

INSTRUCTIONS FOR OFFICIAL COURT-APPROVED FORMS

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INSTRUCTIONS FOR *FINAL CLAIM FORMS*

THE FINAL CLAIM FORM should be used to make a claim to the receivership estate for payments made by a particular person or company ("Investor" or "Creditor") or group of people ("Joint-Investors") to Edward T. Stein and/or the Relief Defendants ("ETS"). An investment made in more than one name is considered a "Joint Investment".

You may copy the Form or download copies from the Receiver's web site at www.esteinreceivership.com.

CLAIMS INCLUDE AMOUNTS ORIGINALLY INVESTED/CREDITED ONLY

The Court overseeing this Receivership has determined that the most efficient way to process Claims is to make Claims for the original amount invested or credited only. **DO NOT INCLUDE** additional amounts for any claimed "interest," "profits," "returns," "late fees," "penalties," etc. In addition, all payments or distributions received by you should be included on the claim form. Should the Receiver or his staff determine that payments or distributions are not being reflected on your claim form when in fact they were received, the Court could potentially disallow your Claim.

IMPORTANT – TIMELY FILING REQUIRED

Your completed Claim Form(s) and supporting documentation should be submitted **on or before September 30, 2010**. Failure to submit a Claim in a timely manner may result in the inability to verify your Claim(s) and in the Court's determination that your Claim(s) cannot be Allowed, in whole or in part.

Once you have submitted your Claim, the Receiver, or his representative, may contact you for additional information regarding your Claim. Failure to provide such requested information within **twenty (20) days** may result in the inability to verify your Claim(s) and in the Court's determination that your Claim(s) cannot be Allowed, in whole or in part.

COPIES OF SUPPORTING DOCUMENTATION REQUIRED

You are responsible for attaching copies of documentation listed below supporting the amount of your Claim. These documents must be sufficient to show that the claimed amount was invested with ETS. Failure to attach supporting documentation may result in the Receiver's reliance upon the Receiver's records to determine the amount of your Claim to be recommended for Court approval.

When the required documentation is in the custody or control of someone else (e.g. a broker, an investment advisor, or a custodian), you are responsible for obtaining copies of that documentation from that person to attach to your Final Claim Form.

Please provide *copies* (DO NOT SEND ORIGINAL DOCUMENTS) of the following documents along with this Final Claim Form:

- Any investment contract or other documents you signed when you invested with ETS (e.g. Asset Purchase Agreement, Escrow Agreement, Promissory Note, etc.).
- Any contract or other documents relating to services rendered, goods provided or credit extended to ETS (e.g. invoices, account statements, credit agreements, etc.).
- Proof of the amount(s) that you actually invested. (Copy of cancelled check(s), money order(s), wire transfer(s), bank statement(s) and/or receipts, or placement or closing letter from ETS confirming the amount invested, etc.).
- Proof of any return of monies (payments or distributions) you may have received. (Deposit slip(s), bank statement(s) and/or receipt(s) or cover letter accompanying payment.).
- If you are making a Claim but you are not the original ETS Investor or Creditor, you must attach documentation sufficient to show your right to make a Claim based upon another's investment with ETS (e.g. bill of sale, power of attorney, divorce decree, probate decree, trust instrument etc.).
- Where the Claim is being made by a trust that invested with ETS, please attach copies of: 1) the *current* Memorandum (or Affidavit) of Trust *or* the Trust Agreement and All Amendments to the Agreement; 2) any Affidavits of Successor Trustee(s); and Evidence of Trustee Authority.

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ADDITIONAL INSTRUCTIONS

- The original Investor, Creditor or other person making a Claim must sign and date the Final Claim Form. If the Claim is being made on behalf of Joint Investors, both Investors should sign and date the Form. In the case of Claims by a trust, those whose signatures are required under the terms of the trust instrument for action on behalf of the trust should sign the Form.
- **SUBMIT THE COMPLETED FORM AND SUPPORTING DOCUMENTATION TO: H. Thomas Moran, Edward T. Stein and Relief Defendants Receiver, 521 W. Wilshire Blvd., Suite 200, Oklahoma City, Oklahoma 73116.**
- We strongly suggest that you submit your Final Claim Form **via certified mail**.
- **DO NOT SEND** your completed Final Claim Form to the Court, this will only delay the Claim process.
- Upon receipt of your Claim(s) the Receiver will send to you a letter acknowledging receipt. If you do not receive an Acknowledgement Letter within **30 days** of mailing your completed Claim Forms, you must let us know, in writing, at the address or e-mail address above to ensure that your Claim has not been lost in transit.
- It is very important that the Receiver continue to have a way to contact you throughout this process. If you move, or your contact information changes for any reason, please send a *signed* letter to the address or fax number shown above or send a completed Address Change Form to the address or fax number above. The Address Change Forms are available at the Receivership website at **www.esteinreceivership.com**.