

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN: L34300DL1991PLC044365

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

New Delhi – 110019, India; 011- 26444812

www.uniofficeautomation.com | investor@hcl.com

04th January, 2024

BSE Limited
Phiroze Jeejeebhoy Tower
Dalal Street, Fort,
Mumbai – 400001

Sub: Intimation of dispatch of postal ballot notice for appointment of M/s V. Nagarajan & Co. to fill the casual vacancy in the office of the Statutory Auditors of the Company.

Scrip Code: 523519

Dear Sir(s)

In terms of Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), we attach herewith a copy of the Postal Ballot Notice dated December 13, 2023, along with the Explanatory Statement (“Postal Ballot Notice”), being despatched today for seeking the approval of the members of Universal office Automation limited (“the Company”) on the Special Business as contained in the Postal Ballot Notice, by passing the resolution through Postal Ballot (only through the remote e-voting process), pursuant to the provisions of Section 110 read with Section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules 2014 and pursuant to General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, General Circular No. 22/2020 dated June 15, 2020, General Circular No. 33/2020 dated September 28, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 39/2020 dated December 31, 2020, General Circular No. 10/2021 dated June 23, 2021, General Circular No. 20/2021 dated December 08, 2021, General Circular No. 03/2022 dated May 05, 2022, General Circular No. 11/2022 dated December 28, 2022 and General Circular No. 09/2023 dated September 25, 2023 issued by the Ministry of Corporate Affairs, Government of India (“MCA Circulars”)

Kindly take the above on your record please.

Your faithfully

For Universal Office Automation Limited


Naina Luthra

Company Secretary & Compliance Officer