

LifeStance Securities Settlement

ELECTRONIC CLAIM FILING GUIDELINES



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Electronic Claim Filing applies to institutions or entities that are filing multiple Proofs of Claim and Release on behalf of themselves and/or others, as well as individuals or entities that are filing Proofs of Claim and Release with a large number of transactions (50+).

Electronic Claim Filings are subject to rejection if not prepared in compliance with these Electronic Claim Filing Guidelines.

PLEASE NOTE: No Electronic Claim Filing will be considered to have been properly submitted unless the Claims Administrator issues to the filer a written acknowledgment of receipt and acceptance of electronically submitted data.

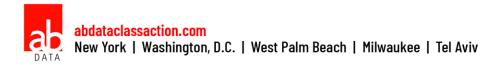
Electronic Filing Requirements

Complete and Sign a Proof of Claim and Release:

- One executed Proof of Claim and Release should be completed per submission. This Proof of Claim and Release serves as a master Proof of Claim and Release for one or all of the accounts included on your file. The Proof of Claim and Release is attached hereto as Appendix B.
- Separate Claims should be submitted for each separate legal entity (*e.g.*, a claim from joint owners should not include separate transactions of just one of the joint owners, and an individual should not combine his or her IRA transactions with transactions made solely in the individual's name). Conversely, a single Claim should be submitted on behalf of one legal entity including all transactions made by that entity, no matter how many separate accounts that entity has (*e.g.*, a corporation with multiple brokerage accounts should include all transactions made in all accounts on one Claim).
- Complete the first page of the Proof of Claim and Release. Be sure to include company name, account name/number, and company address. If submitting an electronic file on behalf of several accounts, enter "Various Accounts" for the account name/number.
- Complete the signature page on the Proof of Claim and Release. If you are filing on behalf of your clients, you
 must include a letter or document providing your authorization to sign on behalf of your clients, as set forth in
 Appendix C.
- A valid email address must be on file with the Claims Administrator. Communication regarding deficiencies and
 rejections on electronically filed claims may be conducted by email. A valid email address MUST be included on
 the Proof of Claim and Release, and the email address provided MUST be updated in the event the contact person
 or email address changes; it is the sole responsibility of the filing party to maintain up-to-date, complete contact
 information with the Claims Administrator.

Prepare a cover letter:

• A cover letter MUST be included with the master Proof of Claim and Release. The cover letter must include the total number of accounts; total number of transactions; total number of shares purchased, acquired, and sold; and contact name(s) with phone number(s) and email address(es). Please see the sample cover letter as set forth in Appendix D.



Prepare a data file:

- An Excel spreadsheet or other electronic file containing account information and transactional data MUST be prepared in accordance with A.B. Data, Ltd.'s Electronic Claim Filing Template Mapping Instructions found in Appendix E. The following formats are acceptable: a) MEDIA: CD, DVD, and FLASH DRIVE and b) DATA: ASCII, MS EXCEL, and MS ACCESS. For your convenience, an Excel spreadsheet template is available for your use and may be downloaded from <u>www.LifeStanceSecuritiesSettlement.com</u>.
- If you cannot provide the information in the aforementioned formats or you have other requests, questions, concerns, or comments, please email A.B. Data, Ltd., at <u>efiling@abdata.com</u> or you may call (877) 884-3360 to speak to an Electronic Claims Filing Specialist.

Mail your executed master Proof of Claim and Release with a cover letter and media format to:

LIFESTANCE SECURITIES SETTLEMENT ATTN: ELECTRONIC CLAIMS DEPARTMENT C/O A.B. DATA, LTD. PO BOX 173090 MILWAUKEE, WI 53217

Or:

LIFESTANCE SECURITIES SETTLEMENT ATTN: ELECTRONIC CLAIMS DEPARTMENT C/O A.B. DATA, LTD. 3410 WEST HOPKINS STREET MILWAUKEE, WI 53216

Documentation Requirements

A.B. Data, Ltd., reserves the right to request additional documentation at any time after your Proof of Claim and Release and file have been received and processed. The documentation provided should be sufficient to verify the validity and accuracy of the data provided in the file.

If you provided a letter/affidavit attesting to the truth and accuracy of your data when initially submitting your file, A.B. Data may still require specific documentary evidence (trade confirmations, monthly statement, or equivalent) to verify the details of your transactions and/or holdings.

How to account for Free Receipts, Free Deliveries, and Transfers

Free receipt, free delivery, and transfer transactions are not eligible for payment unless you have additional information regarding the original purchase, acquisition, or subsequent sale. If you do not have this information, free receipt, free delivery, and transfer transactions should only be included on your electronic file for balancing purposes. You MUST use the following instructions when filing for accounts that have free receipt, free delivery, and transfer transactions during the Class Period:

If shares were transferred to or from a different custodian (corresponding account is not on your electronic file), you must follow these instructions:

- SHARES RECEIVED INTO ACCOUNT: You must account for any received shares by providing the original purchase or acquisition of these shares from the prior account.
- SHARES DELIVERED OUT OF ACCOUNT: You must account for any delivered shares by providing the sale and/or closing position from the subsequent account.



 NO INFORMATION AVAILABLE ON ORIGINAL PURCHASE/ACQUISITION or SUBSEQUENT SALE: You must provide the free receipt and/or free delivery shares in order to balance your claim. A "transfer in" should be reflected as transaction type "FR," and a "transfer out" should be reflected as transaction type "FD" (prices and net amounts should be zero).

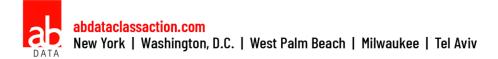
If shares were transferred between accounts on your file, you must follow these instructions:

- DO NOT claim the same purchase or acquisition transaction(s) on both accounts.
- The account that owned the shares most recently should be the account claiming the eligible purchase or acquisition. These shares should already be accounted for in the sales and/or closing position of the most recent account.
- If shares were transferred between accounts for the same beneficial owner on your file, you must combine these accounts and file all eligible purchases, acquisitions, and sales in a single claim. You must also include all opening and closing positions on the claim for that entity.
- If you are unable to combine these accounts accordingly, you must provide the free receipt and free delivery shares in order to balance your claim. A "transfer in" should be reflected as transaction type "FR," and a "transfer out" should be reflected as transaction type "FD" (prices and net amounts should be zero).

Claim Balancing

All securities for each Claim must balance. This means all purchases / acquisitions (including free receipts) from after the opening of trading on **June 10, 2021** through and including the close of trading on **August 10, 2022,** MUST EQUAL the total sales (including free deliveries) from **June 10, 2021** through and including **August 10, 2022,** plus the closing position. (P+FR=S+FD+C).

Negative values may only be given for short closing positions. All other transactions must be positive values.



Appendix A

Case Specific Information

CLASS DEFINITION:	ALL PERSONS WHO OR WHICH PURCHASED LIFESTANCE COMMON STOCK IN AND/OR TRACEABLE TO LIFESTANCE'S JUNE 10, 2021 IPO AND NO LATER THAN NOVEMBER 8, 2021
CLAIM FILING DEADLINE:	January 17, 2024

The following is a list of eligible Securities:

SECURITY	TICKER	CUSIP	ISIN
LifeStance Health Group Inc. Common Stock	LFST	53228F101	US53228F1012



Transaction Type	Definition	Valid Dates
Р	LifeStance common stock purchased between June 10, 2021, through August 10, 2022, inclusive	June 10, 2021, through August 10, 2022
FR	LifeStance common stock transferred into the account between June 10, 2021, through August 10, 2022, inclusive.	June 10, 2021, through August 10, 2022
S	LifeStance common stock sold between June 10, 2021, through August 10, 2022, inclusive	June 10, 2021, through August 10, 2022
FD	LifeStance common stock transferred out of the account between June 10, 2021, through August 10, 2022, inclusive.	June 10, 2021, through August 10, 2022
С	Total shares of LifeStance common stock owned at close of trading August 10, 2022.	August 10, 2022

Common Stock transactions for each account should include:

*******Please see Appendix E for mapping instructions detailing how to properly submit your file. Files submitted that do not follow the mapping instructions are subject to rejection.



Appendix B



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK

NIZAR S. NAYANI, Individually and on Behalf of All Others Similarly Situated,	Civil Action No. 1:22-cv-06833-JSR
Plaintiff,	<u>CLASS ACTION</u>
VS.	PROOF OF CLAIM AND RELEASE FORM
LIFESTANCE HEALTH GROUP, INC., MICHAEL K. LESTER, J. MICHAEL BRUFF, ROBERT BESSLER, DARREN BLACK, JEFFREY CRISAN, WILLIAM MILLER, JEFFREY RHODES, ERIC SHUEY, KATHERINE WOOD, MORGAN STANLEY & CO. LLC, GOLDMAN SACHS & CO. LLC, J.P. MORGAN SECURITIES LLC, JEFFERIES LLC, TPG CAPITAL BD, LLC, UBS SECURITIES LLC, and WILLIAM BLAIR & COMPANY, L.L.C.,	
Defendants.	

I. GENERAL INSTRUCTIONS

1. To recover as a member of the Class based on your claims in the action entitled *Nayani v. LifeStance Health Group, Inc., et al.*, Civil Action No. 1:22-cv-06833-JSR (S.D.N.Y.) (the "Action"),¹ you must complete and, on page 5 below, sign this Proof of Claim and Release Form ("Claim Form"). If you fail to submit a timely and properly addressed (as explained in paragraph 2 below) Claim Form, your claim may be rejected, and you may not receive any recovery from the Net Settlement Fund created in connection with the proposed Settlement. Submission of this Claim Form, however, does not assure that you will share in the proceeds of the Settlement of the Action.

2. THIS CLAIM FORM MUST BE SUBMITTED ONLINE AT <u>WWW.LIFESTANCESECURITIESSETTLEMENT.COM</u> NO LATER THAN JANUARY 17, 2024, OR, IF MAILED, BE POSTMARKED NO LATER THAN JANUARY 17, 2024, ADDRESSED AS FOLLOWS:

> LifeStance Securities Settlement c/o A.B. Data, Ltd. P.O. Box 173090 Milwaukee, WI 53217 Online submissions: www.LifeStanceSecuritiesSettlement.com

3. If you are a member of the Class and you do not timely request exclusion in response to the Notice dated October 25, 2023, you are bound by and subject to the terms of any judgment entered in the Action, including the releases provided therein, WHETHER OR NOT YOU SUBMIT A CLAIM FORM OR RECEIVE A PAYMENT.

II. CLAIMANT IDENTIFICATION

1. If you purchased or otherwise acquired shares of LifeStance Health Group, Inc. ("LifeStance") common stock during the period beginning June 10, 2021, through November 8, 2021, inclusive (the "Class Period") and held the stock in your name, you are the beneficial owner as well as the record owner. If, however, you purchased LifeStance common stock during the Class Period through a third party, such as a brokerage firm, you are the beneficial owner, and the third party is the record owner.

¹ This Proof of Claim and Release Form incorporates by reference the definitions in the Stipulation of Settlement ("Stipulation"), which can be obtained at <u>www.LifeStanceSecuritiesSettlement.com</u>.

2. Use **Part I** of this form entitled "Claimant Identification" to identify each beneficial owner of LifeStance common stock that forms the basis of this claim, as well as the owner of record if different. THIS CLAIM MUST BE FILED BY THE ACTUAL BENEFICIAL OWNERS OR THE LEGAL REPRESENTATIVE OF SUCH OWNERS.

3. All joint owners must sign this claim. Executors, administrators, guardians, conservators, and trustees must complete and sign this claim on behalf of persons represented by them and their authority must accompany this claim and their titles or capacities must be stated. The last four digits of the Social Security (or full Taxpayer Identification) Number and telephone number of the beneficial owner may be used in verifying the claim. Failure to provide the foregoing information could delay verification of your claim or result in rejection of the claim.

III. IDENTIFICATION OF TRANSACTIONS

1. Use **Part II** of this form entitled "Schedule of Transactions in LifeStance Common Stock" to supply all required details of your transaction(s). If you need more space or additional schedules, attach separate sheets giving all of the required information in substantially the same form. Sign and print or type your name on each additional sheet.

2. On the schedules, provide all the requested information with respect to your holdings, purchases, and sales of LifeStance common stock, whether the transactions resulted in a profit or a loss. Failure to report all such transactions may result in the rejection of your claim.

3. List each transaction separately and in chronological order, by trade date, beginning with the earliest. You must accurately provide the month, day, and year of each transaction you list.

4. The date of covering a "short sale" is deemed to be the date of purchase of LifeStance common stock. The date of a "short sale" is deemed to be the date of sale.

5. Copies of broker confirmations or other documentation of your transactions must be attached to your claim. Failure to provide this documentation could delay verification of your claim or result in rejection of your claim.

THE PARTIES DO NOT HAVE INFORMATION ABOUT YOUR TRANSACTIONS IN LIFESTANCE COMMON STOCK.

6. NOTICE REGARDING ELECTRONIC FILES: Certain claimants with large numbers of transactions may request, or may be requested, to submit information regarding their transactions in electronic files. (This is different than the online claim portal on the Settlement website.) All such claimants MUST submit a manually signed paper Claim Form whether or not they also submit electronic copies. If you wish to submit your claim electronically, you must contact the Claims Administrator at (877) 884-3360 or <u>info@lifestancesecuritiessettlement.com</u> to obtain the required file layout. No electronic files will be considered to have been properly submitted unless the Claims Administrator issues to the claimant a written acknowledgment of receipt and acceptance of electronically submitted data.

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK Nayani v. LifeStance Health Group, Inc., et al., Civil Action No. 1:22-cv-06833-JSR (S.D.N.Y.)

PROOF OF CLAIM AND RELEASE Must Be Postmarked (if Mailed) or Received (if Filed Electronically) No Later Than: January 17, 2024

PLEASE TYPE OR PRINT

The Claims Administrator will use this information for all communications regarding this Claim Form. If this information changes, you MUST notify the Claims Administrator in writing at the address above. Complete names of all persons and entities must be provided.

PART I: CLAIMANT IDENTIFICATION

Beneficial Owner's Name (First, Middle, Last)

Co-Beneficial Owner's Name (if different from beneficial owner listed above)

Entity Name (if claimant is not an individual)

Representative or Custodian Name (if different from Beneficial Owner(s) listed above)

Street Address

City	State/Province	ZIP Code

Foreign Postal Code (*if applicable*)

Foreign Country (*if applicable*)

Last four digits of Social Security Number or Taxpayer Identification Number

Telephone Number (Home)

Telephone Number (Work)

Email Address (email address is not required, but if you provide it, you authorize the Claims Administrator to use it in providing you with information relevant to this claim)

Acc	count Number						
	pe of Beneficial Owner:						
Spe	cify one of the following:						
	Individual (includes joint	t owner accounts)	Pension Plan	Trust		Corporation	
	Estate	IRA/401K		Other	(pl	ease specify)	

QUESTIONS? PLEASE CALL (877)884-3360 OR VISIT <u>WWW.LIFESTANCESECURITIESSETTLEMENT.COM</u> PAGE 3 OF 5

PART II: SCHEDULE OF TRANSACTIONS IN LIFESTANCE COMMON STOCK

1. PURCHASES DURING THE CLASS PERIOD – Separately list each and every purchase of LifeStance common stock from after the opening of trading on June 10, 2021, through and including the close of trading on August 10, 2022. (Must submit documentation.)				
Date of Purchase	Number of	Purchase Price Per Share	Total Purchase Price (excluding taxes,	
(List Chronologically)	Shares		commissions, and fees)	
(MM/DD/YY)	Purchased			
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

2. SALES DURING THE CLASS PERIOD – Separately list each and every sale/disposition of common stock from after the opening of trading on June 10, 2021, through and including the close of trading on August 10, 2022. (Must submit documentation.)

Date of Sale	Number of	Sale Price	Total Sale Price (excluding taxes, commissions
(List Chronologically)	Shares Sold	Per Share	and fees)
(MM/DD/YY)			
		\$	\$
		\$	\$
		\$	\$
		.	•
		\$	\$
2 HOLDINGS ON DA			August 10, 2022, If some sumits "02" on "

3. HOLDINGS ON DAY INITIAL COMPLAINT WAS FILED – August 10, 2022. If none, write "0" or "zero." (Must submit documentation.)

IF YOU NEED ADDITIONAL SPACE TO LIST YOUR TRANSACTIONS YOU MUST PHOTOCOPY THIS PAGE AND CHECK THIS BOX

IV. SUBMISSION TO JURISDICTION OF COURT AND ACKNOWLEDGMENTS

1. By signing and submitting this Claim Form, the claimant(s) or the person(s) acting on behalf of the claimant(s) certify(ies) that: I (We) submit this Claim Form under the terms of the Plan of Allocation of Net Settlement Fund described in the accompanying Notice. I (We) also submit to the jurisdiction of the United States District Court for the Southern District of New York (the "Court") with respect to my (our) claim as a Class Member(s) and for purposes of enforcing the releases set forth herein. I (We) further acknowledge that I (we) will be bound by and subject to the terms of any judgment entered in connection with the Settlement in the Action, including the releases set forth therein. I (We) agree to furnish additional information to the Claims Administrator to support this claim, such as additional documentation for transactions in eligible LifeStance common stock, if required to do so. I (We) have not submitted any other claim covering the same transactions in LifeStance common stock during the Class Period and know of no other person having done so on my (our) behalf.

V. RELEASES, WARRANTIES, AND CERTIFICATION

1. I (We) hereby warrant and represent that I am (we are) a Class Member as defined in the Notice, that I am (we are) not excluded from the Class, and that I am (we are) not one of the "Released Defendant Parties" as defined in the accompanying Notice.

2. As a Class Member, I (we) hereby acknowledge full and complete satisfaction of, and do hereby fully, finally, and forever compromise, settle, release, resolve, relinquish, waive, and discharge with prejudice the Released Plaintiff's Claims as to each and all of the Released Defendant Parties (as these terms are defined in the accompanying

Notice). This release shall be of no force or effect unless and until the Court approves the Settlement and it becomes effective on the Effective Date.

3. I (We) hereby warrant and represent that I (we) have not assigned or transferred or purported to assign or transfer, voluntarily or involuntarily, any matter released pursuant to this release or any other part or portion thereof.

4. I (We) hereby warrant and represent that I (we) have included information about all of my (our) purchases and sales of LifeStance common stock that occurred during the Class Period and the number of shares of common stock held by me (us) to the extent requested.

5. I (We) certify that I am (we are) NOT subject to backup tax withholding. (If you have been notified by the Internal Revenue Service that you are subject to backup withholding, please strike out the prior sentence.)

I (We) declare under penalty of perjury under the laws of the United States of America that all of the foregoing information supplied by the undersigned is true and correct.

Executed this ______ day of ______, 202___.

Signature of Claimant

Type or print name of Claimant

Signature of Joint Claimant, if any

Type or print name of Joint Claimant

Signature of person signing on behalf of Claimant

Type or print name of person signing on behalf of Claimant

Capacity of person signing on behalf of Claimant, if other than an individual (*e.g.*, Administrator, Executor, Trustee, President, Custodian, Power of Attorney, etc.)

REMINDER CHECKLIST:

- 1. Please sign this Claim Form.
- 2. Do not use red pen or highlighter on the Claim Form or supporting documentation.
- 3. Attach only copies of supporting documentation as these documents will not be returned to you.
- 4. Keep a copy of your Claim Form for your records.
- 5. If you desire an acknowledgment of receipt of your Claim Form, please send it Certified Mail, Return Receipt Requested.
- 6. If you move after submitting this Claim Form please notify the Claims Administrator of the change in your address, otherwise you may not receive additional notices or payment.

THIS CLAIM FORM MUST BE SUBMITTED ONLINE OR MAILED NO LATER THAN JANUARY 17, 2024, ADDRESSED AS FOLLOWS:

LifeStance Securities Litigation Claims Administrator c/o A.B. Data, Ltd. P.O. Box 173090 Milwaukee, WI 53217 Online submissions: <u>www.LifeStanceSecuritiesSettlement.com</u>

Appendix C

Authorization Requirements

If you are a nominee filing on behalf of your account holders, you must include the following documentation:

- Affidavit attesting that your entity has legal rights and authorization from your account holders to file Proofs of Claim and Release on their behalf **and** that your account holders understand that they are bound by and subject to the terms of all releases that may be entered in this Settlement, etc.; and
- Authorization to sign on your account holders' behalf.

If you are a third party filing on behalf of a nominee, you must include an Affidavit attesting to the following:

- Your entity has the legal right and authorization from the nominee to file and sign any Proofs of Claim and Release on their behalf;
- Your entity has the legal right and authorization from the nominee's account holders to file and sign any Proofs of Claim and Release on their behalf; and
- The account holders understand they are bound by and subject to the terms of all releases that may be entered in the Action.

If you are a third party filing on behalf of another party, you must include an Affidavit attesting to the following:

- Your entity has the legal right and authorization from the other party to file and sign any Proofs of Claim and Release on its behalf; and
- The other party understands it is bound by and subject to the terms of all releases that may be entered in the Action.

If you are not a nominee or a third party and would like to file claims electronically, you must include documentation supporting all transactional data of your claim as follows:

Documents may include, but are not limited to, a) photocopies of stockbrokers' confirmation slips; b) photocopies of stockbrokers' monthly statements reflecting ALL transactional data and how it was compiled for the opening of the Class Period through the end of the Class Period; or c) a signed letter from your broker, on their letterhead, providing all of the information that would be found on a confirmation slip and/or other aforementioned documents.

Appendix D

Sample Cover Letter

LETTERHEAD

Re: LifeStance Health Group, Inc. Securities Settlement

Date:

Enclosed is a fully executed master Proof of Claim and Release with required authorizations and affidavits as well as an electronic media attachment, which is being filed in connection with the above-referenced matter on behalf of [COMPANY NAME(S) OR INDIVIDUAL NAME(S)] for the proprietary accounts of [ENTITY].

We, [ENTITY], hereby agree that further communication from the Claims Administrator may be conducted by email, and we accept sole responsibility to ensure the email address for [ENTITY] is updated in the event the email address provided on the master Proof of Claim and Release should change.

The attachment consists of a [CD, DVD, OR FLASH DRIVE] containing [NUMBER] accounts/claims in [ASCII, MS EXCEL, OR MS ACCESS] format with [NUMBER OF TRANSACTIONS] transactions for LifeStance Health Group Inc. common stock as well as the closing positions held for [ENTITY]'s proprietary accounts. Each transaction contains corresponding account information for which the claims are being filed.

The total number of LifeStance Health Group Inc. common stock shares purchased or acquired [##.##] for the amount of [\$0.0000] and LifeStance Health Group Inc. common stock shares sold [##.##] for the amount of [\$0.0000]¹ can be found on the enclosed [CD, DVD, OR FLASH DRIVE].

We, [ENTITY], attest that the data provided on the media attachment corresponds to [ENTITY]'s internal records.

I attest that the above information is true and correct.

Signature

Company Name

Job Title

Contact Information (including telephone number, fax number, and email address).

¹ Please list all other transactions, if applicable, including free receipts and free deliveries.

Appendix E

Electronic Claim Filing Template Mapping Instructions

Column	Field Name	Max Length	LIFESTANCE HEALTH GROUP, INC. COMMON STOCK FIELD DESCRIPTION		
А	Account Number	40	Account number associated with the proprietary account for which transactions are being submitted with this Proof of Claim and Release.		
В	Account Name	40	Name of individual, company, or entity associated with the account listed in Column A.		
С	Full Name of the Beneficial Owner	40	Full name of the beneficial owner associated with the account listed in Column A.		
D	TIN of the Beneficial Owner	9	Taxpayer identification number (TIN) for beneficial owner, no spaces and no dashes.		
Е	Beneficial Owner TIN Type (E/S/U/F)	1	\mathbf{E} = Employer Identification Number (EIN); \mathbf{S} = Social Security Number (SSN); \mathbf{U} = Unknown; \mathbf{F} = Foreign.		
F	Care of:	40	Name of the entity to which items should be mailed.		
G	Attn:	40	Name of the person to whose attention items should be mailed.		
Н	Street 1	40	Street Address 1		
Ι	Street 2	40	Street Address 2		
J	City	25	City		
Κ	State	2	State		
L	Zip Code	5	Zip code		
М	Province	40	NON-US ONLY: Province and Postal Code for fund distribution.		
Ν	Country	40	Country		
0	CUSIP/ISIN	10	CUSIP number or ISIN for common stock.		
Р	Transaction Type/Holdings	2	P = Purchases made between June 10, 2021, through August 10, 2022 inclusive; FR = Free receipts made between June 10, 2021, through August 10, 2022, inclusive; S = Sales made between June 10, 2021, through August 10, 2022, inclusive; FD = Free deliveries made between June 10, 2021, through August 10, 2022, inclusive; C = Closing position – shares held at close of trading on August 10, 2022.		
Q	Trade Date (MM/DD/YYYY)	10	Trade date for transaction or holding date for closing position.		
R	Number of Shares of Stock	19	Number of shares associated with a transaction. No commas: use decimal point if needed. Up to four digits after decimal point.		
S	Price Per Share EXCLUDING Commissions/Taxes/Fees	19	Price per share (USD), excluding commissions/taxes/fees, associated with a transaction. No dollar sign, no commas; use decimal point, if needed. Up to four digits after decimal point. Leave blank when providing closing positions. Use zero when specifying free receipts and/or free deliveries.		
Т	Total Price EXCLUDING Commissions/Taxes/Fees	19	Aggregate cost or proceeds received (USD), excluding commissions/taxes/fees. No dollar sign, no commas; use decimal point, if needed. Up to four digits after decimal point. Use zero when specifying free receipts and/or free deliveries.		

*All eligible common stock shares for each account must balance. This means that the total purchases, and free receipts during the Class Period MUST EQUAL the total sales and free deliveries during the Class Period plus the closing position (P+FR=S+FD+C).

*You MUST include a cover letter with your electronic file that provides the total number of accounts; total number of transactions; total number of purchases and sales; and contact name(s) with phone number(s) and email address(es) in the event that we have any questions or require further information. See Appendix D for a sample cover letter. Any electronic files not in accordance with these Electronic Claims Filing Guidelines are subject to rejection.

Free Receipts and Free Deliveries are provided to balance your claim and will not result in a Recognized Loss under the Plan of Allocation. The original purchase and/or sale information relating to these shares must be provided in your original filing in order to be eligible under the Plan of Allocation.

