

INSTRUCTIONS FOR COMPLETING THE CERTIFICATION OF AUTHORIZED BUSINESS REPRESENTATIVE FORM

This is an official communication from the Claims Administrator for the Deepwater Horizon Economic and Property Damages Settlement Program (“Settlement Program”). An Authorized Business Representative must sign the Full and Final Release, Settlement, and Covenant Not to Sue (“Release”) in order to receive Payment. Please complete the attached Certification of Authorized Business Representative Form to establish the authority of the signer in accordance with the instructions below, providing supporting documentation, if required.

1.	<p>The Authorized Business Representative Form is for BUSINESS CLAIMANTS ONLY. If the claimant is a trust or estate, the Certification of Authorized Representative Form is not adequate to demonstrate authority. For Trusts, all current Trustees must provide proof of their position and current authority to sign on behalf of the Trust if he/she is a successor. We require all Trustees to sign the Release. For estates, you must submit appropriate documentation showing your authority to act on behalf of the claimant.</p>
2.	<p>Name of the Business. The Business name listed on the Certification of Authorized Representative Form must reflect the correct name of the Business and match the Business name on record with the IRS.</p>
3.	<p>Authorized Business Representative must be an Owner or Employee of the Business. The party signing the Release on behalf of the business must be an internal owner or employee of the business rather than a third party working on behalf of the business. A third party Certified Public Accountant, bookkeeper, attorney, etc. may not sign the Release and authority cannot be established using the attached form or any other power of attorney, etc.</p>
4.	<p>Registered Agent Status <i>alone</i> is Not Adequate Authority. Although a Registered agent may also be an officer or director of the company, Registered Agent Status ALONE is not adequate to confer authority to bind the company.</p>
5.	<p>Business Claimants with Individual Attorney Representation. If an attorney represents the business with regard to its Settlement Program claim(s), the attorney must sign the Certification of Authorized Business Representative Form to confirm the authority of the business representative listed on the form.</p>
6.	<p>Self-Certifying Signatures must be Accompanied by Supporting Documentation. If the individual that signed the Release intends to sign the Certification of Authorized Business Representative in support of his/her own authority, one of the following items must be provided:</p> <ul style="list-style-type: none"> a. Articles of Organization/Incorporation, Partnership Agreement, etc. identifying the signer as an authorized business representative; b. Schedule E of IRS Tax Return Form 1120 officer compensation list; c. K-1 identifying the individual; or d. Corporate resolution signed by a verifiable officer or director of the company supporting the individual's authority to sign (see #7 for additional information).

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7.	<p>Officer or Director Supporting Documentation. An officer or director may sign the Certification of Authorized Business representative to confer authority on an employee of the company. If the items listed below have previously been submitted to the Settlement Program, the previously submitted documentation will be reviewed for proof of authority. The following documentation may be used to support an individual's status as an officer or director of the company:</p> <ul style="list-style-type: none">a. Secretary of State's website or annual report(s) for the state of organization;b. Articles of Organization/Incorporation, Partnership Agreement, etc. listing that party;c. Schedule E of IRS Tax Return Form 1120 officer compensation list; ord. K-1 identifying the individual as a managing member, general partner, or party having greater than 50% ownership.
8.	<p>Additional Assistance. If you cannot comply with the requirements for use of the Certification of Authorized Business Representative Form, please email the Settlement Program for additional assistance at the following email address: DeepwaterHorizonReleaseSupport@DeepwaterHorizonEconomicSettlement.com. If you have any questions about this Notice or the status of your claim(s) or need help, contact the Claimant Communications Center at 1-800-353-1262 or send an email to Questions@dhecc.com. If you are a law firm or claims preparation company, call or email your designated DWH Contact for help or assistance.</p>