

SWC Asbestos Personal Injury Trust
**Instructions for Filing Pre-Petition Liquidated
Asbestos Personal Injury Claims**

The SWC Asbestos Personal Injury Trust (the “Trust”) was established pursuant to the Second Amended SWC Asbestos Trust Distribution Procedures and Asbestos Trust Agreement. The Trust was created to process, liquidate and pay valid asbestos personal injury claims in accordance with the First Amended Trust Distribution Procedures of the SWC Asbestos Personal Injury Trust (the “TDP”, which may be amended from time to time) - a copy of which may be found at **SWCTRUST.com**. Unless otherwise defined herein, capitalized terms shall have the meaning ascribed to them in the TDP.

These instructions provide an overview of how to file a claim with the Trust and are intended to assist claimants (i.e. the injured party or his or her personal representative) in filing a complete and valid claim. All legal requirements for a valid claim, however, are set forth in full in the TDP. These instructions are organized in four sections:

- Procedures for registering with the Trust and filing claims
- How a claim is processed by the Trust
- Requirements for filing a valid claim
- How the Trust pays claims

Section 1: How do I file a claim with the Trust?

To file a claim, you must submit a completed Claim Form along with all of the required supporting documentation. The supporting documentation is discussed below. You may submit your claim to the Trust using either (1) the enclosed Claim Form or (2) by bulk electronic submission through the Trust’s online filing system, or (3) by entering the claim using the on-line data entry form. The online filing system also supports the ability to submit a claim to the Trust by linking to a claim already filed with one or more of the other trusts administered by the processing facility.

A sample copy of the Claim Form and Excel templates for bulk filing are available for download at **SWCTRUST.com**. You may also provide the supporting documentation in either hard copy or in electronic format (as either PDF or TIFF files). All materials must be sent to the Trust by mail, e-mail, facsimile, or submitted online by using the following addresses:

Mail Submissions:

SWC Asbestos Personal Injury Trust
C/O Verus Claims Services, LLC
3967 Princeton Pike
Princeton, NJ 08540

For assistance in filing claims:

E-mail: support@verusllc.com
Telephone or Facsimile: (609) 466-0427

Online Submission: <https://identity.verusllc.com>

To use the Trust’s electronic submission application, law firms must first execute the Electronic Filer

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Agreement attached to these instructions. The Electronic Filer Agreement is also available for download at **SWCTRUST.com**. The Trust strongly recommends that law firms make use of the online filing option, as it significantly reduces the time and expense required for submitting and processing claims.

All law firms must also complete the Law Firm Registration Form and W-9 prior to submitting claims. The Law Firm Registration form is also available for download at **SWCTRUST.com**. Registering with the Trust is required in order for the Trust to confirm tax identification numbers prior to disbursements as required by the Internal Revenue Service.

Every effort should be made to submit the Claim Form and all required documentation at the same time. Incomplete submissions will not be reviewed by the Trust until such time as any missing required information and/or documentation is provided by the claimant. Incomplete submissions also increase processing time for all claimants and consume valuable Trust resources, which would otherwise be available for the payment of claims. Questions regarding the Claim Form and the claim process may be directed to: support@verusllc.com (609) 466-0427.

Statute of Limitations

All claims must be filed before the expiration of the relevant statute of limitations. See Section 4.2 of the TDP for details on the application of the statute of limitations and tolling provisions.

Disease Levels

Claims are categorized according to four (4) asbestos-related Disease Levels with two (2) Sub Levels. The Disease Levels and Sub Levels are:

- Mesothelioma/Asbestosis Death (Level 4)
- Lung Cancer 1 (Level 3-A)
- Lung Cancer 2 (Level 3)
- Other Cancer (Level 2)
- Disable Asbestosis (Level 1-B)
- Non Disabled Asbestosis (Level 1-A)

Each Disease Level has been assigned medical and exposure criteria set forth in the TDP.

Required Information & Supporting Documentation

Claims will only be placed in the processing queue for review by the Trust when they are determined to be “sufficiently complete.” In order to meet the “sufficiently complete” requirement, all of the following information must be provided with the initial submission:

Claim Form Section	Label
Claim and Claimant Information	First Name
Claim and Claimant Information	Last Name
Claim and Claimant Information	Country

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Claim and Claimant Information	Social Security Number, Tax ID, or International ID Number
Claim and Claimant Information	Gender
Claim and Claimant Information	Date of Birth
Claim and Claimant Information	Claim Type (Pre-Petition Liquidated Claim)
Claim and Claimant Information	Law Firm Matter Number (if applicable)
Claim and Claimant Information	Review Type (defaults to Individualized when <i>Pre-Petition Liquidate Claims</i> is elected for <i>Claim Type</i>)
Claim and Claimant Information	Is the Injured Party Living?
Claim and Claimant Information	Date of Death (if applicable)
Claim and Claimant Information	Was death asbestos related? (if applicable)
Claim and Claimant Information	State
Claim and Claimant Information	Zip
Law Firm/Attorney Information	Filer ID
Asbestos Related Injury	Disease Level
Asbestos Related Injury	Diagnosis Date
Asbestos Related Injury	Date claim was established by verdict, judgment, or settlement agreement
Asbestos Related Injury	Claim amount as fixed or liquidated under the settlement agreement or pursuant to the jury verdict or judgment: \$
Asbestos Related Injury	If a portion of the claim has already been satisfied and/or the Trust is not liable for payment of the entire claim amount, specify the unpaid portion of the claim which claimant alleges the Trust is responsible for paying: \$
Supporting Documentation	The corresponding filing fee must be applied to the claim
Supporting Documentation	At least one document classified as a medical report or “all supporting documents”

Required Supporting Documentation

Please attach the following supporting documentation to the completed claim form.

For all claimants:

- ☐ Executed settlement agreement, or a court authenticated copy of the jury verdict, non-final judgment, or final judgment (as applicable); and
- ☐ Release executed by the claimant in performance of the pre-petition settlement
- ☐ Release in the form accepted by the Trust

Other supporting documentation, as applicable:

- ☐ Certificate of Official Capacity or other estate documentation must be enclosed if applicable pursuant to state law. If such documentation is not available, the Law Firm/Attorney’s Representatives Affirming Official Representative’s Authority must be provided.

For deceased Injured Parties:

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- ☐ Death certificate.

Section 2: How will claims be processed?

FIFO Processing Order

In general, claims will be processed in the order in which the claims are received by the Trust, on a first-in-first-out basis. The Trust assigns a unique Claim ID and FIFO processing number when the claim is received. See Section 3.2 of the TDP for details of the FIFO processing order.

Section 3: What are the requirements for a valid claim under the TDP?

General Requirements

Executed settlement agreement, or a court authenticated copy of the jury verdict, non-final judgment, or final judgment (as applicable); and a release executed by the claimant in performance of the pre-petition settlement

Section 4: How will I receive payment if I have a valid claim?

Payment Percentage: Pursuant to the TDP, the Trust may only be able to pay the Asbestos Claimant a percentage, or pro rata distribution, of the liquidated value of such Asbestos Claim. The pro rata distribution applicable to the Asbestos Claim will be determined in the manner set forth in the TDP.

If the Trust determines that a claim does not qualify for payment, then the Trust will issue a notice of deficiency to the claimant.

Once a claim is liquidated, it is placed in line for payment. Prior to payment, the Trust will require that the claimant execute a release. If the claim is made by a personal representative, the executed release must be accompanied by Letters of Administration or other proof of the personal representative's capacity, if applicable pursuant to state law, unless such documentation has previously been submitted to the Trust.

If the claimant is represented by an attorney, the payment will be made to the attorney on behalf of the claimant. If the claimant is not represented by an attorney, the payment will be made directly to the claimant.