

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN: L34300DL1991PLC044365

Regd. Office: 806, Siddhartha, 96, Nehru Place, New Delhi-110 019 Tel: 011 -26444812

Website : www.uniofficeautomation.com ; email ID: investoroa@hcl.com

NOTICE is hereby given that the Twenty Ninth (29th) Annual General Meeting of the members of the Company will be held on Wednesday, the 22nd September, 2021 through VC / OAVM at 2.30 P.M.IST deemed to be held at the Registered office of the Company at 806, Siddharth, 96, Nehru Place New Delhi -110019 to transact the ordinary and special business as set out in the Notice of AGM.

Pursuant to Section 91 of Companies Act, 2013, Rule 10 (1) of Companies (Management and Administration) Rules 2014 and as per Regulation 42 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, we hereby inform you that the Register of Members and Share Transfer Books of the Company will remain closed from Saturday, 18.09.2021 to Friday, 24.09.2021 (both days inclusive) for the purpose of AGM of the Company.

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and the Circulars issued by the Ministry of Corporate Affairs dated April 08, 2020, April 13, 2020, May 05, 2020 and Jan 13, 2021 the Company is providing facility of remote e-voting to its members in respect of the business to be transacted at the AGM. The e-voting will commence on 18.09.2021 at 9.00 AM and end on 21.09.2021 at 5.00 PM. Members, whose name appears in the Register of Members/Beneficial Owners as on the cut-off date i.e. 17.09.2021 only shall be entitled to avail the facility of remote e-voting.

Electronic copies of the Annual Report for the year 2020-21 and notice convening the 29th AGM of the company shall be sent to all the members whose email address are registered with the Company/Depository participants. The same can be accessed at the website of the company at www.uniofficeautomation.com and on the website of stock exchange at www.bseindia.com. Detailed instructions for joining the AGM are provided in the Notice of the AGM

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of email ids for e-voting for the resolutions set out in this notice:

- In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to investoroa@hcl.com and to complainces@skylinerta.com
- In case shares are held in demat mode, please provide DPID – Client ID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to investoroa@hcl.com and to complainces@skylinerta.com

Any member who acquires shares and becomes member of the Company after dispatch of the notice and holding shares as on the cut-off date for voting i.e. 17.09.2021 may obtain the login Id and password by sending a request at evoting@nsdl.co.in and to investoroa@hcl.com

By Order of the Board/-

For Universal Office Automation Limited

Sd/-

Naina Luthra

Company Secretary & Compliance Officer

August 12, 2021
New Delhi

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