#### Introductory sub-table (I)(a)

Name of the Company: UNIVERSAL OFFICE AUTOMATION LIMITED

Scrip Code, Name of the scrip, class of security: 523519

Quarter ended: 30/09/2011

| Partly paid-up shares:- Held by promoter/promoter group                    | No. of partly paid-<br>up shares | As a % of total<br>no. of partly<br>paid-up shares                    | As a % of total no. of shares of the company   |
|--|----------------------------------|---|--|
| Held by public   | 0                                |   |  |
| Total - D  | 0                                | 0   | 0.00   |
| Outstanding convertible securities:-                                       | No. of outstanding securities    | As a % of total<br>no. of<br>outstanding<br>convertible<br>securities | As a % of total no. of shares of the company, assuming full conversion of the convertible securities |
|  |                                  |   |  |
| Held by promoter/promoter group  | 0                                |   |  |
| Held by public  Total - E  | 0<br><b>0</b>                    |   |  |
| Warrants:-   | No. of warrants                  | As a % of total no. of warrants                                       |  |
| Held by promoter/promoter group  | 0                                | 0   | 0.00   |
| Held by public   | 0                                |   |  |
| Total - F  | 0                                | 0   | 0.00   |
| Total paid-up capital of the company, assuming full conversion of warrants |                                  |   |  |
| - No. of Shares  | 14652686                         |   |  |
| - Rs.  | 146526860                        |   |  |

|                  | Statement Showing Shareholding Pattern   |                           |                              |   |  |                            |  |                          |
|------------------|--|---------------------------|------------------------------|---|--|----------------------------|--|--------------------------|
|                  |  |                           | Tab                          | le (I)(a)   |  |                            |  |                          |
| Category<br>code | Category of<br>Shareholder   | Number of<br>Shareholders | Total<br>number<br>of shares | Number of<br>shares held in<br>dematerialized<br>form | Total shareholding as a percentage of total number of shares |                            | Shares Pledged or otherwise encumbered |                          |
|                  |  |                           |                              |   | As a percentage of(A+B) <sup>1</sup>                         | As a percentage of (A+B+C) | Number of shares                       | As a percentage          |
| (I)              | (II)   | (III)                     | (IV)                         | (V)   | (VI)   | (VII)                      | (VIII)                                 | (IX)=<br>(VIII)/(IV)*100 |
| (A)              | Shareholding of Promoter and<br>Promoter Group <sup>2</sup>                                |                           |                              |   |  |                            |  |                          |
| 1                | Indian   |                           |                              |   |  |                            |  |                          |
| (a)<br>(b)       | Individuals/ Hindu Undivided Family<br>Central Government/ State                           | 13                        | 383251                       | 3371  | 2.62   | 2.62                       | 0.00                                   | 0.00                     |
| (a)              | Government(s) Bodies Corporate   | 0.00                      | 0.00<br>9105922              | 0.00<br>327396  | 0.00<br>62.14  | 0.00<br>62.14              | 0.00                                   | 0.00                     |
| (c)<br>(d)       | Financial Institutions/ Banks  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| (e)              | Any Others(Specify)  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
|                  | Sub Total(A)(1)  | 18                        | 9489173                      | 330767  | 64.76  | 64.76                      | 0.00                                   | 0.00                     |
| 2<br>a           | Foreign<br>Individuals (Non-Residents<br>Individuals/                                      |                           |                              |   |  |                            |  |                          |
|                  | Foreign Individuals)   | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 000                                    | 0.00                     |
| b<br>c           | Bodies Corporate Institutions  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| d                | Any Others(Specify)  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
|                  | Sub Total(A)(2)  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
|                  | Total Shareholding of Promoter   | 18                        | 9489173                      | 330767  | 64.76  | 64.76                      | 0.00                                   | 0.00                     |
| (B)              | Public shareholding  |                           |                              |   |  |                            |  |                          |
| (a)              | Institutions Mutual Funds/ UTI   | 1                         | 3432                         | 0.00  | 0.02   | 0.02                       | 0.00                                   | 0.00                     |
| (b)              | Financial Institutions Banks   | 12                        | 64160                        | 58646   | 0.44   | 0.44                       | 0.00                                   | 0.00                     |
| (c)              | Central Government/ State<br>Government(s)   | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| (d)              | Venture Capital Funds  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| (e)<br>(f)       | Insurance Companies Foreign Institutional Investors  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| (g)              | Foreign Venture Capital Investors  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| (h)              | Any Other (specify)  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| В 2              | Sub-Total (B)(1) Non-institutions  | 13                        | 67592                        | 58646   | 0.46   | 0.46                       | 0.00                                   | 0.00                     |
| (a)              | Bodies Corporate   | 173                       | 1057493                      | 896837  | 7.22   | 7.22                       | 0.00                                   | 0.00                     |
| (b)              | Individuals Individuals -i. Individual shareholders holding nominal share capital up to Rs |                           |                              |   |  |                            |  |                          |
| I II             | 1 lakh<br>ii. Individual shareholders holding  | 12241                     | 2397316                      | 1811102   | 16.36  | 16.36                      | 1387.00                                | 0.01                     |
| (a)              | nominal share capital in excess of Rs. 1 lakh.  Any Other (specify)                        | 25                        | 1585809                      | 1585809   | 10.82  | 10.82                      | 0.00                                   | 0.00                     |
| (c)<br>(c-i)     | NRIs   | 33                        | 48857                        | 47889   | 0.33   | 0.33                       | 0.00                                   | 0.00                     |
| (c-ii)           | Clearing Houses/Public Trusts  | 4.00                      | 6446.0                       | 200   | 0.04   | 0.04                       | 0.00                                   | 0.00                     |
|                  | Sub-Total (B)(2)  Total Public Shareholding (B)=   | 12476                     | 5095921                      | 4341837   | 34.78  | 34.78                      | 0.00                                   | 0.00                     |
| (B)              | (B)(1)+(B)(2)  | 12489                     | 5163513                      | 4400483   | 35.24  | 35.24                      | 0.00                                   | 0.00                     |
|                  | TOTAL (A)+(B)  | 12507                     | 14652686                     | 4731250   | 100.00   | 100.00                     | 0.00                                   | 0.01                     |
| (C)              | Shares held by Custodians and against which Depository Receipts have been issued           |                           |                              |   |  |                            |  |                          |
| 1                | Promoter and Promoter Group  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
| 2                | Public<br>Sub-Total (C)  | 0.00                      | 0.00                         | 0.00  | 0.00   | 0.00                       | 0.00                                   | 0.00                     |
|                  | GRAND TOTAL (A)+(B)+(C)  | 12507                     | 14652686                     | 0.00  | 100.00   | 100.00                     | 0.00                                   | 0.00                     |
|                  |  |                           |                              |   |  |                            |  |                          |

| Sr.No | Notes |
|-------|-------|
| 1     |       |
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|       |       |
| 2     |       |
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## (I)(b) <u>Statement showing Shareholding of persons belonging to the category</u> "Promoter and Promoter Group"

| Sr. No. | Name of the shareholder                                 | Total shares held |  | Shares pledged or otherwise encumbered |                    |  |
|---------|---|-------------------|--|--|--------------------|--|
|         |   | Number of shares  | As a % of grand<br>total (A) +(B) +( C ) | Number                                 | As a percentage    | As a % of grand<br>total (A)+(B)+(C)<br>of sub-clause (I)(a) |
| (I)     | (II)  | (III)             | (IV)                                     | (V)                                    | (VI)=(V)/(III)*100 | (VII)  |
| Promote | rs - Companies  | , ,               | Ì  | , ,                                    |                    |  |
| 1       | M/S Guddu Investment( Pondi) Pvt Limited                | 8,665,966         | 59.14                                    | 0.00                                   | 0.00               | 0.00   |
| 2       | M/S Apollo Trading & Finance Limited                    | 112,400           | 0.77                                     | 0.00                                   | 0.00               | 0.00   |
| 3       | M/S BFL Investments and Financial Consultants P Limited | 268,134           | 1.83                                     | 0.00                                   | 0.00               | 0.00   |
| 4       | M/S Apollo Trading & Finance Limited                    | 59,262            | 0.40                                     | 0.00                                   | 0.00               | 0.00   |
| 5       | M/S Subhash Arora Investment (p) Ltd                    | 160               | 0.00                                     | 0.00                                   | 0.00               | 0.00   |
| Promote | rs - Individual   |                   |  |  |                    |  |
| 1       | Ms .Roshni Nadar  | 3,888             | 0.03                                     | 0.00                                   | 0.00               | 0.00   |
| 2       | Mrs. Kiran Nadar  | 20,262            | 0.14                                     | 0.00                                   | 0.00               | 0.00   |
| 3       | Mr.Shiv Nadar   | 94,154            | 0.64                                     | 0.00                                   | 0.00               | 0.00   |
| 4       | Ms. Reetika Puri  | 1,750             | 0.01                                     | 0.00                                   | 0.00               | 0.00   |
| 5       | Mrs.Nina Puri   | 100               | 0.00                                     | 0.00                                   | 0.00               | 0.00   |
| 6       | Mr.Akshay Chowdhry                                      | 1,440             | 0.01                                     | 0.00                                   | 0.00               | 0.00   |
| 7       | Mr.Kunal Chowdhry(Minor)                                | 1,422             | 0.01                                     | 0.00                                   | 0.00               | 0.00   |
| 8       | Mrs.Gita Chowdhry                                       | 3,371             | 0.02                                     | 0.00                                   | 0.00               | 0.00   |
| 9       | Mr.Ajai Chowdhry  | 573               | 0.00                                     | 0.00                                   | 0.00               | 0.00   |
| 10      | Mr.A.K. Chowdhry  | 96,471            | 0.66                                     | 0.00                                   | 0.00               | 0.00   |
| 11      | Mr.P.Malhotra   | 36,576            | 0.25                                     | 0.00                                   | 0.00               | 0.00   |
| 12      | Mr.M C Malhotra   | 82,298            | 0.56                                     | 0.00                                   | 0.00               | 0.00   |
| 13      | Mr.Arjun Malhotra                                       | 40,946            | 0.28                                     | 0.00                                   | 0.00               | 0.00   |
|         | TOTAL   | 9,489,173         | 64.76                                    | 0.00                                   | 0.00               | 0.00   |

# (I)(c) Statement showing Shareholding of persons belonging to the category "Public" and holding more than 1% of the total number of shares

| Sr. No. | Name of the shareholder |        | Shares as a percentage of total number of shares {i.e., Grand Total (A)+(B)+(C) indicated in Statement at para (I)(a) above} |
|---------|-------------------------|--------|--|
| 1       | Kanchana R              | 888996 | 6.07   |
|         | TOTAL                   | 888996 | 6.07   |

### $(I)(d) \quad \underline{Statement\ showing\ details\ of\ locked-in\ shares}$

| Sr. No. | Name of the shareholder |   | Locked-in shares as a percentage of total number of shares {i.e., Grand Total (A)+(B)+(C) indicated in Statement at para (I)(a) above} |
|---------|-------------------------|---|--|
| 1       | NIL                     | 0 | 0.00   |
| TOTAL   |                         | 0 | 0.00   |

### (II)(a) Statement showing details of Depository Receipts (DRs)

|       | Type of outstanding DR (ADRs, GDRs, SDRs, etc.) | Number of outstanding DRs | underlying outstanding DRs | Shares underlying<br>outstanding DRs as a<br>percentage of total number of<br>shares {i.e., Grand Total<br>(A)+(B)+(C) indicated in<br>Statement at para (I)(a)<br>above} |
|-------|---|---------------------------|----------------------------|---|
| 1     | NIL   | 0                         | 0.00                       | 0.00  |
| TOTAL |   | 0                         | 0.00                       | 0.00  |

# (II)(b) Statement showing holding of Depository Receipts (DRs), where underlying shares held by "promoter/promoter group" are in excess of 1% of the total number of shares

|   | Sr. No. | Name of the DR Holder | Type of outstanding DR | Number of shares       | Shares underlying outstanding    |
|---|---------|-----------------------|------------------------|------------------------|----------------------------------|
|   |         |                       | (ADRs, GDRs, SDRs,     | underlying outstanding | DRs as a percentage of total     |
|   |         |                       | etc.)                  | DRs                    | number of shares {i.e., Grand    |
|   |         |                       |                        |                        | Total $(A)+(B)+(C)$ indicated in |
|   |         |                       |                        |                        | Statement at para (I)(a) above}  |
| L |         |                       |                        |                        |                                  |
|   |         | NIL                   |                        |                        |                                  |
|   |         | TOTAL                 |                        | 0.00                   | 0.00                             |