

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

November 07, 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 issued Letter of Confirmation for issuance of securities in dematerialised form in response to request made by shareholder on October 16, 2024 as per details mentioned herein below:

| Folio No | Name of Shareholder | Nos of Shares Held | Distinctive Nos | |
|----------|---------------------|--------------------|-----------------|---------|
| 41906 | MEDHA AGARWAL | 50 | 4440792 | 4440841 |
| | | 50 | 4440942 | 4440991 |
| | | 50 | 5693317 | 5693366 |
| | | 50 | 5693367 | 5693416 |
| | | 50 | 5693417 | 5693466 |
| | | 50 | 5693467 | 5693516 |
| | | 50 | 5693517 | 5693566 |
| | | 50 | 6094057 | 6094106 |
| | | 50 | 6094107 | 6094156 |
| | | 50 | 6094157 | 6094206 |
| Total | | 500 | | |

Kindly take the same on your records.

For UNIVERSAL OFFICE AUTOMATION LIMITED

Naina Luthra
Company Secretary & Compliance Officer



REF: SFSPL/IGR/UOAL/DUP-ND/2024/8

November 05, 2024

(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: MEDHA AGARWAL

Address: KC-67
KAVINAGAR
GHAZIABAD (U.P.)-201002

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:

| | |
|----------------------------|----------------------------|
| Name of first holder & PAN | MEDHA AGARWAL (AFYPA9793F) |
| Joint holder 1 & PAN | |
| Joint holder 2 & PAN | |
| Number of shares | 500 |
| Folio Number | 41906 |
| Certificate numbers | As Per List Attached. |
| Distinctive numbers | As Per List Attached. |
| Lock-In | 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

