

ARCHANA SOFTWARE LIMITED

CIN: L17120TN1994PLC029226

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Dear Investors, **Sub: Awareness on Availability of Online Dispute Resolution (ODR) mechanism**

To enhance the awareness of investors of the Company about the availability of the ODR Mechanism at Stock Exchanges, we wish to inform all the shareholders of the Company that SEBI vide its Circular dated July 31, 2023 read with SEBI Circular dated August 4, 2023 has established a common ODR Portal which harnesses online conciliation and online arbitration for resolution of any disputes arising in the Indian Securities Market.

As per the said Circular, investors shall first take up their grievance with the listed entity by lodging a complaint directly with the concerned listed entity and if the grievance is not redressed satisfactorily, the investor may, in accordance with the SCORES guidelines, escalate the same through the SCORES Portal at www.scores.gov.in, in accordance with the process laid out therein. After exhausting all available options for resolution of the grievance, if the investor is still not satisfied with the outcome, he/she can initiate dispute resolution through the ODR Portal at <https://smartodr.in/login>.

Investor/Shareholders may note that there shall be no fees for Registration of a complaint/dispute on the ODR portal against the Company/RTA or any intermediaries. However, fees for initiation of Conciliation or Arbitration process including applicable GST, stamp duty etc. as specified in the SEBI Circular dated July 31, 2023 shall be borne by the Company/respective market participant.

Investors may also refer to the modalities and operational guidelines of the ODR Portal including timelines for review/resolution of complaints filed through the Portal, manner of proceedings to be conducted by the ODR institutions, role and responsibilities of Market Infrastructure Intermediaries, code of conduct for Conciliators and Arbitrators etc. as provided in the SEBI Circulars dated July 31, 2023 and August 4, 2023.

For further details, investors can refer the said Circular available on the website of the Company.

For Archana Software Limited

**Sd/-
Compliance officer**