

**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 24, 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 intimation regarding loss of share certificate and request for Duplicate Share Certificate on December 24, 2024 as per details mentioned herein below:

| Folio No | Name of Shareholder       | Nos of Shares Held | Certificate Nos | Distinctive Nos |         |
|----------|---------------------------|--------------------|-----------------|-----------------|---------|
|          |                           |                    |                 | From            | To      |
| A000431  | ANAND<br>SAROOP<br>BANSAL | 50                 | 00039434        | 4778921         | 4778970 |
|          |                           | 24                 | 00039435        | 4778971         | 4778994 |
|          |                           | 50                 | 00129265        | 6761511         | 6761560 |
|          |                           | 50                 | 00129266        | 6761561         | 6761610 |
|          | Total                     | 174                |                 |                 |         |

Kindly take the same on your records.

For **UNIVERSAL OFFICE AUTOMATION LIMITED**

Naina Luthra

Company Secretary &amp; Compliance Officer

Kyc Done

OK

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Skyline Financial Services Pvt Ltd  
D - 153 A, 1<sup>st</sup> Floor  
Okhla Industrial Area, Phase - 1  
New Delhi - 110020

Date 17/12/2024

Unit: Universal Office Automation Limited  
Folio No: A000431  
No of Shares: 174  
Name of Share Holder: Anand Saroop Bansal

Sub: Issue of duplicate share certificates

Dear Sir/Madam,

As per letter dated 03 December 2024 with reference no. SFSPL/IGR/OGL/DUP/2024/60, please find enclosed all the documents required for the updating of KYC and as well as issue of duplicate share certificate.

Following are the details of the certificates:

| Folio No. | Certificate No. | Distinctive No |         | No of Shares |
|-----------|-----------------|----------------|---------|--------------|
|           |                 | To             | From    |              |
| A000431   | 00039434        | 4778921        | 4778970 | 50           |
|           | 00039435        | 4778971        | 4778994 | 24           |
|           | 00129265        | 6761511        | 6761560 | 50           |
|           | 00129266        | 6761561        | 6761610 | 50           |
|           |                 | Total:         |         | 174          |

Kindly do the needful.  
Regards,

Anand Saroop Bansal  
E- 214, Naraina Vihar  
New Delhi - 110028  
Mo: 9811017632  
Email: [mukesh@mlbcapital.com](mailto:mukesh@mlbcapital.com)

Skyline Financial Services Pvt. Ltd.

24 DEC 2024

To Code- Inw No-

Subject to Verification