com

December 18, 2024

BSE Limited
Phiroze Jeejeebhoy Tower
Dalal Street, Fort,
Mumbai – 400001

Sub: Intimation w. r. t. request for Issue of Duplicate Share Certificate

Dear Sir (s)

Pursuant to the provisions of regulation 39 (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 intimation is hereby given to the Stock Exchange that the Company has received request for Duplicate Share Certificate on December 17, 2024 as per details mentioned herein below:

Folio No	Name of Shareholder	Nos of Shares Held	Certificate no	Distinctive Nos	
P000256	PUSHPLATE SHARMA Jointly with RAJENDRA KUMAR SHARMA	32	46066	4936919	4936950

Kindly take the same on your records.

For UNIVERSAL OFFICE AUTOMATION LIMITED


Naina Luthra

Company Secretary & Compliance Officer

To,

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160695

The Company Secretary,

Unit: Universal Office Automation Ltd.
Skyline Financial Services Pvt Ltd.
D-153 A, 1st Floor, Okhla Industrial Area
PH-I, New Delhi - 110020

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Subj: Deletion of Joint Name and
Issue of Duplicate Share Certificate Folio No: P-000256
of Universal office Automation Ltd

dt: 5/12/2024

Sir, This is to bring to your kind notice that the above shares are held by me in joint name with Rajendra Kumar Sharma, now since Sh. Rajendra Kumar Sharma expired on 28/04/2021 during 2nd wave of Covid 19, so you are requested to kindly delete the name of Sh. Rajendra Kr Sharma from the Shares Certificate and reissue a new shares certificate / LOC in my name viz. 'PUSHPLATA SHARMA' (1st Applicant) as SOLE holder now.

Original Death Certificate of Sh. Rajendra Kumar Sharma is enclosed along with this letter and the complete bunch of papers returned by you are being sent back to you along with this letter for carrying out the above procedure.

An early action from your side is highly appreciated.
With Warm Regards!

Pushp Lata Sharma.
(PUSHPLATA SHARMA)
Folio No: P000256

Skyline Financial Services Pvt Ltd.	
17 DEC 2024	End
Tr Code-	111111
Subject to Verification	

Original Death Certificate
old Bunch of Papers

[Universal office Automation Ltd].

Mo: 9810733428 / 9968711151