

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

August 29, 2024

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

Sub: Gist of proceedings of the Thirty Second Annual General Meeting of the Company held on August 28, 2024

Dear Sir/ Madam

Pursuant to the provisions of Regulation 30 of the SEBI (Listing Obligations & Requirement) Regulations, 2015; we are submitting herewith the Gist of proceedings of the Thirty Second Annual General Meeting of the Company held on August 28, 2024 commenced at 3.30 P M and concluded at 4.00 P M

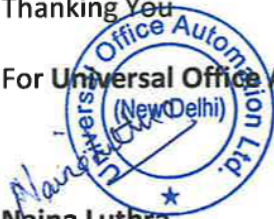
Kindly take the same on your record.

Thanking You

For Universal Office Automation Limited

Naina Luthra

Company Secretary & Compliance Officer



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GIST OF PROCEEDING OF THE 32ND ANNUAL GENERAL MEETING OF UNIVERSAL OFFICE AUTOMATION LIMITED HELD ON WEDNESDAY, 28TH AUGUST, 2024

The Thirty Second Annual General Meeting of the members of the Company was held on August 28, 2024 at 3:30 P M through Video Conferencing / Other Audio - Visual Means (VC / OAVM) deemed to be held at the Registered Office of the Company at 806, Siddharth, 96, Nehru Place, New Delhi - 110019.

Total 86 members attended the meeting as per the records of the attendance. Since, the AGM was held through VC / AOVN; attendance through proxy was not applicable.

The Company Secretary welcomed all the members, panellist and confirmed the Quorum for the meeting.

Mr. Sunil Kumar Shrivastava, Managing Director of the Company was elected to chair the proceedings of the meeting.

The Chairman gave an overview of the financial performance of the Company for the period ended 31st March, 2024 and its future outlook.

The members were informed that pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 including any amendments taking place from time to time and regulation 44 of the Listing Regulation and Secretarial Standards on General Meetings (SS2) issued by Institute of Companies Secretaries of India, the Company has extended the e-voting facility to its members of the Company in respect of the businesses mentioned in the notice of the Annual General Meeting.

The e - voting had commenced at 9.00 AM on 25.08.2024 and ended on 27.08.2024 at 5.00 P.M.

Mr. Saral Naithani & Associates, Company Secretary (Membership No. FCS 40789) was appointed as the scrutiniser by the Board for scrutinising the e - voting process.

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The members were further informed that the facility to vote by ballot or show of hands was not available at the meeting through VC / OAVM and they were required to cast their vote electronically only.

The Chairman further informed that the results of the poll along with e - voting results shall be displayed on the website of the company on or before 30.08.2024.

Following businesses were set out to be transacted at the 32nd AGM of the Company.

ORDINARY BUSINESS:	
1.	Adoption of Audited Financial Statements for the year ended March 31, 2024 together with the Reports of the Directors and Auditors thereon.
2.	Re – appointment of Ms. Rita Gupta (DIN - 00899240), who retires by rotation and being eligible, offers for re-appointment as a Director liable to retire by rotation.
3.	Appointment of V Nagarajan & Co, Chartered Accountants (FRN 004879N) as Statutory Auditors of the Company for a term of five years.
SPECIAL BUSINESS:	
4.	Re - appointment of Mr Sunil Kumar Shrivastava (DIN – 00259961) as Managing Director of the Company.
5.	Appointment of Ms Pamela Srivastava (DIN - 10719897) as an Independent Director of the Company.

The results of e voting shall be submitted to the Stock Exchange in the format prescribed as per the requirements of Regulation 44 (3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 and also be uploaded on the Company's website.

28-Aug-2024
Delhi

For Universal Office Automation Limited



Naina Luthra

Company Secretary & Compliance Officer