

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN: L34300DL1991PLC044365
Registered Office: 806, Sidharth, 96, Nehru Place,
New Delhi – 110019, India; 011- 26444812
www.uniofficeautomation.com

May 23, 2024

To
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

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 Thursday, May 30, 2024 at 3:30 P M inter alia to consider the following:

- a. Approval of Financial results of the Company for the Quarter & Year ended on March 31st 2024.
- b. Approval of Financial statements of the Company for the Year ended on March 31st 2024.
- c. Appointment of Internal Auditor for the financial year 2024 -25.
- d. Appointment of Secretarial Auditor for the financial year 2024 – 25.

Further in terms of 'Minimum Standards for Code of Conduct to Regulate, Monitor and Report Trading for dealing in securities of the company, the trade closure period commenced w e f 01.04.2024 and would end 48 hours after the results are made public i.e. on 30.05.2024.

Kindly take the same on your record.

Thanking you

For **Universal Office Automation Limited**


Naina Luthra
Company Secretary & Compliance Officer

