

UNIVERSAL OFFICE AUTOMATION LIMITED

Regd. Office : 806, Siddharth, 96, Nehru Place, New Delhi – 110019

CIN: L34300DL1991PLC044365, **Website:** www.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 Monday, 10th February, 2020 at 3.30 p.m. to consider the un-audited results of the Company for the quarter ended on December 31, 2019.

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 07-02-2020 and end 48 hours after the results are made public on 10-02-2020.

For Universal Office Automation Ltd.

Sd/-

Naina Luthra

Company Secretary

Date: January 27, 2020

Place: Noida

8cm X 5cm