

**UNIVERSAL OFFICE AUTOMATION LIMITED**

CIN: L34300DL1991PLC044365

Registered Office: 806, Sidharth, 96, Nehru Place,

New Delhi – 110019, India; 011- 26444812

www.uniofficeautomation.com

November 02, 2022

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 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 Wednesday, 09th November, 2022 at 3.30 p.m. to consider the un - audited results of the Company for the Quarter & half year ended on September 30, 2022.

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 02-11-2022 and end 48 hours after the results are made public i.e. on 11-11-2022.

Kindly take the same on your record.

Thanking you

For **Universal Office Automation Limited**

**Naina Luthra**

**Company Secretary & Compliance Officer**