

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

(Pursuant to SEBI (LODR) regulation 2015)

This Familiarization Program ("the Program") for Independent Directors of Archana Software Limited ("the Company") has been adopted by the Board of Directors pursuant to SEBI (LODR) Regulations 2015.

1. Purpose

The Program aims to provide insights into the Company to enable the Independent Directors to familiarise with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, so that they may understand its business in depth and contribute significantly to the Company.

2. FAMILIARIZATION AND CONTINUING EDUCATION PROCESS

- A detailed Appointment Letter incorporating the role, duties and responsibilities, liabilities as an Independent Director, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.
- New Independent Directors are provided with copy of latest Annual Report, Company's Code of Conduct, Company's Code of Internal Procedures and conduct for Regulating, Monitoring and Reporting of Trading by Insiders etc. They are also encouraged to meet with the Chief Financial Officer and operational heads of the Company to familiarise themselves with the operations and business of the Company.

- Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, global business environment, business strategy etc.
- Whenever required company's plant/factory visits are arranged for Independent Directors, where plant Heads appraise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.
- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, regulatory scenario etc.
- All Board Members are promptly updated on any change and new development with regard to relevant regulatory requirement such as SEBI Regulations, Companies Act etc. Presentations in this regard are also made in the Board on implication of these regulations.
- The Board of Directors has complete access to the information within the Company.

3. Disclosure of the Policy

3.1. This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

4. Review of the Program

4.1. The Board will review this Program and make revisions as may be required.
