

DYNAMIC MICROSTEPPERS LIMITED

Regd. Off.: 506, Matharu Arcade, Above Axis Bank, Near Garware Subhash Road,
Vile Parle (East) Mumbai – 400 057
CIN: L45206MH1985PLC036261 Tel.: (022) 26842631 Fax: (022) 26843782

POLICY OF PRESERVATION OF DOCUMENTS AND ARCHIVAL PROCESS

1. Preface:

Regulations 30(8) and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") requires all listed companies to host all the disclosures of events and other information on its website for a minimum period of five years. Further, the Listing Regulations provide that after a period of five years the said disclosures be maintained as per the web archival policy of the concerned company.

We, at Dynamic Microsteppers Limited, believe that efficient record keeping is fundamental for an effective information system that supports good and transparent governance culture.

2. Policy for preservation of documents:

This "Policy for Preservation of Documents" ("Policy") is framed in accordance with Regulation 9 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations"), and has been approved by the Board of Directors of the Company.

The objective of this policy is to ensure safe keeping and maintenance of all corporate records, either in physical or electronic mode, and to provide a framework for classifying them for the purpose of preservation and disposal.

Mode of Preservation:

Documents of the Company may be preserved in (whether in electronic form or in physical form or both) as below:

➤ Following Documents shall be preserved permanently:

- a) All licenses, permissions, orders or certificates of perpetual nature.
- b) Minutes of Board Meetings, Committees Meetings and Shareholders Meetings.
- c) Documents as required by the prevailing laws to be preserved permanently, and
- d) Documents as may be decided by the management of the Company to be preserved permanently.

Email Address: dynamicmicrostepperslimited@gmail.com
Web Site: www.dynamicmicrosteppers.com

(Revision to policy: 01/08/2025)

DYNAMIC MICROSTEPPERS LIMITED

Regd. Off.: 506, Matharu Arcade, Above Axis Bank, Near Garware Subhash Road,
Vile Parle (East) Mumbai – 400 057
CIN: L45206MH1985PLC036261 Tel.: (022) 26842631 Fax: (022) 26843782

➤ **For Specific Period:**

Certain documents {other than those stated in the above paragraph} shall be preserved for specific period as may be prescribed in prevailing laws applicable to the Company.

➤ **For the period less than 8 years:**

Certain documents {other than those stated in the above in the above paragraphs} shall be preserved for a period of not less than eight (8) years after completion of the relevant transactions unless otherwise decided by the Management of the Company.

3. Policy on archival of information:

The Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under the Regulation 30 of the Securities and Exchange Board of India (Listing and Disclosure Requirements) Regulations, 2015, and such disclosures shall be hosted on the website of the listed entity for a minimum period of five (5) years and thereafter shall be placed in an Archival section of its website for a further period of Five (5) years in such manner as may be considered appropriate in line with prevailing circumstances.

Email Address: dynamicmicrostepperslimited@gmail.com
Web Site: www.dynamicmicrosteppers.com

(Revision to policy: 01/08/2025)