

UNIVERSAL OFFICE AUTOMATION LIMITED

Regd. Office : 806, Siddharth, 96, Nehru Place, New Delhi - 110019
CIN: L34300DL1991PLC044365, **Website:** uniofficeautomation.com

NOTICE

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 Tuesday, November 10, 2020 at 3.30 p.m. inter alia to consider following items:

1. To consider & approve the un-audited results of the Company for the quarter and half year ended on September 30, 2020.
2. To consider & approve notice calling the 28th Annual General Meeting of the Company to be held on December 15, 2020.

Further in terms of 'Minimum Standards for Code of Conduct to Regulate, Monitor and Report Trading' for dealing in securities of the company, the Company has decided that the trade close period (i.e. closure of trading window) commence from 6.00 p.m. on 06-11-2020 and end 48 hours after the results are made public on 12-11-2020.

For Universal Office Automation Ltd.

Date : 30.10.2020

Place : Noida

Sd/-
Naina Luthra
Company Secretary

8cm X 5cm