

**UNIVERSAL OFFICE AUTOMATION LIMITED**

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

December 31, 2024

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

Sub: Intimation regarding Issue of duplicate share certificates

Dear Sir / Madam,

Pursuant to Regulation 39(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, this is to inform that Letter of confirmation in lieu of Duplicate Share Certificate has been issued to the company's shareholder on December 31, 2024 as per SEBI Circular No SEBI / HO/ MIRSD \_ RTAMB/ P/ CIR/ 2022/ 8 dated January 25, 2022 as detailed hereinbelow:

Name of Shareholder	Nos of Shares Held	Distinctive Nos	
PUSHPLATA SHARMA	32	4936919	4936950

Copy of Letter issued by the company's Registrar and Share Transfer Agent ("RTA") is enclosed herewith. Kindly take the above on your record.

Thanking You,

For Universal Office Automation Limited

  
Naina Luthra  
Company Secretary & Compliance Officer



REF: SFSPL/IGR/UOAL/DUP-ND/2024/11

December 31, 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: PUSHP LATA SHARMA

Address: 26, NETAJI SUBHASH MARG  
DARYA GANJ  
NEW DELHI-110002

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	PUSHP LATA SHARMA (BIPPS7246N)
Joint holder 1 & PAN	
Joint holder 2 & PAN	
Number of shares	32
Folio Number	41909
Certificate numbers	62061
Distinctive numbers	4936919-4936950
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