



Electronic Filing Instructions **Hewlett-Packard Securities Litigation**

I. Important Notes – PLEASE READ

- Electronic claim submissions apply to institutions filing on behalf of multiple client or proprietary accounts.
- Electronic claim submissions **MUST** be accompanied by all documentation requirements outlined in section III of these instructions.
- Please provide the following holdings and transactions in order to conform with the electronic filing requirements:
 - a) Beginning Holdings (“B” on data file):
 - ✓ State the number of shares of HP publicly traded common stock held at the close of trading on November 21, 2010.
 - b) Purchases (“P” and/or “R” on data file):
 - ✓ List all purchase and/or acquisitions of HP publicly traded common stock made between November 22, 2010 and November 16, 2011, inclusive.
 - ✓ Information requested with respect to your purchases of HP publicly traded common stock between August 19, 2011 and November 16, 2011 is needed in order to balance your claims and will **NOT** be used for purposes of calculating your Recognized Loss pursuant to the Plan of Allocation.
 - c) Sales (“S” and/or “D” on data file):
 - ✓ List all sales of HP publicly traded common stock made between November 22, 2010 and November 16, 2011, inclusive.
 - d) Unsold Holdings (“U” on data file):
 - ✓ State the number of shares of HP publicly traded common stock held at the close of trading on November 16, 2011.

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. Internet – GCG ICE (www.gcgice.com)

- GCG ICE™ is GCG's secure and user-friendly website designed to meet the claim filing needs of institutional investors in securities class actions. Using GCG ICE™, registered users have the ability to upload their electronic claim submissions directly and securely to GCG and the benefit of being able to view the history and status of these submissions 24 hours a day, 7 days a week. The history and status functionality features access to claim numbers and specific claim rejection reasons, with instructions on how to fix rejected claims.
- Please visit www.gcgice.com to register today so you can benefit from this service in this litigation and all future submissions.

2. 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.

3. 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 and Release 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:

Hewlett-Packard Securities Litigation
c/o GCG
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 information on page 4 and the Certification section on page 6 of a single Proof of Claim and Release 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 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 a dated and signed letter on firm letterhead or notarized affidavit containing the following information:
 - Confirm number of distinct accounts and transactions on your file
 - Verify the source of your data (i.e. internal data retention system)
 - Attest to the truth and accuracy of the transactions and holdings on your electronic file.
 - Signature from an authorized signatory with job title and contact information.

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.
- If you have a fiduciary duty to file claims on behalf of your clients, you may provide a notarized affidavit or signed letter on your company's letterhead confirming your capacity and authority to file and sign claims on behalf of your clients. It must be executed by an officer of the company and reference the job title and contact information of the signatory.

Additional Documentation (if requested) - Data Integrity Audit

GCG may request random entities, as deemed appropriate by GCG, who file claims electronically to provide documentation to support certain transactions and/or holdings in specific claims. This data integrity audit is designed to verify the overall integrity of a data file. Accordingly, the documentation provided must be independent in nature and sufficient to verify the validity and accuracy of the entire data 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 independently verify the details of the transactions and/or holdings requested, if your file is selected for a data integrity audit.

*** Failure to comply with this audit request will result in the rejection of ALL claims on your electronic submission ***

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

¹ If you are filing in a third-party capacity and your client is not the beneficial owner then current 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.

- 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 and sent 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	Last 4 digits of Social Security Number or Tax ID Number (leave column blank for foreign entities).
L	Security Identifier	238	14	CUSIP, ISIN, or SEDOL Number of the Security
M	Transaction Type	252	2	B = Beginning Holdings P = Purchase (includes purchases to cover short sales) S = Sale (includes short sales) U = Unsold Holdings R = Free Receipt (transfer in) D = Free Deliver (transfer out) 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	Number of shares associated with this transaction (this value can <u>ONLY</u> be negative for short beginning or ending holdings positions)
P	Price Per Share	284	20	Purchase or sale price per share <ul style="list-style-type: none"> ● This column should be blank <u>ONLY</u> when providing holdings.
Q	Total Purchase or Sale Price	304	20	Total value of the transaction (excluding commissions, taxes, and fees);

				<ul style="list-style-type: none"> This column should be blank ONLY when providing holdings.
R	Currency Type	324	3	Type of currency associated to transaction (USD, EUR, GBP, etc.)
S	Exercise / Assign Flag	327	1	A = Assigned, E = Exercised <ul style="list-style-type: none"> This column <u>must</u> be used only if common stock transaction is the result of the exercise or assignment of an option.
T	Open Market Trade	328	1	Y = Purchased/sold on the open market N = Purchased/sold NOT on the open market

V. Electronic Filing Notes

Addresses

- Claims and checks (when 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.

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 purchases of these shares from the prior account rather than the “free receive” transaction.
- Shares Delivered out of Account – Provide the sale(s) and/or unsold 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 receipt/delivery transactions in their respective claim(s) for **balancing purposes only**. A free receipt or transfer in must be reflected as a transaction type “R” and a free delivery 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.**