UNIVERSAL OFFICE AUTOMATION LIMITED
CIN: L34300DL1991PLC044365
Registered Office: 806, Sidharth, 96, Nehru Place,
New Delhi – 110019, India; 011- 26444812
www.uniofficeautomation.com | investoroa@hcl.com

June 12, 2025

BSE Limited
Phiroze Jeejeebhoy Towers
27th Floor, Dalal Street
Mumbai - 400 001
Ph: 91-22-22721233/4

Dear Sir(s)

Sub: Disclosure under Regulation 24A of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015

In accordance with the provisions of regulation 24A of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 as amended from time to time & read with SEBI circular no CIR/CFD/CMD1/27/2019 dated February 08, 2019 the annual secretarial compliance report for the year ended 31st March 2025 is attached for your reference. Further, XBRL report was uploaded on the BSE listing centre on 30 May 2025 vide Acknowledgement number 3005202507254224.

Kindly take the above on your record.

Thanking You,
For Universal Office Automation Limited

Naina Luthra
Company Secretary & Compliance Officer

Mehak Gupta & Associates
COMPANY SECRETARIES

304, 6A/1, Ganga Chamber, W.E.A
Karol Bagh, New Delhi - 110005
011-25710134, +91-9953488844
mehakgupta.associates@gmail.com
mhkgupta18@gmail.com

Secretarial Compliance Report of Universal Office Automation Limited for the financial year ended March 31, 2025

To
The Board of Directors
Universal Office Automation Limited
CIN: L34300DL1991PLC044365
806 Siddarth, 96 Nehru Place,
South Delhi, New Delhi-110019, India

Reference: Secretarial Compliance Report for the financial year ended March 31, 2025

I have been engaged by **Universal Office Automation Limited** having its registered office at 806 Siddarth, 96 Nehru Place, South Delhi, New Delhi-110019, India, whose equity shares are listed on BSE Limited (**"BSE"**) [Security Code: 523519] to conduct an audit and issue Secretarial Compliance Report in terms of Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, read with SEBI's Master Circular No. SEBI/HO/CFD/CFD/PoD2/CIR/P/0155 dated November 11, 2024.

It is the responsibility of the management of the Company to maintain records, devise proper systems to ensure compliance with the provisions of all applicable SEBI Regulations and circulars/guidelines issued thereunder from time to time and to ensure that the systems are adequate and are operating effectively.

My responsibility is to verify compliances by the Company with the provisions of all applicable SEBI Regulations and circulars/guidelines issued there under from time to time and issue a report thereon.

I have examined the records provided by the Company and returns filed with the respective authorities upto the time of signing of this report.

The Audit was conducted in accordance with the Guidance Note on Secretarial Compliance Report issued by Institute of Company Secretaries of India (ICSI) and in a manner which involved such examinations and verifications as considered necessary and adequate for the said purpose. Secretarial Compliance Report is enclosed herewith.

For Mehak Gupta & Associates
Company Secretaries

MEHAK GUPTA Digitally signed by MEHAK GUPTA Date: 2025.05.30 13:42:50 +05'30'

Mehak Gupta
Proprietor
M. No.: FCS-10703
COP No.: 15013
Peer Review No. 1643/2022
UDIN: F010703G000505331

Place: New Delhi
Date: May 30, 2025

Mehak Gupta & Associates
COMPANY SECRETARIES

304, 6A/1, Ganga Chamber, W.E.A
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011-25710134, +91-9953488844
mehakgupta.associates@gmail.com
mhkgupta18@gmail.com

Annual Secretarial Compliance Report of Universal Office Automation Limited for the financial year ended March 31, 2025

I, Mehak Gupta, Proprietor of Mehak Gupta & Associates, Company Secretaries, have examined:

(a) All the documents and records made available to us and explanation provided by Universal Office Automation Limited (**"the listed entity"**),
(b) The filings/ submissions made by the listed entity to the stock exchanges,
(c) Website of the listed entity,
(d) Any other document/ filing, as may be relevant, which has been relied upon to make this certification,

for the year ended March 31, 2025 (**"Review Period"**) in respect of compliance with the provisions of:

(a) The Securities and Exchange Board of India Act, 1992 ("**SEBI Act**") and the Regulations, circulars, guidelines issued thereunder; and
(b) The Securities Contracts (Regulation) Act, 1956 ("**SCRA**"), rules made thereunder and the Regulations, circulars, guidelines issued thereunder by the Securities and Exchange Board of India ("**SEBI**");

The specific Regulations, whose provisions and the circulars/ guidelines issued thereunder, have been examined, include:-

(a) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
(b) Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018; **(Not applicable to the Company during the audit period)**
(c) Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
(d) Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018; **(Not applicable to the Company during the audit period)**
(e) Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021; **(Not applicable to the Company during the audit period)**
(f) Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021; **(Not applicable to the Company during the audit period)**
(g) Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
(h) Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 regarding the Companies Act, 2013 and dealing with client;
(i) Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018.

and circulars/guidelines issued thereunder.

Based on the above examination, I report that, during the review period;

a) **The listed entity has complied with the provisions of the above Regulations and circulars/ guidelines issued thereunder, except in respect of matters specified below:**

Sr. No.	1
Compliance Requirement (Regulations/circulars/guidelines including specific clause)	As per Regulation 6 (1) of SEBI (LODR) Regulations, 2015, Compliance Officer shall be an officer, who is in whole time employment of the listed entity, not more than one level below the board of directors and shall be designated as a Key Managerial Personnel.
Regulation/Circular No.	Regulation 6 (1) of SEBI (LODR) Regulations, 2015
Deviations	The Compliance Officer is not in whole time employment of the listed entity.
Action Taken By	-
Type of Action	-
Details of Violation	The Compliance Officer is not in whole time employment of the listed entity.
Fine Amount	-
Observations/Remarks of the Practicing Company Secretary	The Compliance Officer is not in whole time employment of the listed entity.
Management Response	The Company Secretary has submitted waiver letter to the Company with regards to receiving remuneration for FY 2024-25.
Remarks	-

Sr. No.	2
Compliance Requirement (Regulations/circulars/guidelines including specific clause)	As per Regulation 23(9) of SEBI (LODR) Regulations, 2015, the listed entity shall submit to the stock exchanges disclosures of related party transactions in the format as specified by the Board from time to time, and publish the same on its website.
Regulation/Circular No.	Regulation 23(9) of SEBI (LODR) Regulations, 2015
Deviations	There was a delay of 3 days in submitting the disclosure of Related Party Transactions for the half-year ended September 30, 2024.
Action Taken By	BSE Limited
Type of Action	Imposition of Fine
Details of Violation	There was a delay of 3 days in submitting the disclosure of Related Party Transactions for the half-year ended September 30, 2024.
Fine Amount	INR 15,000/- exclusive of GST
Observations/Remarks of the Practicing Company Secretary	There was a delay of 3 days in submitting the disclosure of Related Party Transactions for the half-year ended September 30, 2024.
Management Response	Delay was caused due to technical glitch in validating the XBRL file and was purely unintentional.
Remarks	-

Sr. No.	3
Compliance Requirement (Regulations/circulars/guidelines including specific clause)	As per Regulation 29(1)(a) of SEBI (LODR) Regulations, 2015: The listed entity shall give prior intimation of at least two working days in advance, excluding the date of the intimation and date of the meeting, to stock exchange about the meeting of the board of directors in which financial results viz. quarterly, half yearly, or annual, as the case may be is due to be considered.
Regulation/Circular No.	Regulation 29(1)(a) of SEBI (LODR) Regulations, 2015

Deviations	The Company made delay of one day for prior intimation of Meeting of the Board of Directors dated February 14, 2025.
Action Taken By	BSE Limited
Type of Action	Imposition of Fine
Details of Violation	The Company made delay of one day for prior intimation of Meeting of the Board of Directors dated February 14, 2025.
Fine Amount	INR 10,000/- exclusive of GST
Observations/Remarks of the Practicing Company Secretary	The Company made delay of one day for prior intimation of Meeting of the Board of Directors dated February 14, 2025.
Management Response	Delay in intimation of board meeting occurred erroneously without any mala fide intention on part of the Company.
Remarks	-

b) The listed entity has taken the following actions to comply with the observations made in previous reports:

Sr. No.	1
Observations/Remarks of the Practicing Company Secretary in the previous reports	There was a delay in submission of the outcome of postal Ballot in XBRL mode.
Observations made in the secretarial compliance report for the year ended March 31, 2024	There was a delay in submission of the outcome of postal Ballot in XBRL mode.
Compliance Requirement (Regulations/circulars/ guidelines including specific clause)	As per Regulation 44(3) of SEBI (LODR) Regulations, 2015, the listed entity shall submit to the stock exchange, within two working days of conclusion of its General Meeting, details regarding the voting results in the format specified by the Board
Details of violation / deviations and actions taken / penalty imposed, if any, on the listed entity	Delay in submission of E voting results in XBRL mode by 7 days which led to imposition of fine by BSE Limited for INR 10,000/- exclusive of GST.
Remedial actions, if any, taken by the listed entity	Payment of fine to BSE Limited for INR 10,000/- exclusive of GST and the Board recommended that Company's IT infrastructure shall be updated to avoid similar delay in future.
Comments of the PCS on the actions taken by the listed entity	The Company has paid the fines imposed by BSE Limited in connection with the said non-compliance.

c) I hereby report that, during the review period the compliance status of the listed entity with the following requirements:

Sr. No.	Particulars	Compliance Status (Yes/No/NA)	Observations/ Remarks by PCS*
1.	**Secretarial Standards:** The compliances of the listed entity are in accordance with the applicable Secretarial Standards (SS) issued by the Institute of Company Secretaries India (ICSI).	Yes	Nil
2.	**Adoption and timely updation of the Policies:**	Yes	Nil

	• All applicable policies under SEBI Regulations are adopted with the approval of board of directors of the listed entity; • All the policies are in conformity with SEBI Regulations and have been reviewed & timely updated on time, as per the regulations/circulars/guidelines issued by SEBI		
3.	**Maintenance and disclosures on Website:** • The Listed entity is maintaining a functional website • Timely dissemination of the documents/ information under a separate section on the website • Web-links provided in annual corporate governance reports under Regulation 27(2) are accurate and specific which re-directs to the relevant document(s)/ section of the website.	Yes	The Website of the Company is maintained and functional, however, we can't comment on timely dissemination of the documents.
4.	**Disqualification of Director:** None of the Director of the Company are disqualified under Section 164 of Companies Act, 2013.	Yes	Nil
5.	**Details related to Subsidiaries of listed entities:** a) Identification of material subsidiary companies b) Requirements with respect to disclosure of material as well as other subsidiaries	Not Applicable	Not Applicable The listed entity doesn't have any subsidiary.
6.	**Preservation of Documents:** The listed entity is preserving and maintaining records as prescribed under SEBI Regulations and disposal of records as per Policy of Preservation of Documents and Archival policy prescribed under SEBI LODR Regulations, 2015.	Yes	Nil
7.	**Performance Evaluation:** The listed entity has conducted performance evaluation of the Board, Independent Directors and the Committees at the start of every financial year/during the financial year as prescribed in SEBI Regulations.	Yes	As informed by the Management, Board evaluation is conducted during the meetings. However, we recommend proper evaluation system should be followed in the upcoming years.

8.	**Related Party Transactions**: a) The listed entity has obtained prior approval of Audit Committee for all related party transactions; or b) The listed entity has provided detailed reasons along with confirmation whether the transactions were subsequently approved/ratified/rejected by the Audit Committee, in case no prior approval has been obtained.	Not Applicable	Nil
9.	**Disclosure of events or information**: The listed entity has provided all the required disclosure(s) under Regulation 30 along with Schedule III of SEBI LODR Regulations, 2015 within the time limits prescribed thereunder.	Yes	Nil
10.	**Prohibition of Insider Trading**: The listed entity is in compliance with Regulation 3(5) & 3(6) SEBI (Prohibition of Insider Trading) Regulations, 2015.	Yes	Nil
11.	**Actions taken by SEBI or Stock Exchange(s), if any**: No action(s) has been taken against the listed entity/ its promoters/ directors/ subsidiaries either by SEBI or by Stock Exchanges (including under the Standard Operating Procedures issued by SEBI through various circulars) under SEBI Regulations and circulars/ guidelines issued thereunder except as provided under separate paragraph herein.	No	Please refer to Sr. No. 2 & 3 of Table (a), fines imposed by BSE Limited under Regulation 23(9), and 29(1)(a) of the SEBI (LODR) Regulations, 2015.
12.	**Resignation of statutory auditors from the listed entity or its material subsidiaries** In case of resignation of statutory auditor from the listed entity or any of its material subsidiaries during the financial year, the listed entity and / or its material subsidiary(ies) has / have complied with paragraph 6.1 and 6.2 of Section V-D of chapter V of the SEBI's Master Circular No. SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11th November, 2024 on compliance with the provisions of the LODR Regulations by listed entities.	Not Applicable	Nil
13.	**Additional Non-compliances, if any**: No additional non-compliance observed for any of the above SEBI regulation/circular/guidance note etc.	Yes	Please refer to Sr. No. 1 of Table (a), under Regulation 6(1) of the SEBI (LODR) Regulations, 2015.

We further report that the disclosure requirements of Employee Benefit Scheme Documents in terms of regulation 46(2) (za) of the SEBI (LODR) Regulations, 2015 are not applicable to the Company during the audit period.

Assumptions & limitation of scope and review:

1. Compliance of the applicable laws and ensuring the authenticity of documents and information furnished, are the responsibilities of the management of the listed entity.
2. Our responsibility is to report based upon our examination of relevant documents and information. This is neither an audit nor an expression of opinion.
3. We have not verified the correctness and appropriateness of financial records and books of account of the listed entity.
4. This report is solely for the intended purpose of compliance in terms of Regulation 24A (2) of the SEBI (LODR) Regulations, 2015 and is neither an assurance as to the future viability of the listed entity nor of the efficacy or effectiveness with which the management has conducted the affairs of the listed entity.

For Mehak Gupta & Associates
Company Secretaries

MEHAK GUPTA Digitally signed by MEHAK GUPTA Date: 2025.05.30 13:43:11 +05'30'

Mehak Gupta
Proprietor
M. No.: FCS-10703
COP No.: 15013
Peer Review No. 1643/2022
UDIN: F010703G000505331

Place: New Delhi
Date: May 30, 2025