

UNIVERSAL OFFICE AUTOMATION LIMITED

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

May 20, 2022

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 Friday, **May 27, 2022** at 3.30 p.m. inter alia to consider the following:

- a) Approval of Audited financial results of the Company for the quarter & year ended on March 31st, 2022
- b) Appointment of Internal Auditor for the financial year 2022 -23
- c) Appointment of Secretarial Auditor for the financial year 2022 – 23
- d) Consideration of Resignation letter of Mr Sushil Kumar Jain (DIN 00022573), Independent Director of the company

Further, pursuant to the Company's Code of Conduct to regulate, monitor and report share trading by Insiders the trading window for dealing in securities of the Company is closed since 01.04.2022 till 48 hours after the declaration of Audited Financial results of the Company for the year ended 31st March, 2022 i.e. on 29.05.2022.

Thanking you,

For Universal Office Automation Limited


Naina Luthra
Company Secretary & Compliance Officer