

**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)

April 23, 2024

The Secretary

BSE Limited,

Phiroze Jeejeebhoy Tower,

Dalal Street, Fort,

Mumbai – 400001

**Sub: Compliance certificate under regulation 40 (9) of the SEBI (Listing Obligations & Disclosure Requirements), Regulations 2015 for the year ended on March 31, 2024**

Dear Sir(s)

Certificate under the provisions of the Reg 40 (9), 40 (10) of the SEBI Listing Regulations duly certified by Ms Mehak Gupta, practicing Company Secretary; in relation to share transfer, consolidation, sub – division, renewal, exchange or endorsement of call / allotment monies carried out by the share transfer agent i. e. Skyline Financial Services Private Limited for the year ended March 31, 2024 is enclosed herewith.

Kindly take the same on your records.

Thanking you

For Universal Office Automation Limited

  
Naina Luthra  
Company Secretary & Compliance Officer



**Encl: As above**

# *Mehak Gupta & Associates*

COMPANY SECRETARIES

Head Office :304, 6A/1, Ganga Chamber, W.E.A.,

Karol Bagh, New Delhi - 110005

Phone Number:- 9953488844, 25710134

Email: [mhkgupta18@gmail.com](mailto:mhkgupta18@gmail.com)

Website: <https://www.csmehakgupta.in>



To  
Universal Office Automation Limited  
806, Siddarth, 96, Nehru Place,  
New Delhi-110019, India

**CERTIFICATE UNDER REGULATION 40(9) OF THE SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS), 2015 FOR THE YEAR ENDED ON MARCH 31, 2024**

We have examined all Share Transfer Deeds, Memorandum of Transfers, Requests, Registers, files and other documents relating to **Universal Office Automation Limited**, a Company incorporated under the Companies Act, 1956, having its registered office at 806, Siddhartha, 96, Nehru Place, New Delhi- 110019, India, ("**the Company**") maintained by Skyline Financial Services Private Limited, having office at D-153/A, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-1, New Delhi-110020, India, (Registrar & Transfer Agent of the Company ("**RTA**")) pertaining to transfer, sub-division, consolidation, duplicate, renewal, exchange and endorsement of calls/allotment monies for the period commencing from April 01, 2023 to March 31, 2024 for the purpose of issuing certificate in terms of Regulation 40(9) of the SEBI (Listing Obligations And Disclosure Requirements), 2015 and based on information provided by the Company and its RTA, it is hereby certified that:

- A. The Company/RTA has not received any request for physical transfer of shares during the period from April 01, 2023, to March 31, 2024.
- B. Transmission/Name Deletion/Transposition and change/correction of name requests received during the period from April 01, 2023, to March 31, 2024, have been processed and Letters of Confirmation were issued within the stipulated time, from the date of lodgment of request.
- C. Duplicate Share Certificate requests received during the period from April 01, 2023, to March 31, 2024, have been processed and Letters of Confirmation were issued within the stipulated time, from the date of lodgment of request. No request was received for sub-division, consolidation, renewal, exchange or endorsement of calls / allotment monies during the period from April 01, 2023, to March 31, 2024.
- D. The Company has not issued any Debentures to the Public.

**For Mehak Gupta & Associates  
Company Secretaries**

MEHAK  
GUPTA

Digitally signed by  
MEHAK GUPTA  
Date: 2024.04.16  
13:26:59 +05'30'

**Mehak Gupta**

**Proprietor**

**Membership No.: F10703**

**COP No.: 15013**

**Peer Review No. 1643/2022**

**UDIN: F010703F000137489**

**Date: April 16, 2024**

**Place: New Delhi**