

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN: L34300DL1991PLC044365

Registered Office: 806, Sidharth, 96, Nehru Place,

New Delhi – 110019, India; 011- 26444812

www.uniofficeautomation.com | UOALInvestors@hclgroup.in

31 October 2025

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

BSE Scrip Code: 523519

BSE Symbol: UNIOFFICE

Dear Sir/ Madam,

Sub: Opening of Special Window for re-lodgement of transfer requests of physical shares.

Ref: SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated 2 July 2025 ("SEBI Circular")

Further to our announcement letter dated 27th August, 2025 and as part of ongoing bi-monthly communications, shareholders are again informed that in term of SEBI circular no. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/ 2025/97 dated July 2, 2025, a Special Window has been opened for re-lodgement of transfer deeds, which were lodged prior to the deadline of 1st April 2019 and rejected / returned / not attended due to deficiency in the documents / process or otherwise. The re-lodgement window shall remain open for a period of six months i.e. from 7 July 2025 till 6 January 2026.

During this period, the securities that are re-lodged for transfer (including those requests that are pending with the listed Company / Registrar and Transfer Agent ("RTA"), as on date) shall be issued only in demat mode. Due process shall be followed for such transfer-cum-demat requests.

Eligible shareholders are requested to contact the Company's RTA i.e. Skyline Financial Services Pvt. Ltd, D153A, 1st Floor, Okhla Industrial Area, Phase-1, New Delhi – 110020, Contact no. 011-26812682, 40450193 to 97, E-mail: ID admin@skylinerta.com / parveen@skylinerta.com OR contact the Company at its e-mail ID UOALInvestors@hclgroup.in for further assistance.

Please find enclosed copies of the newspaper publication dated 30 October 2025, published in the Financial Express and Jansatta pertaining to the notice issued to the eligible members pursuant to SEBI Circular, regarding opening of a special window till January 06, 2026, for re-lodgement of transfer requests of physical shares.

The aforesaid information is also being made available on the website of the Company at www.uniofficeautomation.com

You are requested to kindly take the above information on your record.

Thanking You,
For **Universal Office Automation Limited**

Jasbir Singh Marjara
Company Secretary & Compliance Officer

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