

18/12/2025

INTERNAL OFFICE ORDER/MEMO

To,

The Board of Directors

Shete Advanced technologies Private Limited

Mahabali Socy S NO 25/1 PL NO. 11 Karve Nagar

Kothrud , Pune, Maharashtra, India - 411052.

Subject: Proposal for the Establishment of a Green Initiative & Sustainability Strategy Committee in our company Shete Advanced Technologies Private Limited. (henceforth called as "GISS" Committee)

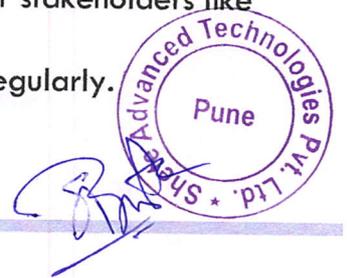
Dear Sir's/Madam,

We are glad & proud to inform you that our company Shete Advanced Technologies Private Limited has taken the initial steps to support the environmental awareness & protection as a guiding principle. Hence, I am writing to formally propose the establishment of a dedicated **Green Initiative & Sustainability Strategy Committee** within Shete Advanced technologies Private Limited. This initiative is driven by a commitment to environmental stewardship and a desire to integrate sustainable practices into our daily operations and culture mentioned in our Sustainability Strategy and Climate Change Policy document no: **CCP-01/SAT/25-26/12**.

The purpose of the committee will be to develop, implement, and monitor sustainability initiatives across the organization, fostering environmental awareness and responsibility among all stakeholders.

The key objectives of the Green Initiative Committee will include:

- **Conducting a sustainability audit** to assess our current environmental impact (e.g., waste generation, energy consumption).
- **Developing an action plan** with specific, measurable goals for improvement, such as reducing increasing energy efficiency.
- **Promoting awareness and education campaigns** among staff and other stakeholders like suppliers etc about the importance of environmental conservation.
- **Monitoring progress** and reporting on our environmental performance regularly.



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CIN: U31909PN2022PTC207549, **GST:** 27ABHCS6382G1ZY

We envision a representative committee comprising members from various departments and levels of the organization to ensure diverse perspectives and broad engagement. In view of the above, committee on GISS is hereby constituted for taking initiatives for above mentioned objectives under the Chairmanship of Mr. Vyankatesh Shete, Director, Shete Advanced technologies Private Limited with the following proposed composition:

- Mr. Vyankatesh Shete : Chairperson & Treasurer
- Mr. Anand Kumar Keshwan: Secretary - Management Representative
- Mr. Ameya Dani: technical - Management Representative
- Ms. Sujata Jadhav: Administrative Representative
- Dr. Chandrashekar Talathi: Advisory Board Representative
- Mr. Sanjeev Hallur: Advisory Board Representative
- Mr. Kumar K Tejwani: Advisory Board Representative

We kindly request your official approval to establish this committee and ask for an administrative representative to facilitate smooth operations and access to necessary resources.

Following documents will be circulated among the proposed members within a week.

- a. A Copy of Appointment Letters to each member
- b. A Copy of Green Committee Terms of Reference
- c. A Copy of Company Policy devised for Sustainability Strategy & Climate Change Policy

We believe this committee will not only contribute to a healthier planet but also enhance our organization's reputation and foster a stronger sense of community and shared purpose.

Thank you for your time and consideration of this important proposal. I look forward to your support in making Shete Advanced Technologies a more sustainable and environmentally responsible institution.

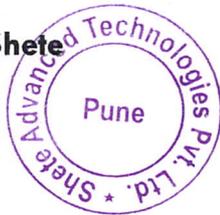
Sincerely,

Vyankatesh Shete



Director

Shete Advanced Technologies Private Limited



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