

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN : L34300DL1991PLC044365

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

Tel: +91 120 2520977, 2526518, 2526519 Fax: +91 120 2523791

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

May 6, 2019
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, **22nd May, 2019** 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, 2019.
- b) Appointment of Internal Auditor for the financial year 2019 -20.
- c) Appointment of Secretarial Auditor for the financial year 2019 -20.

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 18.05.2019 and end 48 hours after the results are made public on 24.05.2019.

Thanking you,

For Universal Office Automation Limited


Naina Luthra
Company Secretary

