

**UNIVERSAL OFFICE AUTOMATION LIMITED**

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

July 19, 2024

To  
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, July 26, 2024 at 3:30 P M inter alia to consider the following:

- a) Approval Of Board's Report For The Year Ended March 31, 2024.
- b) Approval Of Corporate Governance Report For The Quarter Ended 30th June 2024.
- c) Consideration Of Financial Results For The Quarter Ended June 30, 2024.
- d) Approval Of Annual Report For The Year Ended March 31, 2024.
- e) Appointment of M/S Mehak Gupta & Associates As Secretarial Auditor Of The Company for the year 2024-25.
- f) Appointment Of V Nagarajan & Co. As Statutory Auditor Of The Company for a term of five years i.e. till 31-03-2028.
- g) Consideration of Appointment of Independent Director Of Company For Term Of 5 Years.
- h) Re-Appointment Of Sunil Kumar Shrivastava As Managing Director Of The Company for a term of five years.
- i) Approval Of The Notice For Convening Thirty Second Annual General Meeting Of The Company.
- j) Appointment Of Scrutinizer For E - Voting At The 32<sup>nd</sup> Annual General Meeting Of The Company.z

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Further in terms of 'Minimum Standards for Code of Conduct to Regulate, Monitor and Report Trading for dealing in securities of the company, the trade closure period would end 48 hours after the results are made public i.e. on 26.07.2024.

Kindly take the same on your record.

Thanking you

For Universal Office Automation Limited

*Naina Luthra*

**Naina Luthra**

**Company Secretary & Compliance Officer**

