UNIVERSAL OFFICE AUTOMATION LIMITED
CIN : L34300DL1991PLC044365
E-4,5,6, Sector-11, Noida 201301, U.P., India.
Tel: +91120 2520977, 2526518, 2526519 Fax: +91 120 2523791
Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

August 30, 2017

The Secretary,
The Bombay Stock Exchange Limited – Mumbai
Phiroz Jeejeebhoy Towers
Dalal Street, Fort
Mumbai-400 001

BSE Scrip Code : 523519 (Universal Office Automation Limited)

Re: Notice of Book Closure and requisite information

Dear Sir,

In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and regulation 44 of the Listing Regulation and Secretarial Standards on General Meetings (SS2) issued by Institute of Companies Secretaries of India , the Company is providing to its members facility to cast votes electronically on all the resolutions set forth in the notice convening 25th Annual General Meeting

The dispatch of Annual report for the Financial year 2016-17 to all the members has been completed on August 26, 2017.

Pursuant to Rule 20(3)(v) of Companies (Management and Administration) Amendment Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 , the Company has published as advertisement in Financial Express and Jansatta dated 30th August, 2017 about having completed the dispatch of Notice of AGM and details pertaining to e- Voting.

Pursuant to Regulation 47(1)(d) read with Regulation 47(3) of The Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement, 2015 we are enclosing herewith the copy of AGM notice as published in Financial Express and Jansatta dated 30th August, 2017

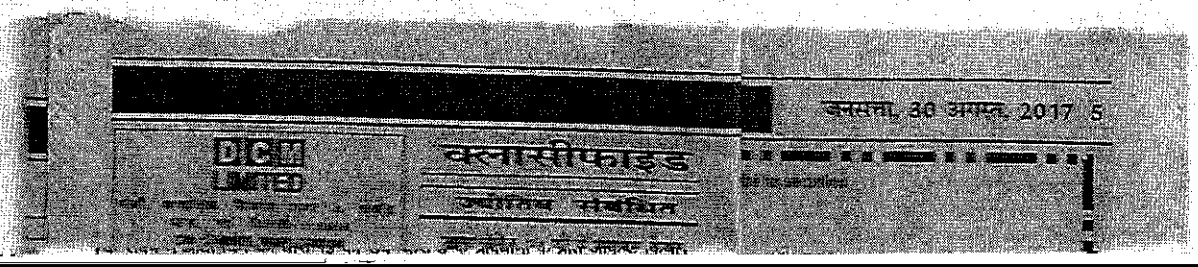
Kindly take the above on record an acknowledge receipt of the same

Thanking you,

Very truly yours,
For Universal Office Automation Limited

Preeti Saxena
Company Secretary

Encl : As above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LIMITED
बरनसीफाइड
जनसत्ता, 30 अगस्त, 2017 5