Gist of proceedings of the Annual general Meeting of Universal Office Automation Limited held on Monday, 22nd September, 2014

The 22nd Annual General meeting of the members of the Company was held on September 22, 2014 at 3.30 p.m at Air Force Auditorium, Dhaula Kuan, New Delhi – 110010

Mr.Kul Bhushan Rattan chaired the proceedings of the Meeting and Mr.Sushil Kumar Jain, Independent Director chaired the proceedings in respect of items of business where Mr.Kul Bhushan Rattan was deemed to be interested.

Total 2631 members and 38 proxies attended the meetings as per the records of attendance.

The Chairman gave the overview of the Financial Performance of the Company for the financial year ended 31st march, 2014 and its future outlook.

The Chairman informed the members that pursuant to Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company had extended the e-voting facility to the members of the Company in respect of businesses mentioned in the notice of this Annual General Meeting.

The e-voting had commenced at 9.00a.m on 17th September and ended at 6.00p.m on 18th September, 2014. Mr.K.O.Siddiqui Practicing Company Secretary, M/s Siddiqui & Associates were appointed as the Scrutinizer by the Board for scrutinizing the e-Voting process.

The Chairman informed the Members that the Company has also arranged for Poll on all the six resolutions mentioned in notice of the AGM.

Thereafter the Chairman ordered the poll to be taken at the meeting and informed the members that Mr.K.O.Siddiqui Practicing Company Secretary, M/s Siddiqui & Associates and Mr.R.C.Juyal (Folio No 0033202), member of the Company were appointed as Scrutiniser for conducting the poll.

The Chairman announced that the results of the poll along with e-voting results will be displayed on the website of the company on or before 24th September, 2014.

The Chairman then requested the Scrutiniser to conduct the poll as per the applicable statutory requirements.

Thereafter the scrutinizer inspected, locked and sealed the Ballot Boxes and requested the members to put the ballot papers in the boxes. After ensuring that all the shareholders and proxies participating in the poll had cast their vote, the Scrutinizers closed the poll and took custody of polling boxes.

The resolutions passed by the Members briefly related to

ORDINARY BUSINESS:

1. Adoption of Financial Statements as at on 31st March, 2014 together with the Reports of the Directors and Auditors thereon.

2. Appointment of a Director in place of Mr. Kul Bhushan Rattan (DIN – 02354602) who retires by rotation and being eligible offers himself for re-appointment.

3. Appointment of Auditors to hold office from the conclusion of this Annual General Meeting until the conclusion of the next Annual General Meeting and to authorise the Board of Directors to fix their remuneration.

Universal Office Automation Limited

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SPECIAL BUSINESSES:

4. Appointment of Ms.Rita Gupta (DIN:00899240) as a Director (Special Resolution)

5. Appointment of Mr.Sushil Kumar Jain (DIN:00022573) as an Independent Director (Special Resolution:

6. To appoint Mr.P.S.Ravishankar (DIN – 00016364) as an Independent Director (Special Resolution)

The poll results were notified to the Stock Exchanges in the format prescribed under Clause 35A of the Listing Agreement and the details of the said results were also uploaded on the Company's website.

For Universal Office Automation Limited

Preeti Saxena
Company Secretary