



Electronic Filing Instructions
Nortel SEC Fair Fund

I. Important Notes – PLEASE READ

If you filed authorized claim(s) that were previously approved in one or more class actions against Nortel, these claim(s) are **automatically** deemed Eligible Claimant(s) for purposes of the Nortel Fair Fund and with respect to those Nortel common stock transactions for which your claim(s) were previously approved in the class actions.

You **DO NOT** need to take any further action to participate in the SEC Fair Fund by submitting new files/documents for these claim(s) unless:

- (a) You or your client did not submit a claim in one of the class actions that was previously approved, and you would like to do so now (Note: If your client has a claim submission from another filer, those claims take precedence. There are no exceptions.)
- (b) You have additional purchases of Nortel common stock that were not included in your previously filed class action claim(s), and you would like to add them now.

If you need to file new claim(s) or add new transaction(s) for previously approved claims, they will **ONLY** be accepted if they meet the following requirements:

- Files must include **ONLY** new accounts or new transactions that were NOT previously filed and approved in one or more class actions against Nortel.
- All transactions and holdings on the file must conform to the Recovery Period set forth in the Proof of Claim.
 - ✓ All transactions made in Nortel common stock during the period of October 24, 2000 through the close of the markets on February 15, 2001 and from April 24, 2003 through the close of the markets on April 27, 2004.
 - ✓ Beginning common stock holdings are holdings as of the close of business on October 23, 2000 and April 23, 2003.
 - ✓ Unsold holdings are holdings as of the close of business on February 15, 2001 and April 27, 2004.
- All files must be accompanied by all required documentation.

**ALL FILES THAT DO NOT CONFORM TO THE ABOVE
REQUIREMENTS WILL BE REJECTED IN THEIR ENTIRETY**

II. Methods of Submission

Electronic files will not be deemed properly submitted unless the Claims Administrator issues an email after processing your file with your claim numbers and respective account information. Do not assume that your file has been received or processed until you receive this email. If you do not receive such an email within 10 days of your submission, you should contact the electronic filing department at eClaim@gcginc.com to inquire about your file and confirm it was received and acceptable.

The following methods are available for submitting your electronic claims:

1. Email

- You may email your electronic claim submission to eClaim@gcginc.com.
- If you choose to email your file, you **MUST** also attach all documentation requirements in the email as .pdf documents or equivalent.

2. Mail

- You may send your electronic claim submission in the mail on a disk or CD along with all other documentation requirements. Please use the P.O. Box address on top of page 1 of the Proof of Claim Form and add "Attn: Electronic Filing Department". If you need to send your submission via Federal Express or UPS, you may use the below street address:

Nortel SEC Fair Fund
c/o The Garden City Group, Inc.
Attn: Electronic Filing Department
5151 Blazer Parkway, Suite A
Dublin, OH 43017

III. Documentation Requirements

The documentation requirements outlined below must be submitted with your electronic file. Your electronic claims will not be considered valid until all documentation requirements are received. Please note that one single document may meet more than one requirement.

1. One Signed Proof of Claim and Release

- You must complete the claimant identification page (Section A – page 2) and certification and signature (Section C - page 5) of a single Proof of Claim form, which will serve as an "umbrella" or "master" claim form for all accounts on your electronic file.
- The claim form must be signed by an authorized signatory and state the capacity (job title) of the signatory.

- You may reference the term "Various Accts" for the beneficial owner name if you are filing on behalf of multiple accounts or clients.

2. Signature Verification Document

- You must provide a current document verifying that the individual who signed the claim form and any supplemental documents is authorized to sign on behalf of his/her company. Some common types of documents that fulfill this requirement include the following:
 - Copy of company's By-Laws, including signature page(s)
 - Copy of company's Corporate Resolution, including signature page(s)
 - Notarized Affidavit signed by an officer of the institution clearly granting a specific individual(s) authorization or confirming his/her authority to sign on behalf of his/her company.

3. Data Verification Document(s)

- You must provide current document(s) confirming the number of distinct accounts and transactions on your file as well as documentation verifying the source of your data and attesting to the truth and accuracy of the transactions and holdings on your electronic file. Some common types of documents that fulfill this requirement include the following:
 - Notarized affidavit or signed letter on firm letterhead disclosing the source of your data (i.e. internal data retention system) and attesting to the truth and accuracy of the information on your file. This communication must be executed by an authorized signatory and specify the capacity and contact information of the signatory.
 - Broker confirmations
 - Monthly statements

4. Authorization Document (if filing on behalf of client or customer accounts)

- You must provide a current document verifying that you are authorized to file and sign claims on behalf of your clients¹. Some common types of documents that fulfill this requirement include the following:
 - Power of Attorney
 - Service Agreement
 - Signed/dated letter on client's company letterhead specifically granting your company authority to file/sign claims on their behalf.
 - Notarized affidavit or signed letter on your company's letterhead confirming your authority to file and sign claims on behalf of your clients. It must be executed by an officer of the company and reference the capacity and contact information of the signatory.

¹ If you are filing in a third-party capacity and your client is not the beneficial owner then documentation must also be provided to confirm that your client is authorized to file on behalf of their clients who are the ultimate beneficial owners.

Additional Documentation (if requested) - Data Integrity Audit

*** Failure to comply with this request will result in the rejection of your entire file submission ***

GCG may request random entities, as deemed appropriate by GCG, who file claims electronically to provide documentation specific to transactions and/or holdings submitted. The documentation provided should be sufficient to verify the validity and accuracy of the entire file.

Even if you provided a letter/affidavit attesting to the truth and accuracy of your data when initially submitting your file electronically, we will **require** specific documentary evidence (trade confirmations, monthly statement, or equivalent) to verify the details of these transactions and/or holdings requested, if your file is selected for randomized review.

IV. Required Filing Format

General Instructions

- Files may be submitted as a fixed-length text file 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 must be left blank (do not delete any fields)
- Your file must include one header row with column headings
- Your file must be sorted in the following order:
 - account number
 - security identifier
 - transaction type
- Do not exceed maximum character lengths for any field
- Do not provide any blank rows on your file
- Any files not in accordance with the below format are subject to rejection
- For Excel spreadsheets:
 - Whenever possible, your file should be limited to one tab with all account and transactional data
 - The “Length” column in the below format specifies the maximum number of characters for each Excel field

Required File Layout

Col	Field	Start Position	Length	Notes
A	Company Name	1	40	Name of Company for Mailing of Checks (see Address Notes below) <ul style="list-style-type: none"> • <u>Include</u> 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 4 digits of Social Security Number or Tax ID Number (leave column blank for foreign entities);
L	Security Identifier Number	238	14	CUSIP, ISIN, or SEDOL Number of the Security
M	Transaction Type	252	2	B1 = Beginning Holdings (close of business on 10/23/2000) B2 = Beginning Holdings (close of business on 4/23/2003) P = Purchase (includes purchases to cover short sales) S = Sale (includes short sales) U1 = Unsold Holdings (close of trading on 2/15/2001) U2 = Unsold Holdings (close of trading on 4/27/2004) R = Free Receipt / Transfer In of Shares D = Free Deliver / Transfer Out of Shares Note: When inputting beginning or unsold holdings, the trade date column <u>must</u> indicate the holding date 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 9999999999999999.0000 Number of shares associated with this transaction (this value can <u>ONLY</u> be negative for short beginning or ending holdings positions and must be formatted with a negative symbol such as -999999999999.0000);
P	Price Per Share	284	20	Format 9999999999999999.0000 Price of each Share <ul style="list-style-type: none"> • This column should be blank <u>ONLY</u> when providing beginning and/or ending holdings or shares received from a merger.
Q	Aggregate Cost / Amount Received	304	20	Format 9999999999999999.0000 Total value of the transaction (including/net of commissions, taxes, and fees); <ul style="list-style-type: none"> • This column should 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 /	327	1	A = Assigned, E = Exercised, X = Expired

	Expiration Flag			This column <u>must</u> be used if common stock transaction is the result of the exercise or assignment of an option
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V. Electronic Filing Notes

Addresses

- Claims and checks (if the claim is eligible) will be created based on the account and address information provided on your electronic file.
- If you require checks to be made out directly to the beneficial owner, please include a “c/o” before your company name in column A of your file.
- 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.

Securities

- All transactions and holding positions must reference an appropriate security identifier (CUSIP, ISIN, or SEDOL) in column L of your file.
- The Recovery Period must balance as follows:
 - Beginning holdings as of the close of business on 10/23/2000 plus total purchases (including free receipts) during the period 10/24/2000 through 2/15/2001 (inclusive) MUST EQUAL the total sales (including free deliveries) during the period 10/24/2000 through 2/15/2001 (inclusive) plus the unsold holdings as of the close of business on 2/15/2001.
 - Beginning holdings as of the close of business on 4/23/2003 plus total purchases (including free receipts) during the period 4/24/2003 through 4/27/2004 (inclusive) MUST EQUAL the total sales (including free deliveries) during the period 4/24/2003 through 4/27/2004 (inclusive) plus the unsold holdings as of the close of business on 4/27/2004.
- Negative values may only be given for short beginning or unsold holdings. All other transactions must reflect positive values.

Transfers

Free receive/free deliver (transfer in/out) transactions are not eligible for payment unless you have additional information regarding the original purchase(s) from the prior account or the ultimate sale(s) or ending holdings from the subsequent account.

If you have this information, you must combine or amend your accounts as follows:

- Shares Received into Account – Provide the beginning holdings and/or original purchase of these shares from the prior account rather than the “free receive” transaction.
- Shares Delivered out of Account – Provide the sale(s) and/or ending holdings from the subsequent account rather than the “free deliver” transaction.

If you have no information available on the original purchase/subsequent sale, you must provide the free 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 NOT BE CONSIDERED ELIGIBLE AND WILL BE EXCLUDED FROM THE CALCULATION OF YOUR CLAIM.**