

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN: L34300DL1991PLC044365

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

New Delhi – 110019, India; 011- 26444812

www.uniofficeautomation.com

May 08, 2023

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 Monday, May 15, 2023 at 3:30 P M inter alia to consider the following:

- a. Approval of Audited financial results of the Company for the quarter & year ended on March 31st, 2023.
- b. Appointment of Internal Auditor for the financial year 2023 -24.
- c. Appointment of Secretarial Auditor for the financial year 2023 – 24.

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 commenced w e f 01.04.2023 and would end 48 hours after the results are made public i.e. on 17.05.2023.

Kindly take the same on your record.

Thanking you

For **Universal Office Automation Limited**

Naina Luthra

Company Secretary & Compliance Officer