

**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 22, 2024

BSE Limited  
Phirojze Jeejeebhoy Towers  
Dalal Street, Fort  
Mumbai - 400 001

Dear Sir / Madam,

**Sub: Audit Report under Regulation 76 (1) of SEBI (Depositories and Participants) Regulations, 2018 for the quarter ended 31.03.2024**

Please find enclosed Audit report on reconciliation of the total issued capital, listed capital and capital held by depositories in dematerialized form, the details of changes in share capital in accordance with the provisions of regulation 76 (1) of the SEBI (Depositories and Participants) Regulations, 2018 for the quarter ended 31<sup>st</sup> March, 2024.

Kindly take the same in your records.

Thanking You,

For Universal Office Automation Limited

*Naina Luthra*  
Naina Luthra  
Company Secretary & Compliance Officer



# 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>



## RECONCILIATION OF SHARE CAPITAL AUDIT

|    |   |   |
|----|---|---|
| 1. | For Quarter Ended   | March 31, 2024  |
| 2. | ISIN  | INE951C01012  |
| 3. | Face Value of Equity Shares   | INR 10/- per Equity Share                               |
| 4. | Name of the Company   | Universal Office Automation Limited                     |
| 5. | Registered Office Address   | 806, Siddarth, 96, Nehru Place, New Delhi-110019, India |
| 6. | Correspondence Address  | 806, Siddarth, 96, Nehru Place, New Delhi-110019, India |
| 7. | Telephone No. & Fax No.   | Tel No: +91-11-26444812                                 |
| 8. | E-mail Address  | naina.luthra@hcl.com                                    |
| 9. | Name of the Stock Exchanges where the Company's securities are listed | BSE Limited, Mumbai (BSE)                               |

|              |   | Number of Shares                 | % of Total Issued Capital                 |                           |  |
|--------------|---|----------------------------------|---|---------------------------|--|
| 10.          | Issued, Subscribed and Paid-up Capital  | 14652686                         | 100                                       |                           |  |
| 11.          | Listed Capital (Exchange Wise) (as per the Company records)   | 14652686                         | 100                                       |                           |  |
| 12.          | Held in dematerialized form in CDSL   | 1744236                          | 11.90                                     |                           |  |
| 13.          | Held in dematerialized form in NSDL   | 12199015                         | 83.26                                     |                           |  |
| 14.          | Physical  | 709435                           | 4.84                                      |                           |  |
| 15.          | Total No. of Shares (12+13+14)  | 14652686                         | 100                                       |                           |  |
| 16 a.        | Reason for difference, if any, between (10 & 11)  | N.A.                             |   |                           |  |
| 16 b.        | Reason for difference, if any, between (10 & 15)  | N.A.                             |   |                           |  |
| 16 c.        | Reason for difference, if any, between (11 & 15)  | N.A.                             |   |                           |  |
| 17.          | Certifying the details of changes in share capital during the quarter under consideration as per table below: |                                  |   |                           |  |
| Particulars# | No. of Shares   | Applied/ Not Applied for listing | Listed on Stock Exchanges (Specify Names) | Whether intimated to CDSL | In-principal approval pending for SE (Specify Names) |
| Nil          |   |                                  |   |                           |  |

#Rights, Bonus, Preferential Issue, ESOPs, Amalgamation, Conversion, Buy-back, Capital Reduction, Forfeiture, Any other (to specify)

|                                     |  |                          |
|-------------------------------------|--|--------------------------|
| 18.                                 | Register of Members is updated (Yes/No)<br>If not, updated up to which date  | Yes                      |
| 19.                                 | Reference of previous quarter with regards to excess dematerialized share, if any  | N.A.                     |
| 20.                                 | Has the Company resolved the matter mentioned in point no. 19 above in the current quarter?<br>If not, reason why?   | N. A.                    |
| 21.                                 | Mention the total no. of requests, if any, confirmed/rejected after 21 days and the total no. of requests pending beyond 21 days with the reasons for delay: |                          |
| <b>Total No. of de-mat requests</b> |  | <b>No. of requests</b>   |
| Confirmed/Rejected after 21 days    |  | NIL                      |
| Pending for more than 21 days       |  | NIL                      |
| <b>No. of Shares</b>                |  | <b>Reasons for delay</b> |
| Confirmed/Rejected after 21 days    |  | NIL                      |
| Pending for more than 21 days       |  | NIL                      |

|     |  |   |
|-----|--|---|
| 22. | Name, Telephone & Fax No. of the Compliance Officer of the Company   | Ms. Naina Luthra<br>Tel No.: 0120- 4306075, 0120 – 4310288  |
| 23. | Name, Address, Telephone & Fax No. of the Secretarial Auditor  | Ms. Mehak Gupta<br>M/s. Mehak Gupta & Associates<br>Company Secretaries<br>304, 6A/1, Ganga Chamber,<br>W.E.A, Karol Bagh<br>New Delhi-110005<br>Mobile: +91-9953488844 |
| 24. | Appointment of common agency for share registry work, if yes, name & address   | Skyline Financial Services Private Limited<br>D 153/A, 1 <sup>st</sup> Floor, Okhla Industrial Area, Phase-I, New Delhi-110020  |
| 25. | Any other detail that the Secretarial Auditor may like to provide (e.g. BIFR company, delisting from SE, Company changed its name, etc.) | Nil   |

**For Mehak Gupta & Associates  
Company Secretaries**

**MEHAK GUPTA** Digitally signed  
by MEHAK GUPTA  
Date: 2024.04.16  
13:26:34 +05'30'

**Mehak Gupta**

**Proprietor**

**Membership No.: F10703**

**COP No.: 15013**

**Peer Review No. 1643/2022**

**UDIN: F010703F000137566**

**Date: April 16, 2024**

**Place: New Delhi**