



Canadian FX Price-Fixing Class Action

BULK CLAIM FILING INSTRUCTIONS

If you are a third-party filer and wish to submit multiple claims on behalf of your clients, you may request to file a bulk claim. This will allow you to submit claim information for multiple claimants under a single master claim. If you would like to submit a bulk claim, please follow the instructions below. Failure to comply with the instructions may delay the processing of your claims. No extensions to the **January 15, 2020 claim filing deadline** will be granted for failure to comply with the instructions below.

GENERAL INSTRUCTIONS

1. Email your request to the Claims Administrator.

You must send your request to submit a bulk claim via email to the Claims Administrator at this address: bulkfiling@canadianfxnationalclassaction.ca. You may include basic information about the number of claims you will be submitting, and how many master claims you will require. Please provide a valid email address for us to reply to.

2. Complete and upload the master claim form(s), claimant spreadsheet, and authorization form(s) sent to you by the Claims Administrator.

You will be sent an email containing several attached forms. Instructions for completing those forms are below. If you do not use the Claims Administrator's template authorization form, you must provide an equivalent document establishing your authority to file a claim on behalf of **each and every** claimant for which you are filing. The name of each claimant in your authorization documentation must match the name you enter into the claimant spreadsheet. If the Claims Administrator cannot establish your authority to file on behalf of a given claimant, the processing of your entire submission will be delayed, and certain claims may be deemed ineligible. The email will also contain credentials that you will use to access the Claims Administrator's Secure FTP (SFTP) site. **All files must be submitted by uploading them to the SFTP site.** Files received via email or physical delivery will not be accepted.

3. Review the Claimant ID spreadsheet returned to you by the Claims Administrator.

After you have uploaded your master claim form(s) and claimant spreadsheet to the SFTP site, the Claims Administrator will review your information and notify you of any deficiencies. If no deficiencies are present, a Claimant ID spreadsheet will be uploaded to the SFTP by the Claims Administrator. You will be notified via email when this occurs; you will be able to use the credentials you were previously issued to access and download the spreadsheet. It will contain the Claimant IDs that were created for your clients, as well as the master Claimant ID for your



organization. Please review them carefully. All files and transaction data you submit for a given claimant must include the appropriate Claimant ID.

4. Complete the relevant Transaction Data Files for your clients and gather required documentation.

For bulk Direct claims, you are required to provide the same transaction data files and documentation required for individual claims. Please review the instructions for filling out the template data files, as well as the templates for the data files, available at <http://www.canadianfxnationalclassaction.ca/DCT>. In addition to the required fields specified in the instructions, transaction files for bulk files **must** include the Claimant ID for **every** row populated. Files containing the required documentation **must** use the file naming convention “Claimant ID_Documentation_#”. As an example, you would use “12345678_Document_1.pdf” for the first documentation file for claimant 12345678.

For bulk Indirect claims, you may produce documentation pertaining to a single month during the Class Period. For example, if you held a Peak Investment of \$50,000 on January 1, 2003 and a Peak Investment of \$150,000 on December 31, 2013, you need to produce documentation pertaining to December 2013. Files containing documentation must use the same file naming convention for Direct Claims, “Claimant ID_Documentation_#”.

5. Upload your completed submission to the SFTP site.

Once you are ready to make your submission, log into the Claims Administrator’s SFTP site and upload your submission. If you requested multiple master claims, please ensure that you upload your documentation to the appropriate master claim folder. Please note that your SFTP site credentials will expire within 30 days of being sent to you. It may take several days for your credentials to be reactivated if they do expire – please note that failure to file a claim by the claim filing deadline will not be excused if the reason for the failure is that your credentials expired.

6. Watch for communications from the Claims Administrator, including deficiency notifications.

Your submission will be reviewed for missing or incomplete forms, and errors in the transaction data files. If any issues are found, you will be notified, and provided with 60 days to provide rectifying documents.

BULK FILER CLAIMANT SPREADSHEET INSTRUCTIONS

1. Download a copy of the Bulk Filer Claimant Template from www.canadianfxnationalclassaction.ca/courtdocs.

2. Complete the template, with your information and your clients’ information, as follows:



- a. On the first available row under the headers (row 2), enter your company's information. Use the column "Bulk Filer Name" (column B) for your company's name, and enter your contact information in the appropriate columns. **Please note that this is the contact information we will use to communicate with you regarding any and all of your clients.** Please leave column C, "Claimant Name", blank for this row. It is for your company's information only.
- b. Starting on column 3, enter the names and contact information for your clients. Please enter their names in the column labeled "Claimant Name". Do not enter your own company's name in Column B for these rows.
- c. For all rows, leave column R, "Claimant ID", blank. After you have submitted the completed spreadsheet to the Claims Administrator as instructed in step 2 of the General Instructions above, you will be sent a copy of the spreadsheet that will include the Claimant IDs that have been assigned to you (the Master Claim ID) and to your clients.
- d. For all of your claimants, in column N, "Authorization Form", please include the filename of the document containing your authorization to file on behalf of each claimant.

Please email bulkfiling@canadianfxnationalclassaction.ca with any questions regarding this process.

On behalf of Sotos LLP, Koskie Minsky LLP, Siskinds LLP, Camp Fiorante Matthews Mogergerman LLP, and Siskinds Desmeules, s.e.n.c.r.l. ("Clients"), Epiq ("we") will collect, use and disclose your personal information in accordance with the Privacy Notice available on the Settlements website, and may share your personal information with the Clients, our affiliated companies and our third-party service providers located in Canada, the United States and other jurisdictions, in connection with the processing and administration of your claim. The governments, courts or law enforcement or regulatory agencies of these jurisdictions may be able to obtain disclosure of your personal information in accordance with local laws. Canadian privacy law requires that you are notified about and, in some circumstances, that your consent is obtained, for the collection, use and disclosure of your personal information. For more information about how your personal information is treated, please review the Privacy Notice. By signing below, you consent to our collection, use and disclosure of your personal information on behalf of the Clients, in connection with the processing of your claim on behalf of Client, as set forth in the Privacy Notice.