

## FAIRWAY PROOF OF CLAIM INSTRUCTIONS BY LINE

### GENERAL

1. Proof of Claim (POC) must be typed or legibly printed in ink. All items must be completed. If an item is inapplicable to your claim, indicate so by writing "N/A" in the blank.
2. A POC that is not notarized will be considered incomplete. If an incomplete POC is not completed on or before the claim filing deadline of April 25, 2018 the claim will be considered untimely filed. If additional information is requested by the Special Deputy Liquidator and the POC was otherwise complete and timely filed, such a request for additional information will not render the claim untimely filed.
3. If you need additional space to fully answer any question on the Proof of Claim, please do so on a separate sheet of paper and attach to your Proof of Claim. Place the name of the claimant on all pages of additional explanatory or evidentiary materials.
4. A POC that is not notarized will be considered incomplete. If an incomplete POC is not completed on or before the claim filing deadline of April 25, 2018 the claim will be considered untimely filed. If additional information is requested by the Special Deputy Liquidator and the POC was otherwise complete and timely filed, such a request for additional information will not render the claim untimely filed.
5. You have an ongoing duty to supplement your Proof of Claim with supporting documentation as additional information is received.
6. You have an ongoing duty to supply the Special Deputy Liquidator of your change of address and other contact information.
7. If you have any questions about the Proof of Claim procedure, you may call (225) 201-0107, ext. 228

### LINE BY LINE INSTRUCTIONS

#### LINE 1

1. Provide full legal name if individual. Provide full legal name of business if filing a POC on behalf of a business.

#### LINE 2

1. Provide full physical address of claimant. Do not provide a P. O. Box.

#### LINE 3

1. If a business provide federal tax identification number. All individuals are required to provide a social security number.

#### LINE 4

1. Provide name and title if contact represents a business. All individuals must provide their full legal names. Do not use nicknames.

#### LINE 5

1. Include area code and phone number where contact can be reached during business hours, i.e. 8:00 am to 5:00 pm local time.

#### LINE 6

1. If a business supply business email address. All individuals must provide their personal email address. If the individual can only be reached by email at place of business provide email at place of business.

#### LINE 7

1. If you are an insured, check the INSURED box. If you have a claim against a Fairway insured, check the INSURED box. If you are a defense counsel of Fairway and/or a Fairway insured, check the INSURED box. If you are a plaintiff counsel representing a party who has sued Fairway, or a Fairway insured check the INSURED box. If you performed services for defense counsel of Fairway or a Fairway insured, check the INSURED box AND identify the defense counsel for whom you provided services in the EXPLAIN space provided.
2. If you have a claim for unearned premium refunds check the GENERAL CREDITOR box. If you are an agent or broker filing a claim for earned commissions or broker fees check the GENERAL CREDITOR box. If you are a filing a claim on behalf of a governmental entity check the GENERAL CREDIOTOR box. If you are a vendor for Fairway check the GENERAL CREDITOR box.
3. If you have a claim not identified above, check the OTHER box AND provide a description of your claim in the EXPLAIN space provided.

#### LINE 8

1. If you are an insured provide policy number applicable to the date of loss if for a loss claim. If you are an insured claiming a refund for unearned premium provide the policy number for the period for which you are claiming the refund.

#### LINE 9

1. Provide the amount you are claiming. If there are multiple parties claiming amounts owed under a single policy, claim only the amount owed to you. If all or any portion of your claim is contingent or unliquidated (for example, the amount of your claim can not yet be determined), you must provide an estimate of the value of your claim on LINE 9 and an explanation why your claim is contingent or unliquidated in any respect in LINE 10.

#### LINE 10

1. Provide a full detailed description of amounts owed and justification for claiming such amount. If claim is part of a lawsuit where multiple parties were sued provide information on settled and unsettled parties in the lawsuit and settlement amounts reached if any. If claim has been partially paid supply information and evidence of amounts already paid. If you are claiming a specific priority of distribution under DC Code § 31-1340, state which subsection you are claiming under.
2. If you assert your claim is secured by any assets or property, you must attach all documents evidencing the collateral security. You have an ongoing duty to supplement your POC with supporting documentation as additional information is received.
3. If you owe the company any money, whether related to this claim or not, you must identify the reason and supply documentation thereto. Failure to supply such information is cause for denial of this POC.
4. If you have filed a claim against or sued any other party for recovery of the amounts claimed in LINE 9 above provide copy of your claim against the alternate party.

#### LINE 11

1. Supply all written instruments supporting your claim. If written instruments contain signature lines that are not signed the unsigned document will not be considered evidence in favor of your claim and will be disregarded. Indicate which LINE number your documents support. If no LINE number is provided, the Special Deputy Liquidator will apply that support to LINE 10. Failure to provide sufficient documents or evidence supporting your claim is grounds for denial thereof.