

Dear Electronic Filer:

This package will allow you to submit claimant data electronically on behalf of your clients. The Distribution Agent for the BP plc (“BP”) Fair Fund for ordinary shareholders (the “BP Fair Fund”) has created a template, contained in the enclosed Microsoft Excel spreadsheet, 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. Please do not alter the template format. Changes to the template format will result in the return of the file for you to correct. Failure to provide the data in the required format may result in the rejection of your submission.

We will accept your submission on a CD, USB drive or via e-mail to [efile@bpfairfund.com](mailto:efile@bpfairfund.com) only. 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 BP Fair Fund. The eligible security is:

Security	Symbol	ISIN
BP Ordinary Shares	BP	GB0007980591

You must read and sign the Certification and Release on pages 4 and 5 of the Proof of Claim Form and return the entire 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 client's names and account numbers to which the Certification and Release applies. Please reference this addendum on the Certification and Release and provide proof of your authority to act on the beneficial owner’s behalf with this claim form.

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 **February 20, 2024**. 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 that will contain the assigned 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 of your submission; it does not mean that the claims are 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.