



SPECIALITY
RESTAURANTS LTD.

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Morya Land Mark – 1, 4th Floor, B-25, Veera Industrial Estate, Off New Link Road, Andheri (W), Mumbai - 53
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March 5, 2022

To,
General Manager,
Listing Operations,
BSE Limited,
P.J. Tower, Dalal Street,
Mumbai - 400 001.

Vice President,
Listing Compliance Department,
National Stock Exchange of India Limited,
'Exchange Plaza', Bandra Kurla Complex,
Bandra (E), Mumbai - 400 051.

Scrip Code: 534425

Scrip Code: SPECIALITY

Dear Sir/ Madam,

Sub: Letter to shareholders for updating their PAN, KYC details and Nomination details.

This is to inform that pursuant to the Securities and Exchange Board of India circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021, letter has been sent to the Shareholders of the Company holding shares in physical mode to furnish their details of PAN, KYC and Nomination.

You are requested to kindly take the same on record.

Kindly acknowledge the receipt.

Thanking you,

Yours sincerely,
For Speciality Restaurants Limited


Authorized Signatory



Name: Avinash Kinshikar
Designation: Company Secretary & Legal Head

Encl: As above.

Dear Investor,

Subject: -Request for Updating the KYC details as per SEBI Circular No.SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated 3rd Nov 2021.

We refer to the above circular issued by SEBI that mandates all the listed companies to record the **PAN, Nomination, KYC details** of all the shareholders and **Bank Account details** of first holder. This is applicable for all the security holders in physical mode.

The salient features and requirements of the circular are as follows:

A) **Non – updation of KYC - Folios** : wherein any **ONE** of the cited details/documents (i.e PAN, Bank Details, Nomination) are not available on or after **April 01, 2023**, shall be frozen as per SEBI circular.

Notes:

1) The securities in the frozen folios shall be:

- Eligible to lodge any grievance or avail service request from the RTA only after furnishing the complete documents / details as aforesaid.
- Eligible for any payment including dividend, interest or redemption payment only through electronic mode upon complying with the above stated requirements.

2) a) The relevant formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13 ,SH-14 and SEBI circular are available on the RTA website as mentioned below;

<https://www.linkintime.co.in> → Resources→ Downloads→General→Formats for KYC.

b) Original cancelled cheque leaf bearing the name of the first holder failing which first security holder is required to submit copy of bank passbook / statement attested by the bank which is mandatory for registering the new bank details.

B) **Mandatory Linkage of PAN with Aadhar** - As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhaar number for resident investors by March 31,2022. Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTAs shall accept only valid PANs and the ones which are linked to the Aadhaar number. The folios in which PAN is / are not valid as on the notified cut-off date of **March, 31, 2022 or any other date as may be specified by the CBDT, shall also be frozen.**

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of aforesaid, we request you to submit the Investor Service Request Form ISR-1 appended herewith, along with the required supporting documents as stated in **Form ISR-1 at the earliest.**

You may use any **ONE** of the following modes for submission:

1. **In hard copy:** by furnishing original / photocopy(ies) of the relevant document duly self-attested with date.
2. **With e-sign:**
 - (a) In case your email is already registered with us, you may send the scanned copies of your KYC documents with **e-sign** at our dedicated email-id: kyc@linkintime.co.in. Kindly mention the email subject line as **"KYC Updation - (Company Name) - Folio No : _____"**
 - (b) Investors can also upload KYC documents with **e-sign** on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

Yours faithfully,

For Link Intime India Pvt Ltd.

Investor Relation Cell (IRC)

KYC FORM

To,

Link Intime India Private Limited.

C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083.

Unit : ___[COMPANY NAME]_____

Date: / /

Folio No: _____

No of Shares: _____

Serial No: _____

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

Name of the Security holder(s)	PAN (A)	Specimen Signature (B)	Email ID (C)	Mobile No. (D)	Nominee Details (E)
Aaa	Registered (masking)	Required	Required	Required	Required
Bbb	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable
Ccc	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable

Bank Details :

Name of the Bank	
Bank Account Number	*** Mask if Present
IFSC	MICR No :

I/We, are forwarding herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

Signature(s) :

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Aaa	Bbb	Ccc	-----

Barcode (Normal/Speed)	Postal No : _____	Serial No : _____
TTL + Name of the Holder		
_____	(Address 1)	
_____	(Address 2)	
_____	(Address 3)	
_____	(Address 4)	
City _____	PIN _____	
Unit Name : _____		Print Date : _____

Form ISR – 1

(-SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

A. I / We, request you to Register / Change / Update the following (Tick ✓ relevant box)

Date : / /

<input type="checkbox"/> PAN	<input type="checkbox"/> Registered Address
<input type="checkbox"/> Bank details	<input type="checkbox"/> E-mail address & Mobile Number
<input type="checkbox"/> Signature	<input type="checkbox"/> Demat account details

B. Security and KYC Details [to be filled in by the holder(s)]:

Name of the Issuer Company		
Folio No		• Serial No :
E-mail of First Holder		
Mobile of First Holder		
Demat Account Number	<input type="checkbox"/> CDSL	<input type="checkbox"/> NSDL
Tick any one ✓	DP_CL: []	

• Serial No. as mentioned in the KYC covering letter.

Name(s) of the Security holder(s) in Capital as per PAN	PAN	PAN Linked to AadhaarY/N
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No

Note: PAN copies of all the holders duly self-attested with date to be enclosed with this Form.

Bank Account Details of First Holder		
Name of the Bank & Branch		
Bank A/c No.	Tick any one [✓]- Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other []	
IFSC	9 digit MICR No	

Note: Original cancelled cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook / statement attested by the Bank for registering the new bank account details.

Authorization: I / We authorise the Company/RTA to update the above PAN and KYC details in my /our folio as stated above.

Declaration: I/We hereby declare that all the above facts and documents enclosed are true and correct.

Signature of First Holder	Signature of Joint Holder- 1	Signature of Joint Holder - 2	Signature of Joint Holder -3
Full Address:	_____ Pin : _____		

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point C (3) overleaf

C. I/We are submitting documents as per Table below (tick✓as relevant, refer to the instructions):

	✓	Document/Information/Details	Instruction/Remark
1		PAN of (all) the (joint) holder(s)	
		PAN Whether it is Valid (linked to Aadhaar): <input type="checkbox"/> Yes <input type="checkbox"/> No	PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3		Proof of Address of the first Holder	Provide any one of the documents, only if there is change in the address; <ul style="list-style-type: none"> <input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant. <input type="checkbox"/> Valid Passport / Ration Card / Registered Lease or Sale Agreement of Residence /Driving License/Flat Maintenance Bill. <input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. <input type="checkbox"/> Identity card (with Photo) / document with address, issued by any of the following: Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. <input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. <input type="checkbox"/> The proof of address in the name of the spouse.
4	<input type="checkbox"/>	Bank details	Provide the latest copy of the bank statement with details of bank name, branch, account number and IFSC or Original cancelled cheque leaf bearing the name of first holder. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5	<input type="checkbox"/>	E-mail address	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 and Original cancelled cheque leaf bearing the name of the first holder.
8		Nomination	<p>Submit Form(s) as per any one of the following options.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SH-13 For First Time Nomination <input type="checkbox"/> SH-14 For Change in Existing Nomination <input type="checkbox"/> SH-14 and ISR-3 For Cancellation of existing Nomination and to "Opt-Out" <input type="checkbox"/> ISR-3 To "OPT-Out" of Nomination or if No-Nomination is required

Note: All the above forms are available on the website of the RTA.

Form ISR – 2

(see circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

Confirmation of Signature of Securities Holder by the Banker

Serial No : _____
as mentioned in kyc letter

1. Bank Name and Branch	
2. Bank contact details	
Postal Address	
Mobile/Tel number	
E-mail address	
3. Bank Account number	
4. Account opening date	
5. Account holder's Pan	Account Holder's(s) Name
i)	i)
ii)	ii)
iii)	iii)
iv)	iv)
6. Latest photograph of the account holder(s)	
<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 5px;"> i)- Holder Photo </div>	<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 5px;"> ii)- Holder Photo </div>
<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 5px;"> iii)- Holder Photo </div>	<div style="border: 1px solid black; width: 150px; height: 100px; display: flex; align-items: center; justify-content: center; margin: 5px;"> iv)- Holder Photo </div>
7. Account holder(s) details as per Bank Records	
a) Address	
b) Mobile/Tel number	
c) Email address	
d) Signature(s) of the Holder(s)	
i) _____ ii) _____ iii) _____ iv) _____	<div style="border: 1px solid black; width: 150px; height: 60px; margin: 0 auto;"></div> <p style="margin-top: 5px;"><i>Bank Manager's Signature and Bank Seal</i></p>
-- For Bank's Use Only --	
Place:	Name of the Bank Manager :
	Employee Code :
Date:	Email_id :

Form ISR - 3

Declaration Form for Opting-out of Nomination by Holders of Physical Securities in Listed Companies

(SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Date: / /

Serial No: _____
(As mentioned in KYC covering letter)

Name of the Company : _____

Address of the Company : _____

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities *	Certificate No.	Distinctive No(s) (From - To)
Tick ✓ as relevant				
Equity / Debentures				

I / We the holder(s) of the securities particulars of which are given hereinabove, **do not wish to nominate** any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

I/ We understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my / our death, my / our legal heir(s) / representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature				
Name				

Name and Address of Witness:	Date [- -]
	Signature of the witness

* Use of ISR-3 (ie to Opt-Out of Nomination OR if "No_Nomination" is required by the investor) will be applied for the entire securities against the said Folio.

Form No. SH-13

Nomination Form

**Pursuant to section 72 of the Companies Act, 2013 and rule
19(1) of the Companies (Share Capital and Debentures) Rules 2014]**

Date: / /

Serial No: _____
(As mentioned in KYC covering letter)

To,
Name of the Company:

Address of the Company:

I/We, the holder(s) of the securities particulars of which are given hereunder, wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made) :

Nature of Securities	Folio No.	No. of Securities*	Certificate No.	Distinctive No(s) (From – To)
Tick ✓ as relevant				
Equity / Debs/Bonds				

(2) PARTICULARS OF NOMINEE/S — [Use photocopies of this blank nomination form in case of additional Multiple Nominations in the same folio]

Name of Nominee			
Address of Nominee	Date of Birth	{ - - }	
Father's/Mother's/ Spouse's name	Occupation		
Nationality	Relationship with the security holder		
E-mail-Id	Mobile No		

(3) IN CASE NOMINEE IS A MINOR —

Date of Birth	Date of attaining majority	
Name of uardian	Address of Guardian	

Signature(s) as per Specimen recorded with the Company.

	First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Signature				
Name				

Witness Details:

Witness Name		Signature	Date
Address	_____ Pin: _____		

* Nomination will be registered for entire holding in the folio. In case of more than one nominee, the ratio should be furnished & separate form to be filled for each nominee.