**UNIVERSAL OFFICE AUTOMATION LIMITED**
CIN: L34300DL1991PLC044365
Registered Office: 806, Sidharth, 96, Nehru Place,
New Delhi – 110019, India; 011- 26444812
www.uniofficeautomation.com | UOALInvestors@hclgroup.in

**23 September 2026**

To,

BSE Limited
Phirojze Jeejeebhoy Towers
Dalal Street, Mumbai - 400 001

**Scrip Code: 523519**
**BSE Symbol: UNIOFFICE**

**Sub: Proceedings of the 34th Annual General Meeting ("AGM") of Universal Office Automation Limited ("the Company") held on 23 September 2026 at 3:30 P.M.**

Dear Sirs,

This is to inform you that the 34th AGM of the Company held on Wednesday, 23 September, 2026 at 3:30 PM (IST) through Video Conference (VC/Other Audio-Visual Means ('OAVM') to transact the business(es) as stated in the AGM Notice dated 10 August 2026.

In this regard, please find enclosed the details of the proceedings of the 34th Annual General Meeting of the Company, in compliance with Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as enclosed in **Annexure A.**

You are requested to please take the aforesaid in your record.

Thanking you,

**For Universal Office Automation Limited**

Jasbir Singh Marjara
Digitally signed by Jasbir Singh Marjara
Date: 2026.09.23 18:27:09 +05'30'

**Jasbir Singh Marjara**
**Company Secretary & Compliance Officer**

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**ANNEXURE-A**

**SUMMARY OF PROCEEDINGS OF THE 34th ANNUAL GENERAL MEETING OF UNIVERSAL OFFICE AUTOMATION LIMITED HELD ON 23 SEPTEMBER 2026, WEDNESDAY AT 3:30 PM (IST) THROUGH VIDEO CONFERENCING/OTHER AUDIO-VISUAL MEANS FACILITY**

The 34th Annual General Meeting ("AGM") of the members of the Company held on 23 September, 2026 at 3:30 PM through Video Conferencing / Other Audio - Visual Means (VC / OAVM) deemed to be held at the Registered Office of the Company at 806, Siddharth, 96, Nehru Place, New Delhi - 110019.

Total 131 members attended the meeting as per the records of the attendance. Since, the AGM held through VC / AOVM; attendance through proxy was not applicable.

The Company Secretary welcomed all the members, panelist and confirmed the Quorum for the meeting.

Mr. Sunil Kumar Shrivastava, Managing Director of the Company was elected to chair the proceedings of the meeting.

The Chairman gave an overview of the financial performance of the Company for the period ended 31st March 2026 and its future outlook.

The members were informed that pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 including any amendments taking place from time to time and regulation 44 of the Listing Regulation and Secretarial Standards on General Meetings (SS2) issued by Institute of Companies Secretaries of India, the Company has extended the e-voting facility to its members of the Company in respect of the businesses mentioned in the notice of the Annual General Meeting.

The remote e-voting commenced on Sunday, September 20, 2026, at 9:00 A.M. and ends on Tuesday, September 22, 2026, 5:00 P.M.

M/s Rana & Associates, Company Secretaries (Membership No. FCS 10333) was appointed as the scrutinizer by the Board of directors for scrutinizing the remote e-voting process and e-voting process at the AGM in a fair and transparent manner.

The members were further informed that the facility to vote by ballot or show of hands was not available at the meeting through VC / OAVM and they were required to cast their vote electronically only.

The Chairman further informed that the results of the poll along with e - voting results shall be displayed on the website of the company on or before September 25, 2026.

Following businesses were set out to be transacted at the 34th AGM of the Company.

| | |
|---|---|
| **ORDINARY BUSINESS:** | |
| 1. | Adoption of Audited Financial Statements for the year ended March 31, 2026 together with the Reports of the Directors and Auditors thereon. |
| 2. | Re — appointment of Ms. Rita Gupta (DIN - 00899240), who retires by rotation and being eligible, offers herself for re-appointment as a Director liable to retire by rotation. |
| **SPECIAL BUSINESS:** | |
| 3. | Re-appointment of Mr. Vipin Kumar Gupta (DIN: 08397846) as an Independent Director of the Company for 2nd term of Five Years. |

The Chairman, thereafter, thanked all the Members for their participation at the AGM and authorized the Company Secretary to declare the voting results. The AGM concluded at 3:49 P.M.

The results of e voting shall be submitted to the Stock Exchange in the format prescribed as per the requirements of Regulation 44 (3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 and also be uploaded on the Company's website.

------------------------------------------------------ **End of Proceeding**------------------------------------------------------------