

Dear Electronic Filer:

This package will allow you to submit claimant data electronically on behalf of your clients. The Distribution Agent for the BP p.l.c. Fair Fund (the "BP Fair Fund") has created a template, contained in the enclosed Microsoft Excel file, for your use in submitting the electronic data pertaining to your clients' claims. In addition to the data template, the file includes template instructions, details regarding the eligible securities, and an explanation of the general information required for your submission.

Unless marked mandatory in the instructions, any columns for which you cannot supply the requested data should be left blank. **Do not alter the template format. Changes to the template format will result in the return of the file to you for correction and resubmission and may result in the rejection of your submission.**

We will accept your submission on a CD or via e-mail to efile@bpfairfund.com only; please no floppy disks or USB drives. In addition, you must submit a fully executed copy of the electronic filer certification, certifying the accuracy of the information you provide.

You should review the [Frequently Asked Questions](#) section of our website for general information and eligibility requirements before making a submission to the BP Fair Fund. The eligible security is:

Security	Symbol	CUSIP
BP American Depositary Shares	BP	055622104

You must read and sign the Certification and Release on pages 3 and 4 of the Proof of Claim Form. You may sign on behalf of your client(s) if you have read and agreed to the Terms and Conditions of the Certification and Release. You can sign a master Certification and Release if you attach an addendum listing all your clients' names and account numbers to which the Certification and Release applies. Please reference this addendum on the Certification and Release.

**Electronic filing does not waive the requirements described in the Claim Form.
Supporting data documentation and the Electronic Filer Certification are required.**

The filing deadline is September 13, 2016 at 5pm. All data submissions, documentation, and signed Certification and Releases must be received on or before this date. Once your data submission has been processed, you will receive a control file back that will contain your claim numbers. Please note that your Claims are not deemed filed until you receive a control file with Claim numbers for your accounts. The control file only confirms receipt; **it does not mean that your claim is complete or approved.** You will receive correspondence regarding any deficiencies after the Claims have been reviewed.

We look forward to working with you. Please let us know if you have any questions.

Sincerely,

eFile Department
Phone: (866) 344-7868