

ELECTRONIC FILING INSTRUCTIONS

Lenders LIBOR Settlements

Part I

ELECTRONIC FILING INSTRUCTIONS

- Electronic Claim submission is available to institutions filing on their own behalf or on behalf of others as well as to claim preparers filing on behalf of clients, or to individuals filing a large number of transactions who have requested or have been requested to file claims electronically.
- Any file not in accordance with the required filing format or not accompanied by the required documentation will be subject to rejection.
- **One Claim is to be submitted for each separate legal entity.** A separate Claim, but only one Claim, should be submitted for each separate legal entity (*e.g.*, a Claim on behalf of joint owners should not include separate transactions of just one of the joint owners, and a Claim on behalf of an individual should not combine his or her transactions with transactions made solely in the individual's name). Conversely, **a single Claim is to be submitted on behalf of one legal entity including all transactions made by that person or entity no matter how many separate accounts that person or entity has** (*e.g.*, a Claim on behalf of a corporation with multiple accounts **MUST** include all transactions made in all accounts in one Claim).
- The required documentation set forth below **MUST** be submitted with your electronic file. Your Electronic Claims will not be eligible for consideration until all required documents are received. Please note that one document may meet more than one requirement.

1. ONE SIGNED PROOF OF CLAIM AND RELEASE

- You **MUST** complete the Claimant Identification Page, (page 3) and Release of Claims and Signature Page, (page 5) of a single Proof of Claim Form ("Claim Form"), which will serve as an "umbrella" or "master" claim form for all Claims in your electronic file. All claimants **MUST** submit a manually signed paper claim form whether or not they also submit electronic copies.
- The Claim Form **MUST** be signed by an authorized signatory who is listed on your signature verification document and state the capacity (job title) of the signatory.
- If you are filing on behalf of multiple lenders, use the term "Various Lenders" for the Claimant name(s) (*i.e.*, the lender(s) name(s)). However, the correct and complete name of each Claimant **MUST** be provided for each Claim in your electronic Claim submission.

2. SIGNATURE VERIFICATION DOCUMENT

- If you are an institution filing on your own behalf or on behalf of other lenders or a claim preparer filing on behalf of lenders, you **MUST** provide a document verifying that the individual who signs the Claim Form and any supplemental documents is authorized to sign on your behalf. Some common types of documents that fulfill this requirement include the following (this list is not exclusive):
 - Copy of filer's By-Laws, including signature page(s)
 - Copy of filer's Corporate Resolution, including signature page(s)
 - Notarized Affidavit signed by an officer of the filing institution or company clearly granting a specific individual(s) authorization or confirming his/her authority to sign on behalf of his/her institution or company.

3. AUTHORIZATION DOCUMENT (If filing on behalf of lenders other than yourself)

- If you are an institution or claim preparer filing on behalf of lenders other than yourself, you **MUST** provide **as to each lender for whom or which you are filing**
 - A current document verifying that you are authorized:
 - (i) to file and sign the Claim on behalf of the lenders, and
 - (ii) to execute a release of claims in the action and the certification set forth in the Claim Form on behalf of the lender.
 - Some common types of documents that may fulfill this requirement, as long as they specifically include the verifications set forth in (i) and (ii) above, include the following (this list is not exclusive):
 - (i) Power of Attorney
 - (ii) Service Agreement
 - (iii) Signed/dated letter from the lender.

- (iv) Notarized affidavit or signed letter on your firm's letterhead. The affidavit or letter **MUST** be executed by an officer of the company who is listed on your signature verification document and reference the capacity and contact information of the signatory.
- If you as the filer do not have a direct relationship with the lender but are acting on behalf of another person or entity, you must provide documentation from each person or entity in the chain, beginning with the person or entity that has the direct relationship with the lender and ending with you:
 - (i) that verifies the authority to file and sign the Claim on behalf of the lender, and to execute a release of claims in the action and the certification set forth in the Claim Form on behalf of the lender;
 - (ii) that reflects that person's or entity's right to transfer the powers set forth in (i) above; and
 - (iii) that authorizes the next person in the chain to file and sign the Claim on behalf of the lender(s), and to execute a release of claims in the action and the certification set forth in the Claim Form on behalf of the lender.
- The documentation can be in the form of (i) a power of attorney; (ii) a service agreement; (iii) a dated letter on company letterhead signed by an authorized representative of the entity that reflects that person's position and contact information; or (iii) a notarized affidavit by an authorized representative of the entity that reflects that person's position and contact information.

4. DATA VERIFICATION DOCUMENT(S)

- If you are an institution filing on your own behalf or on behalf of other lenders or a claim preparer filing on behalf of lenders, you **MUST** provide a notarized affidavit or signed letter on your firm's letterhead which meets the following criteria:
 - Confirms the number of separate Claims and transactions in your file.
 - Attests to the truth and accuracy of the data for each Claim in your file.
 - Is executed by an authorized signatory who is listed on your firm's signature verification document, and specifies both the capacity and contact information of that signatory.

5. ADDITIONAL DOCUMENTATION (IF REQUESTED)

- Filers may be requested, as deemed appropriate, to provide additional documentation to support the Claims submitted. Accordingly, you **MUST** provide all the requested documentation and the documentation provided **MUST** be independent in nature.
- Even if you provided a letter/affidavit attesting to the truth and accuracy of the data you initially submitted with your electronic file, we may ask for additional specific documentary evidence to verify the details of the loan information.

PART II

SUBMISSION - CONTACT INFORMATION

YOUR FILE

To fill out your E-Claim template, examine the data required on the "Data Layout" section of the Electronic Filing Template and enter the data into the template provided.

If you do not know every term for a loan, fill in the form with as many fields for which you know the answer — the Claims Administrator will attempt to fill in any blanks, but may reject the claim if it is unable to.

SUBMITTING YOUR MASTER PROOF OF CLAIM.

To submit your Master Proof of Claim, you must send all forms, documents and data files via one of the methods below. Your submission must be post-marked (if sent via USPS) or actually received (if using the other methods) **on or before November 20, 2018**.

Mailing Address:	Lenders LIBOR Settlements c/o JND Legal Administration P.O. Box 91347 Seattle, WA 98111
Overnight Address:	Lenders LIBOR Settlements c/o JND Legal Administration 1100 2 nd Avenue, Suite 300 Seattle, Washington 98101
FTP Upload:	Email info@LendersLiborSettlements.com for directions on uploading files securely. Please specify the email address that you would like us to grant permissions to.
Website:	www.LendersLiborSettlements.com – This submission method will soon be available on the “File a Claim” page.

If you have any questions about submitting your e-claim, please email info@LendersLiborSettlements.com or call: 1-833-609-9716