



## Dynamic Portfolio Management & Services Ltd.

Regd. Office: 1403, Vikram Tower 16, Rajendra Place, New Delhi-110008,  
Phone: 9017255300 Website: [www.dynamicwealthservices.co.in](http://www.dynamicwealthservices.co.in),  
Email: [dpms.kolkata@gmail.com](mailto:dpms.kolkata@gmail.com), CIN: L74140DL1994PLC304881

08.01.2026

To,  
BSE Limited,  
Phirozen Jeejeebhoy Towers,  
Dalal Street, Mumbai - 400 001,  
Maharashtra

Scrip Code: 530779

Subject: Intimation of Appointment of Company Secretary and Compliance Officer

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we hereby inform the Stock Exchange to consider the appointment of Ms. Pratima Sharma ACS 69015 as a Company Secretary and Compliance officer of the company w.e.f. 08.01.2026.

The appointment is subject to the approval of the Board at its forthcoming meeting, the date of which shall be intimated to the Stock Exchange(s) in due course.

The details as required pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 are given herein under:

Particulars	Details
Name of the Company Secretary and Compliance Officer	Pratima Sharma
Reason for change viz appointment, reappointment, resignation, removal, death or otherwise	appointment
Brief Profile (In case of appointment)	Ms. Pratima Sharma is an associate member of the Institute of Company Secretaries of India. She has over 2 years of experience in dealing Secretarial Compliances and legal matters. Besides being Company Secretary, she is holding degree of Bachelor in Commerce (B.Com.)
Date of Appointment	08 <sup>TH</sup> JANUARY 2026.
Disclosure of Relationship between Directors	No relationship with any Director of the Company
Number of Shares held	Nil

Kindly take the same on your record.

Thanking you,

For Dynamic Portfolio Management & Services Limited





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DATE: 08-01-2026

## APPOINTMENT LETTER

Name: Pratima Sharma  
Address: E-73, Thrd Floor Bengali Colony Mahavir Enclave  
New Delhi 110045  
Email ID: [Pratima.sharma629@gmail.com](mailto:Pratima.sharma629@gmail.com)  
Contact: 9711577218

We are pleased to inform you that you are hereby appointed as **Compliance Officer & Company Secretary of Dynamic Portfolio Management & Services Ltd**, effective from **08-01-2026** based on the discussions held and subject to the terms and conditions outlined below.

### 1. Hours of Work

The standard working hours shall be 48 hours per week. Office timings are from 10:00 A.M. to 6:30 P.M., and any delay in reporting must be justified in writing for record purposes.

### 2. Roles and Responsibilities

You will be responsible for all duties and obligations as prescribed under the Companies Act, 2013, SEBI regulations (if applicable), and other statutory requirements, including but not limited to:

- Ensuring compliance with corporate laws, rules, and regulations
- Conducting Board, Committee, and General Meetings and maintaining statutory records
- Filing statutory returns and forms with regulatory authorities
- Advising the Board on governance and compliance matters
- Liaising with regulatory bodies, auditors, and legal advisors

### 3. Reporting

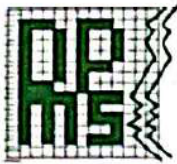
You will report directly to **Board of Director** or any other authority as decided by the Management.

### 4. Confidentiality

You shall maintain strict confidentiality of all company information during and after your employment.

### 5. Probation

You will be on probation for a period of **6 month**, which may be extended at the discretion of the Management.



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## 6. Remuneration

Your remuneration shall be **INR 55,000 (Rupees Fifty-Five Thousand only)** per month, subject to continued employment and satisfactory performance.

Any revision in remuneration shall be at the **sole discretion of the Management** and will be reviewed upon completion of **1 years** of service, in accordance with applicable laws, company policy, and prevailing industry standards.

## 7. Termination

Either party may terminate this appointment by giving **30 days** written notice or salary in lieu thereof.

## Acceptance

Please confirm your acceptance of the above terms and conditions by signing below and returning a copy of this letter to the Company.

We appreciate your decision to join **Dynamic Portfolio Management and Services Limited** and are confident that your expertise and commitment will contribute significantly to the growth and success of the organization. We look forward to a mutually beneficial association.

With best wishes,

Yours Sincerely,

For Dynamic Portfolio Management and Services Limited

Geetanjali Ray  
HR Manager

## Acceptance by Employee

I have read, understood, and accepted the terms and conditions of employment as stated above.

Signature:

Name: Preetima Sharma

Date: 08-01-2026