

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN : L34300DL1991PLC044365

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

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

August 07, 2020

To,  
The Secretary  
BSE Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai – 400001

**Ref: Scrip Code – 523519**

**Sub: Intimation of Reschedule of Board Meeting under clause 29 (1) (a) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and trade closure period**

Dear Sir(s),

Meeting of the Board of Directors for consideration of un audited results of the company for the quarter ended June 30, 2020 was scheduled to be held on Monday, 17th August, 2020. The company intimated the aforesaid schedule of board meeting to the Stock Exchange under Regulation 29 (1) (a) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide letter dated August 06, 2020.

Further, in view of administrative convenience the board meeting was rescheduled to be held on Thursday the 13<sup>th</sup> day of August, 2020 at 3.30 p.m. inter alia to consider the un - audited results of the Company for the quarter ended on June 30, 2020.

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 10-08-2020 and end 48 hours after the results are made public on 13-08-2020.

Kindly take the same on your record.

Thanking you

For **Universal Office Automation Limited**

  
Naina Luthra  
Company Secretary