

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN : L34300DL1991PLC044365

E-4,5,6, Sector-11, Noida 201301, U.P., India.

Tel: +91120 2520977, 2526518, 2526519 Fax: +91 120 2523791

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

January 23, 2019

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 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 Friday, **8<sup>th</sup> February, 2019** at 3.30 p.m. inter alia to consider the following:

- a) Approval of un - audited financial results of the Company for the quarter ended on December 31<sup>st</sup>, 2018
- b) Resignation of Mr Suresh Chand Sharma from the office of CFO of the company
- c) Appointment of Mr Lalit Man as the new CFO of the company

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 01.02.2019 and end 48 hours after the results are made public on 10.02.2019.

Thanking you,

For **Universal Office Automation Limited**

  
Naina Luthra  
Company Secretary

