



Electronic Filing Instructions **JP Morgan RMBS Settlement**

I. Important Notes – PLEASE READ

- Electronic claim submissions apply to institutions filing on behalf of multiple clients or proprietary accounts.
- Electronic claim submissions **MUST** be accompanied by all documentation requirements outlined in section III of these instructions.
- An eligible CUSIP number must be entered in column L and a list of all eligible certificates can be found at <http://www.JPMCertificateSettlement.com/notice>.
- Please provide the following transactions/holdings on your data file in order to conform with the electronic filing requirements:
 - ✓ There are **NO** beginning holdings in this litigation as you must provide **ALL** transactions from the date of issuance through the date of claim submission.
 - ✓ **ALL** purchases and acquisitions of J.P. Morgan Mortgage Pass-Through Certificates.
 - ✓ **ALL** sales of J.P. Morgan Mortgage Pass-Through Certificates.
 - ✓ State the CUSIP and Face Value of any Certificates still owned as of the (i) applicable Date of Suit (as set forth for each Certificate in Table A to the Plan of Allocation), and (ii) Date of Submission.
- All purchases, acquisitions, sales, and unsold holdings **MUST** represent quantities and trade details in **ORIGINAL FACE VALUE** (do not provide current face value).
- **DO NOT** provide any paydown transactions as this could impact the balancing of your claim.
- Exchangeable certificates must be given with transaction types “EO” to represent original certificates exchanged for another certificate and “EI” to represent certificates received as a result of the exchange (corresponding CUSIP numbers must also be referenced on column S).

II. Methods of Submission

Electronic files will not be deemed properly submitted unless the Claims Administrator issues an email after processing your file with your claim numbers and respective account information. Do not assume that your file has been received or processed until you receive this email. If you do not receive such an email within 10 days of your submission, you should contact the electronic filing department at eClaim@gcginc.com to inquire about your file and confirm it was received and acceptable.

The following methods are available for submitting your electronic claims:

1. Internet – GCG ICE (www.gcgice.com)

- GCG ICE™ is GCG's secure and user-friendly website designed to meet the claim filing needs of institutional investors in securities class actions. Using GCG ICE™, registered users have the ability to upload their electronic claim submissions directly and securely to GCG and the benefit of being able to view the history and status of these submissions 24 hours a day, 7 days a week. The history and status functionality features access to claim numbers and specific claim rejection reasons, with instructions on how to fix rejected claims.
- Please visit www.gcgice.com to register today so you can benefit from this service in this settlement as well as other settlements.

2. Email

- You may email your electronic claim submission to eClaim@gcginc.com.
- If you choose to email your file, you MUST also attach all documentation requirements in the email as .pdf documents or equivalent.

3. Mail

- You may send your electronic claim submission in the mail on a disk or CD along with all other documentation requirements. Please use the P.O. Box address on top of page 1 of the Proof of Claim Form and add "Attn: Electronic Filing Department". If you need to send your submission via Federal Express or UPS, you may use the below street address:

JP Morgan RMBS Settlement
c/o GCG
Attn: Electronic Filing Department
5151 Blazer Parkway, Suite A
Dublin, OH 43017

III. Documentation Requirements

The documentation requirements outlined below must be submitted with your electronic file. Your electronic claims will not be considered valid until all documentation requirements are received. Please note that one single document may meet more than one requirement.

1. One Signed Proof of Claim and Release

- You must complete the claimant identification page (Part I – page 2) and release of claims and signature (Part III – page 7) of a single Proof of Claim and Release form, which will serve as an "umbrella" or "master" claim form for all accounts on your electronic file.
- The claim form must be signed by an authorized signatory and state the capacity (job title) of the signatory.
- You may reference the term "Various Accts" for the beneficial owner name if you are filing on behalf of multiple accounts or clients.

2. Signature Verification Document

- You must provide a current document verifying that the individual who signed the claim form and any supplemental documents is authorized to sign on behalf of his/her company.

Some common types of documents that fulfill this requirement include the following:

- Copy of company's By-Laws, including signature page(s)
- Copy of company's Corporate Resolution, including signature page(s)
- Notarized Affidavit signed by an officer of the institution clearly granting specific individual(s) authorization or confirming his/her authority to sign on behalf of his/her company.

3. Data Verification Document (Letter of Attestation)

- You must provide a dated and signed letter on firm letterhead or notarized affidavit containing the following information:
 - Confirm number of distinct accounts and transactions on your file
 - Verify the source of your data (i.e. internal data retention system)
 - Attest to the truth and accuracy of the transactions and holdings on your electronic file.
 - Signature from an authorized signatory with job title and contact information.

4. Authorization Document (if filing on behalf of client or customer accounts)

- You must provide a current document verifying that you are authorized to file and sign claims on behalf of your clients¹. Some common types of documents that fulfill this requirement include the following:
 - Power of Attorney
 - Service Agreement
 - Signed/dated letter on client's company letterhead specifically granting your company authority to file/sign claims on their behalf.
- If you have a fiduciary duty to file claims on behalf of your clients, you may provide a notarized affidavit or signed letter on your company's letterhead confirming your capacity and authority to file and sign claims on behalf of your clients. It must be executed by an officer of the company and reference the job title and contact information of the signatory.

Additional Documentation (if requested) - Data Integrity Audit

GCG may request random entities, as deemed appropriate by GCG, who file claims electronically to provide documentation specific to transactions and/or holdings submitted. The documentation provided should be sufficient to verify the validity and accuracy of the entire file.

Even if you provided a letter/affidavit attesting to the truth and accuracy of your data when initially submitting your file electronically, we will **require** specific documentary evidence (trade confirmations, monthly statement, or equivalent) to verify the details of these transactions and/or holdings requested, if your file is selected for randomized review.

*** Failure to comply with this request will result in the rejection of your entire file submission ***

IV. Required Filing Format

General Instructions

- Files may be submitted as a fixed-length text file or an Excel spreadsheet
- All fields in the below format must be included on your file
- Any fields that do not apply to your file must be left blank (do not delete any fields)
- Your file must be sorted in the following order:
 - account number
 - security identifier
 - transaction type
- Any files not in accordance with the below format are subject to rejection
- For Excel spreadsheets:
 - Whenever possible, your file should be limited to one tab with all account and transactional data
 - The “Length” column in the below format specifies the maximum number of characters for each Excel field

¹ If you are filing in a third-party capacity and your client is not the beneficial owner then current documentation must also be provided to confirm that your client is authorized to file on behalf of their clients who are the ultimate beneficial owners.

Required File Layout

Col	Field	Start Position	Length	Notes
A	Company Name	1	40	Name of Company for Mailing of Checks (see Address Notes below) <ul style="list-style-type: none"> Include a "c/o" before your company name if you require checks made out to the beneficial owner c/o your company.
B	Address 1	41	40	Address1 Information for Mailing of Checks (see Address Notes below)
C	Address 2	81	40	Address2 Information for Mailing of Checks (see Address Notes below)
D	City	121	30	City for Mailing of Checks (see Address Notes below)
E	State	151	2	2 Character State Abbreviation for Mailing of Checks (see Address Notes below)
F	Zip5	153	5	5 Digit Zip for Mailing of Checks (see Address Notes below)
G	Zip4	158	4	4 Digit Zip for Mailing of Checks (see Address Notes below)
H	Country Code	162	2	2 character Country abbreviation (only for foreign addresses)
I	Customer Acct Name	164	40	Name of Account / Beneficial Owner
J	Customer Acct Number	204	30	Account Number
K	SSN or Tax ID Number	234	4	Last 4 digits of Claimant's Social Security Number or Tax ID Number (leave column blank for foreign entities);
L	Security Identifier Number	238	14	CUSIP, ISIN, or SEDOL Number of the Security
M	Transaction Type	252	2	<p>P = Purchase (includes purchases to cover short sales) R = Free Receipt / Transfer In of Certificates S = Sale (includes short sales) D = Free Deliver / Transfer Out of Certificates U = Unsold Holdings (trade date must indicate holding date).</p> <p>The following transaction types apply to exchangeable certificates only:</p> <p>EO = Original Certificates Exchanged (Exchange Out) EI = Certificate Received as a result of the Exchange (Exchange In)</p>
N	Trade Date or Holding Date	254	10	Trade date in MM/DD/YYYY format for transactions (including foreign entities) or holding date for unsold holdings.
O	Face Value of Certificate	264	20	Original face value of certificates associated with transaction or unsold holding position (this value can <u>ONLY</u> be negative for short unsold holding positions)
P	Price	284	20	Price (excluding commissions, transfer taxes, or other fees)
Q	Total Cost or Proceeds	304	20	Total cost or proceeds (excluding commissions, transfer taxes, or other fees)
R	Currency Type	324	3	Type of currency associated to transaction (USD, EUR, GBP, etc.)
S	Exchangeable CUSIP	327	14	<p>THIS COLUMN APPLIES TO EXCHANGABLE CERTIFICATES ONLY</p> <p>For "EO" (exchange out) transactions, provide the corresponding CUSIP number for the certificates being received as a result of the exchange.</p> <p>For "EI" (exchange in) transactions, provide the corresponding CUSIP number for the original certificates that were exchanged.</p>

V. Electronic Filing Notes

Addresses

- Claims and checks (if the claim is eligible for payment) will be created based on the account and address information provided on your electronic file.
- If you require checks to be made out directly to the beneficial owner, please include a “c/o” before your company name in column A of your file.
- For foreign addresses, the two character country code must be provided in column H, all address information (including full country names and provinces) must be included in the two address fields (columns B-C), and the city, state, zip fields (columns D-G) must be left blank.

Securities

- All transactions and holding positions **must** reference an eligible security identifier (CUSIP, ISIN, or SEDOL) in column L of your file.
- All securities for each account must be provided in original face value and must balance. This means that the total purchases (including free receives) **MUST EQUAL** the total sales (including free delivers) plus the unsold holdings.
- Negative values may **only** be given for short unsold holdings (transaction type “U”). All other transactions must reflect positive values.

Transfers

Free receive/free deliver (transfer in/out) transactions are not eligible for payment unless you have additional information regarding the original purchase(s) from the prior account or the ultimate sale(s) or ending holdings from the subsequent account.

If you have this information, you must combine or amend your accounts as follows:

- Certificates Received into Account – Provide the original purchase of these Certificates from the prior account rather than the “free receive” transaction.
- Certificates Delivered out of Account – Provide the sale(s) and/or ending holdings from the subsequent account rather than the “free deliver” transaction.

If you have no information available on the original purchase/subsequent sale, you must provide the free receive/deliver transactions in their respective claim(s) for **balancing purposes only**. A free receive or transfer in must be reflected as a transaction type “R” and a free deliver or transfer out must be reflected as a transaction type “D” (prices and net amounts must be zero). **THESE TRANSACTIONS WILL NOT BE CONSIDERED ELIGIBLE AND WILL BE EXCLUDED FROM THE CALCULATION OF YOUR CLAIM.**