

May 18, 2020

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 half year ended on 31.03.2020**

Dear Sir/ Madam,

We are submitting herewith certificate as required under Regulation 40(9) of the SEBI (Listing Obligations & Disclosure Requirements), Regulations, 2015. Kindly find enclosed herewith Certificate by practicing company secretary in relation to the share transfer, consolidation, sub-division, renewal, exchange or endorsement of calls / allotment monies carried out by our Share Transfer Agent i. e. M/s Skyline Financial Services Pvt. Limited for the half year ended on March 31, 2020.

Kindly take the same on your records.

Thanking You

For Universal Office Automation Limited

Sd/-

Naina Luthra

Company Secretary

*Encl.* Certificate as above

**CERTIFICATE UNDER REGULATION 40(9) OF THE SEBI (LISTING OBLIGATIONS AND  
DISCLOSURE REQUIREMENTS), 2015**

**FOR THE HALF YEAR ENDED ON 31<sup>ST</sup> MARCH, 2020**


We have examined all Share Transfer Deeds, Memorandum of Transfers, Requests, Registers, files and other documents relating to **Universal Office Automation Limited (“the Company”)**, a Company incorporated under the Companies Act, 1956, having its registered office at 806, Siddhartha, 96, Nehru Place, New Delhi 110019 maintained by Skyline Financial Services Private Limited, the Company’s Registrar and Share Transfer Agents, having office at D-153/A, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-1, New Delhi-110020, pertaining to transfer, sub-division, consolidation, renewal, exchange or endorsement of calls/allotment monies for the period from 1<sup>st</sup> October, 2019 to 31<sup>st</sup> March, 2020 for the purpose of issuing certificate as per Regulation 40(9) of the SEBI (Listing Obligations And Disclosure Requirements), 2015 with the Stock Exchange and based on the information provided by the company, it is hereby certified that during the half year ended on 31<sup>st</sup> March, 2020:

- A. Share Certificate relating to the Securities Transfer Forms received during the period from 1<sup>st</sup> October, 2019 to 31<sup>st</sup> March, 2020 as entered in the Memorandum of Transfers have been issued within 15 days from respective date of lodgment of each deed excepting those rejected on technical grounds.
- B. Share Certificates in respect of requests for renewal & exchange of duplicate, consolidation and split certificates have been issued within stipulated time of lodgment.
- C. The Company has not issued any Debentures to the Public.

**Date: 13.05.2020**  
**Place: New Delhi**

**For Mehak Gupta & Associates**  
**(Company Secretaries)**

MEHAK  
GUPTA

 Digitally signed by MEHAK GUPTA  
Date: 2020.05.13 16:06:07 +05'30'

**(Mehak Gupta)**  
**ACS: 38897**  
**C.P No: 15013**

**UDIN: A038897B000235632**