

**UNIVERSAL OFFICE AUTOMATION LIMITED**

**Regd. Office :** 806, Siddharth, 96, Nehru Place, New Delhi - 110019

**CIN:** L34300DL1991PLC044365, **Website :** uniofficeautomation.com

**NOTICE**

In compliance to Regulation 29 read with Regulation 47 of SEBI (Listing Obligation and Disclosure Requirements) Regulation 2015 notice is hereby given that the meeting of the Board of Directors of the Company is scheduled to be held on Thursday, 11<sup>th</sup> February, 2021 at 3:30 PM to consider the un-audited results of the Company for the quarter ended on December 31, 2020.

This intimation is also available on the website of the Company at [www.uniofficeautomation.com](http://www.uniofficeautomation.com) and may also be accessed on the Stock Exchange website at <http://www.bseindia.com>.

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 PM on 05-02-2021 and end 48 hours after the results are made public on 11-02-2021.

**For Universal Office Automation Ltd.**

Sd/-

Naina Luthra

Company Secretary

**Date :** 03.02.2021

**Place :** Noida

**8cm X 5cm**