

**UNIVERSAL OFFICE AUTOMATION LIMITED**

CIN: L34300DL1991PLC044365

Registered Office: 806, Sidharth, 96, Nehru Place,  
New Delhi – 110019, India; 011- 26444812[www.uniofficeautomation.com](http://www.uniofficeautomation.com) | [investor@hcl.com](mailto:investor@hcl.com)

August 30, 2024

BSE Limited

Phirojze Jeejeebhoy Towers

27<sup>th</sup> Floor, Dalal Street

Mumbai – 400001

Ph – 91 -22-22721233/4

**Sub: Intimation regarding appointment of Director(s)****Dear Sir(s)**

Pursuant to the SEBI Circular no CIR /CFD/ CMD /4/2015 dated September 09, 2015 regarding continuous disclosure requirements for listed entities – Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 intimation to the Stock Exchange is being submitted regarding appointment of Directors by the members of the company at the Thirty Second Annual General Meeting held on August 28, 2024 commenced at 3:30 PM and concluded at 3:50 PM through video conferencing / other audio visual means (VC/ OAVM).

<b>Name</b>	SUNIL KUMAR SHRIVASTAVA	PAMELA SRIVASTAVA
<b>DIN</b>	00259961	10719897
<b>Reason for change</b>	Re - appointment	Appointment
<b>Date of Appointment</b>	Date of Board resolution: 26-07-2024; Date of Ordinary resolution: 28-08-2024	28-08-2024
<b>Brief Profile</b>	Mr Sunil Kumar Shrivastava (Mr Sunil) has adequate knowledge in the realm of legal & corporate secretarial having experience of approx. 32 years. Mr Sunil is a law graduate and holds an MBA degree. During the past years he has been performing a vital role for the core management team for business development, companies restructuring, amalgamation etc.	Ms Pamela Srivastava (Ms Pamela) is currently leading the Strategy office for education sustainability & excellence and outreach partnerships. She holds degree in NGO management and social entrepreneurship.
<b>Disclosure of relationship between Directors</b>	Nil	Nil
<b>Terms &amp; Conditions</b>	Mr Sunil has been re- appointed as Managing Director for a term of five years	Ms Pamela has been appointed as Independent Director of the



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	effective from 12 <sup>th</sup> August 2024 without any remuneration.	Company for a term of five years effective from 28-08-2024.
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It is hereby declared that in accordance with the provisions of BSE Circular No LIST/ Comp/ 14/2018-19 dated June 20, 2018 it is hereby confirmed that Mr Sunil Kumar Shrivastava (DIN – 00259961) and Ms Pamela Srivastava (DIN 10719897) are not debarred from holding the office of Managing Director and Director respectively by virtue of any SEBI order or any other such authority.

Further pursuant to the regulation 44 of the SEBI LODR, the results of e voting at the aforesaid AGM were submitted to the Stock Exchange on 30-Aug-2024 at 1:34 PM vide acknowledgement no. 7821481

Kindly take the above on your record.

Thanking you

For Universal Office Automation Limited

Naina Luthra

Company Secretary & Compliance Officer

Encl: Copy of members resolution passed pertaining to appointment of Managing Director & independent Director

**CERTIFIED TRUE COPY OF ORDINARY RESOLUTION PASSED BY THE MEMBERS OF UNIVERSAL OFFICE AUTOMATION LIMITED AT THE THIRTY SECOND ANNUAL GENERAL MEETING OF THE COMPANY HELD THROUGH VIDEO CONFERENCING AND OTHER AUDIO / VISUAL MEANS (VC/OAVM) ON AUGUST 28, 2024 AT 3:30 P M**

**RE - APPONTMENT OF MANAGING DIRECTOR**

**“RESOLVED THAT** pursuant to the provisions of Sections 196, 197 and 203 read with Schedule V and other applicable provisions, if any of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 [including any statutory modification(s) or re – enactment(s) thereof for the time being in force] approval of the members be and is hereby accorded to re -appoint Mr Sunil Kumar Shrivastava (DIN 00259961) as Managing Director of the company for a further term of five years w.e.f. August 12, 2024 without remuneration.

**RESOLVED FURTHER THAT** Mr Sashi Sekhar Mishra, Director and Ms Naina Luthra, Company Secretary Director of the Company for the time being, be and are hereby severally authorised to do such acts / deeds and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

**Certified True Copy**

**For Universal Office Automation Limited**

  
**Sunil Kumar Shrivastava**  
**Managing Director (DIN – 00259961)**  
S - 1/730, Sector – 5, Vaishali,  
Ghaziabad, UP – 201012



**CERTIFIED TRUE COPY OF SPECIAL RESOLUTION PASSED BY THE MEMBERS OF  
UNIVERSAL OFFICE AUTOMATION LIMITED AT THE THIRTY SECOND ANNUAL GENERAL  
MEETING OF THE COMPANY HELD THROUGH VIDEO CONFERENCING AND OTHER AUDIO  
/ VISUAL MEANS (VC/ OAVM) ON AUGUST 28, 2024 AT 3:30 PM**

**APPOINTMENT OF INDEPENDENT DIRECTOR**

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 150, 152 and Schedule IV of the Companies Act, 2013(“Act”) read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and any other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI LODR Regulations”) (including any statutory modification(s) or re-enactment thereof for the time being in force); Ms Pamela Srivastava (DIN - 10719897), who has submitted a declaration that she meets the criteria of independence under section 149 (6) of the Act, is not debarred from holding the office of Director by virtue of any SEBI order or any other such authority and who is eligible for appointment under the provisions of the Act and the rules made thereunder and SEBI LODR Regulations, and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Act proposing her candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation and to hold office for a term of 5 (five) consecutive years on the Board of the Company i. e. from 28.08.2024 to 27.08.2029.”

**Certified True Copy**

**For Universal Office Automation Limited**



**Sunil Kumar Shrivastava**

**Managing Director (DIN – 00259961)**

S - 1/730, Sector – 5, Vaishali,  
Ghaziabad, UP – 201012

