

## RG/2 ELECTRONIC FILING REQUIREMENTS LATCH STOCKHOLDER SETTLEMENT

1. **Signed Master Proof of Claim** and release must be submitted with electronic file covering all the accounts included on the file.
2. **Cover Letter** specifying case name, number of accounts and number of lines included on the file, contact name including phone number and e-mail address, wording indicating the company attests to the truth and accuracy of the information on the file, and an authorized signature.
3. **Proof of Authority** indicating that the company is authorized to sign on behalf of its clients and that the signor of the claim is authorized to sign on behalf of the company submitting the file.
4. **Electronic File** in excel format. This file may be sent on either on a flash drive or sent via e-mail to [tchiango@rg2claims.com](mailto:tchiango@rg2claims.com) or [info@rg2claims.com](mailto:info@rg2claims.com).

COLUMN	FIELD	DESCRIPTION
A	Claimant #	Client's, account's or beneficial owner's account #
B	Tax ID	Social security number or Tax ID number of client
C	Care of	Name of company submitting the file
D	Company	Name of client, account, or beneficial owner
E	Account Type	Individual, Joint, Partnership, Estate, Corporation, Trust, IRA Account, Other
F	Address Line 1	
G	Address Line 2	
H	City	
I	State	
J	Zip Code	
K	Foreign Province	
L	Foreign Country	
M	Work Phone	
N	Home Phone	
O	Email	
P	Stock Ticker (LTCH)	
Q	Transaction Type	P=Purchases ( <b>prior to or up to 6/4/21</b> ) S=Sales ( <b>6/4/21 – 1/10/23</b> ) R=Free Receipt** D=Free Delivery**
R	Trade Date	
S	No. of Shares	
T	Price Per Share	
U	Total Price (excluding taxes, commissions and fees)	
V	Ending Balance ( <b>as of the close of trading on 1/10/23</b> )	