Electronic Filing Instructions
Sunrise Senior Living, Inc. Securities Litigation

PLEASE READ:
ELECTRONIC FILING APPLIES TO BROKERS OR INSTITUTIONS THAT FILE CLAIMS ON BEHALF OF SEVERAL ACCOUNTS, OR CLASS MEMBERS WHO ARE FILING A CLAIM WITH A LARGE NUMBER OF TRANSACTIONS (100+).

Electronic Filing Requirements

1. **Proof of Claim form (Master)**
   This claim form serves as a master Proof of Claim and Release form for one or all of the accounts included on your file.
   - You may obtain a Proof of Claim form by printing one from this website. Complete Claimant Information Section (Part II) on page 4 of the Proof of Claim form including the Daytime/Evening Telephone Number and E-mail address. 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 Claimant Name.
   - Read Release and sign Release on Page 8 of the Proof of Claim form.
     - The signature on the claim form <u>must</u> reference the capacity of the signatory.
   - **If filing on behalf of your clients, you must include a signed letter on letterhead or other document confirming your authorization to file/sign claims on behalf of your clients (affidavit, power of attorney, trust agreements, etc.)**

2. **Signature Verification Document**
   This is a document verifying that the individual who signed the claim form and any supplemental letters is authorized to sign on behalf of his/her company.
   - Some examples may include a copy of your company's By-laws (including signature pages), a copy of your company's corporate resolution (including signature pages), secretary's certificate, certificate of incumbency, or a notarized affidavit signed by an officer of your institution clearly granting a specific individual(s) authorization to act / sign on behalf of your company.

3. **Excel spreadsheet or other electronic file containing account information and transactional data that <u>MUST</u> be created in accordance with our required filing format.**
   - The required filing format for this case is provided below.
   - **YOUR ELECTRONIC FILE IS SUBJECT TO REJECTION, IF NOT IN ACCORDANCE WITH OUR REQUIRED FILING FORMAT.**

4. **Hard copy supporting documentation.**
   - You must submit paper documents with your Proof of Claim form that will support the transactions provided on your file. These documents may include: a) broker confirmations, b) monthly statements, or c) an affidavit or signed letter on firm letterhead attesting to the truth and accuracy of the information on your file (signature <u>must</u> reference the capacity and contact information for the signatory).
   - We reserve the right to request additional documentation at any time after your file has been received and loaded.

5. **Control Totals**
   - You must include an indication of the total number of distinct accounts/claims and total number of transactions (including holdings) on your file. You may include this information in the form of a signed letter or use the Electronic filing Cover Sheet at the end of this document.

Please read the following prior to generating your file:

- Files may be submitted as a Fixed-length text file (preferred) 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 or the case must be left blank (do not delete any fields)
- Your file must be sorted in the following order:
  - account number
  - security identifier
  - transaction type
- If your file contains over 64,000 rows, you must submit the file as a fixed-length text file
- Do not exceed maximum character lengths for any field
- Your file cannot include transactions outside of the relative trade period for the specific case (see Schedule of Transaction pages of Proof of Claim form for trade periods)
- Do not provide any blank rows on your file
- A separate claim will be created for each distinct account number on your file
- Any files not in accordance with the below format are subject to rejection

- For Fixed Length Text File (must use .txt extension):
  - Your file must contain only data rows (do not include header/trailer records)

- For Excel spreadsheets (must use .xls extension):
  - Your file must include one tab with all account and transactional data
  - Your file must include one header row with column headings
  - The "Length" column in the below format specifies the maximum number of characters for each Excel field

Required Filing Format

Col	Field	Start Position	Length	Notes
A	Company Name	1	40	Name of Company for Mailing of Checks (see Address Notes below) • 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	**Format 9999** Last four digits of Social Security Number or Tax ID Number (leave column blank for foreign entities); NO Dashes; NO Spaces
L	Security Identifier Number	238	14	CUSIP, ISIN, or SEDOL Number of the Security (except for options). • DO NOT include any spaces in your CUSIP, ISIN, or SEDOL Number
M	Transaction Type	252	2	**B** = Beginning Holdings (see case notes below) **P** = Purchase (see case notes below)

					S = Sale (see case notes below) **U** = Ending/Unsold Holdings (see case notes below) **SS =** Stock Split **AQ** = Shares Acquired from Merger **R** = Free Receipt / Transfer In of Shares (see transfer notes below) **D** = Free Deliver / Transfer Out of Shares (see transfer notes below) **Note:** When inputting beginning or unsold holdings, the trade date column <u>must</u> indicate the holding date (beginning/end of Class Period), and the price per share and net amount columns <u>must</u> be left blank.
N	Trade Date	254	10	Trade date in **MM/DD/YYYY** format (including foreign entities)
O	Quantity	264	20	**Format 999999999999999.0000** Number of shares associated with this transaction (this value can <u>ONLY</u> be negative for short beginning/ending holding positions); <u>NO</u> commas (,); Enter Decimal Point and 4 positions after the decimal point;
P	Price	284	20	**Format 999999999999999.0000** Price of each Share <u>NO</u> commas (,); <u>NO</u> Currency Symbols ($, €, £, etc); Enter Decimal Point and 4 positions after the decimal point; • This column must be blank <u>ONLY</u> when providing beginning and/or ending holdings or shares received from a merger.
Q	Total Purchase or Sale Price	304	20	**Format 999999999999999.0000** Total value of the transaction (refer to schedule of transactions pages of the Proof of Claim form to determine if this value should include or exclude taxes, fees, and commissions); <u>NO</u> Commas (,); <u>NO</u> Currency Symbols ($, €, £, etc); Enter Decimal Point and 4 positions after the decimal point; • This column must be blank <u>ONLY</u> when providing beginning and/or ending holdings or shares received from a merger.
R	Currency Type	324	3	Type of currency associated to transaction (USD, EUR, GBP, etc.)
S	Exercise / Assign of Option	327	1	**A** = Assigned, **E** = Exercised, • This column <u>must</u> be used if: o A common stock transaction is the result of the exercise or assignment of an option;

Case Specific Instructions

- Beginning Holdings are as of the close of trading on 2/25/2004.

- Ending Holdings are as of the close of trading on 7/28/2006**.**

- There was a 2:1 stock split on October 4, 2005 and our system will automatically calculate shares received from the stock split. Therefore, all shares received from the stock split MUST be given with a transaction type "SS" in column M. DO NOT use a "free receive" (transaction type "R") for stock splits as this may cause claim deficiencies.

Address Notes

- 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.

Claim Balance Notes

- All securities for each account must balance. This means that the beginning holdings plus total purchases (including free receives) during the Class Period <u>MUST EQUAL</u> the total sales (including free delivers) during the Class Period plus the ending/unsold holdings.

    - Transaction types on your file must balance as follows:
        - **B+P+R+AQ+SS = S+D+U**

- Any accounts that have out of balance securities will be deemed deficient and only remain eligible to the extent they are in balance.

- Negative values may **<u>only</u>** be given for short beginning holdings (transaction type "B") and short ending/unsold holdings (transaction type "U") and **<u>must</u>** be formatted with a negative symbol such as **-99999999999999.0000**. All other transactions must reflect positive values.

Transfer Notes

Free receive/free deliver (transfer in/out) transactions are <u>not</u> eligible for payment unless you have additional information regarding the original purchase from the prior account or the ultimate sale or ending holdings from the subsequent account. If you do not have this information, these types of transactions should be included on your file for **balancing purposes only**.

You <u>MUST</u> use the following instructions when filing for accounts that have free receive/free deliver (transfer in/out) transactions during the Class Period:

- **If shares were transferred to or from a different institution (corresponding account is <u>not</u> on your electronic file), you <u>MUST</u> follow these instructions:**

    - <u>Shares Received into Account</u> – You must account for any received shares by providing the beginning holdings or original purchase of these shares from the prior account.

    - <u>Shares Delivered out of Account</u> – You must account for any delivered shares by providing the sale(s) and/or ending holdings from the subsequent account.

    - <u>No Information Available on Original Purchase/Subsequent Sale</u> - You must provide the 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 <u>NOT</u> BE CONSIDERED ELIGIBLE AND WILL BE EXCLUDED FROM THE CALCULATION OF YOUR CLAIM.

- **If shares were transferred between accounts on your file, you <u>MUST</u> follow these instructions:**

    - DO NOT claim the same purchase or sale transactions on both accounts.

    - The account that owned the shares most recently should be the account claiming the eligible purchase. These shares should already be accounted for in the sales and/or ending holdings 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 and sales with the most recent account name and number. You must also include all beginning and ending holdings on the most recent account name and number

- o If you are unable to combine these accounts accordingly, you must provide the 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 <u>NOT</u> BE CONSIDERED ELIGIBLE AND WILL BE EXCLUDED FROM THE CALCULATION OF YOUR CLAIM.

<u>Submission Notes</u>

- We prefer to receive your electronic claim submission on a diskette or CD ROM in the mail along with all other documentation requirements outlined in these instructions. Please use the P.O. Box address on top of page 1 of the claim form to the attention of the Electronic Filing Department. If you need to send your file via fed-ex or UPS, you may use the below street address:

<div align="center">

Sunrise Senior Living, Inc. Securities Litigation
c/o The Garden City Group, Inc.
Attn: Electronic Filing Department
5151 Blazer Parkway, Suite A
Dublin, OH 43017

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- If you need to email your file, it may be sent to eClaim@gardencitygroup.com but you must also attach your documentation requirements in the email as .pdf documents or equivalent.

Electronic Filing Cover Sheet

NAME OF LITIGATION: <u>Sunrise Senior Living, Inc. Securities Litigation</u>

FILE SUBMITTED BY:

    Company Name   _____

    Company Address   _____
                              _____
                              _____

    Contact Name   _____

    Phone Number   _____

    E-Mail Address   _____

FILE SUBMITTED AS: ☐   Disk / CD ROM (PREFERRED)

                                     ☐   E-Mailed File

TOTAL # OF ACCOUNTS ON FILE: _____

TOTAL # OF LINES ON FILE: _____

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