

**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](mailto:investor@hcl.com)

**September 27, 2023**

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

Sub: Gist of proceedings of the Thirty First Annual General Meeting of the Company held on September 26, 2023

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 First Annual General Meeting of the Company held on September 26, 2023 commenced at 3.30 PM and concluded at 4.00 PM.

Kindly take the same on your record.

Thanking You

For **Universal Office Automation Limited**

*Naina Luthra*  
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Company Secretary & Compliance Officer



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**GIST OF PROCEEDING OF THE 31<sup>ST</sup> ANNUAL GENERAL MEETING OF UNIVERSAL OFFICE AUTOMATION LIMITED HELD ON TUESDAY, 26<sup>TH</sup> SEPTEMBER 2023**

The Thirty First Annual General Meeting of the members of the Company was held on September 26, 2023 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 70 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. Sashi Sekhar Mishra, Non - Executive 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 31<sup>st</sup> March, 2023 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 23.09.2023 and ended on 25.09.2023 at 5.00 P.M.

Mr. Nishant Rana, Rana & Associates, Company Secretary (Membership No. FCS10333) was appointed as the scrutiniser by the Board for scrutinising the e - voting process.

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 28.09.2023.

Following businesses were set out to be transacted at the 31<sup>st</sup> AGM of the Company -

**ORDINARY BUSINESSES:**

1. Adoption of Audited Financial Statements for the year ended March 31, 2023 together with the Reports of the Directors and Auditors thereon.
2. Re –appointment of Mr. Sunil Kumar Shrivastava (DIN - 00259961), retiring by rotation who retires by rotation and being eligible, offers himself for re-appointment as a Director liable to

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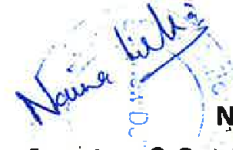
retire by rotation.

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.

For **Universal Office Automation Limited**

**26-09-2023**

**Delhi**



**Naina Luthra**  
**Company Secretary & Compliance Officer**

