

## **ARCHANA SOFTWARE LIMITED**

CIN: L17120TN1994PLC029226

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Nagar, Adyar, Chennai, Tamil Nadu, India, 600 020

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### **Dear Shareholder (s)**

Sub: Request for registration of e-mail id and phone number under Green Initiative in Corporate Governance.

Warm greetings from Archana Software Limited. We hope this letter finds you in good health.

We would like to inform you that we are excited about the positive developments that are unfolding. We express our sincere gratitude for your solid support and would like to request your continued collaboration for the future prosperity of the company. Your support is invaluable, and we remain deeply indebted to you.

You must be aware of the "Green Initiatives" taken by 'the Ministry of Corporate Affairs' ('Ministry') in Corporate Governance. The Ministry has followed paperless compliances by Companies through electronic mode with an intention to reduce paper consumption & contribute towards a greener environment. It has issued two circulars in this regard viz circulars no. 17/2011 dated 21.04.2011 and 18/2011 dated 29.04.2011 (available on MCA's website [www.mca.gov.in](http://www.mca.gov.in)). According to these circulars, companies can now send various notices/ documents to their shareholders through electronic mode, at the registered e-mail addresses of the shareholders. It includes notice of Annual General Meeting, Audited Financial Statements, Directors' Report, and Auditors' Report etc.

We at Archana Software Limited welcome this move from the Government and see this as a golden opportunity not only for the Company but also for every shareholder of the Company to contribute its might to the greener environment. At Archana Software Limited we also see this as our Corporate Social Responsibility. This will also help in prompt receiving of the communications and reduce paper consumption.

All you have to do to contribute your might for the green initiative is to register your e-mail id by filling up the registration form (Annexure 1) giving your contact details and send it to back to us by post or mail it to [archanasoftware@gmail.com](mailto:archanasoftware@gmail.com).

In case of any change in your e-mail address, the change is to be informed by way of letter to the Registrars and Share Transfer Agents or by updating your new address in the aforesaid manner.

Kindly note that even after registration, if you still wish to get a hard copy/physical copy of all the communications for any reason, we will provide the same to you at no extra cost on hearing from you. In such case, you are requested to send an e-mail to [archanasoftware@gmail.com](mailto:archanasoftware@gmail.com)

Thank you for your continued support and cooperation. We look forward to your swift response.

Yours Truly

For Archana Software Limited

Sd/-

Executive Director

## **Annexure 1**

To  
The Company Secretary,  
Archana Software Limited.

I agree to receive all documents / notices from the Company in electronic mode. Please register my e-mail id in your records for sending communication through e -mail. The required details are as under:-

Folio No. (For Physical Shares):

DP ID:

Client ID:

PAN:(Attach Copy):

Bank A/C No. With IFSC Code: (Attach cancelled cheque leaf)

Name of 1st registered holder:

Name of Joint holder(s):

Registered address:

Phone No.:

Email Id:

WhatsApp No:

Date:

Place:

Signature of First Holder

Note: Please fill and send this form to the above-mentioned address by courier or mail it to [archanasoftware@gmail.com](mailto:archanasoftware@gmail.com).