

UNIVERSAL OFFICE AUTOMATION LIMITED
CIN: L34300DL1991PLC044365
E – 4,5,6, Sector-11, Noida 201301, U.P., India
Tel: +91 120 2520977, 2526518, 2526519 Fax: +91 120 2523791
Registered Office: 806, Sidharth, 96, Nehru Place, New Delhi – 110019, India

October 30, 2020

To,
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 and trade closure period

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 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) would commence from 6.00 p.m. on 06-11-2020 and end 48 hours after the results are made public on 12-11-2020.

Kindly take the same on your record.

Thanking you,

For **Universal Office Automation Limited**


Naina Luthra
Company Secretary