

ARCHANA SOFTWARE LIMITED

CIN: L17120TN1994PLC029226

Reg office: Land Marvel Nest, First FLOOR, 3 First Main Road Indira Nagar, Adyar, Chennai, Tamil Nadu, India, 600 020

Email: archanasoftware@gmail.com | Website: www.archanasoftware.com

To,

All the Shareholders,

BSE vide **circular No. LIST/COMP/15/2018-19** dated **July 05, 2018** has directed that with effect from December 5, 2018, it should be ensured that shares which are lodged for transfer shall be in dematerialized form only.

The Shareholders can access the said circular by following the below link:

<https://www.bseindia.com/corporates/Displaydata.aspx?Id=cd22b184-1153-4b05-8ad9-d04699161f89&Page=cir>

DEMAT (DEMATERIALIZATION) OF SHARES

KINDLY NOTE THAT THE SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM MUST GET THEIR SHARES DEMATERIALIZED AT THE EARLIEST AS PER THE AFORESAID BSE CIRCULAR.

How to dematerialise shares?

The procedure for dematerializing shares is as under: ·

- Open Beneficiary Account (Popularly called demat account) with a DP registered with SEBI.
- Submit Demat Request Form (DRF) as given by the DP, duly signed by all the holders with the names and signature in the same order as appearing in the concerned certificate(s) and the Company records, along with the physical certificates. Kindly ensure that before the certificates are handed over to the DP for demat, they are defaced by marking "Surrendered for Dematerialisation" on the face of the certificates.
- Obtain acknowledgment from the DP on handing over the share certificate(s).
- Demat transfers are required to be completed in 21 days as against 30 days (excluding time for despatch) for physical transfer. □
- Receive a confirmation statement of holdings from the DP. Statement of holdings is sent by the DPs from time to time.

Shareholders should not send share certificate(s) / documents to the Company / Company's R&T Agents directly but only through the Depository Participant.

Additional information on the matter may be received from the Company's R & TAgent –

M/s. Link Intime India Private Limited
SEBI reg no. INR000004058
CIN : U67190MH1999PTC118368
C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg,
Vikhroli (West) Mumbai MH 400083
Telephone : 28515606/5644
Email: rnt.helpdesk@linkintime.co.in
Web: www.linkintime.co.in

MCS Services has been advised by the Company to facilitate shareholders in dematerialising shares.

Thanking You

Sd/-
Company Secretary