

**UNIVERSAL OFFICE AUTOMATION LIMITED**

CIN: L34300DL1991PLC044365

E – 4,5,6, Sector-11, Noida 201301, U.P., India

Tel: +91 120 2520977, 2526518, 2526519 Fax: +91 120 2523791

Registered Office: 806, Sidharth, 96, Nehru Place, New Delhi – 110019, India

June 16, 2020

The Secretary  
BSE Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai – 400001

**Ref: Scrip Code - 523519**

**Sub: Intimation under clause 29 (1) (a) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and trade closure period.**

Dear Sir(s),

Pursuant to Regulation 29 (1) (a) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 the exchange is hereby informed that the meeting of the Board of Directors of the Company is scheduled to be held on Wednesday, **24th June, 2020** at 3.30 p.m. inter alia to consider the following:

- a) Approval of Audited financial results of the Company for the quarter & year ended on March 31<sup>st</sup>, 2020.
- b) Appointment of Internal Auditor for the financial year 2020 -21.
- c) Appointment of Secretarial Auditor for the financial year 2020 -21.
- d) Consideration of Re – appointment of Mr Vikas Agarwal as an independent director for another term of five years.

Further, in pursuance to the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended from time to time and in terms of circular no. LIST/COMP/01/2019-20 issued by BSE Limited on 2nd April, 2019, the Trading Window for trading in the Securities of the Company was closed w.e.f. April 01, 2020 and will remain closed till Forty-Eight (48) hours after the declaration of Audited Financial Results of the Company for the quarter and year ended 31.03.2020 i.e. 26<sup>th</sup> June, 2020.

Thanking you,

**For Universal Office Automation Limited**

Digitally signed  
by LUTHRA  
NAINA  
Date: 2020.06.16  
11:29:33 +05'30'

**Naina Luthra**  
**Company Secretary**