



***Lehman Brothers
International (Europe)-
In Administration***

Client Information Portal
Getting Started Manual

18 May 2011



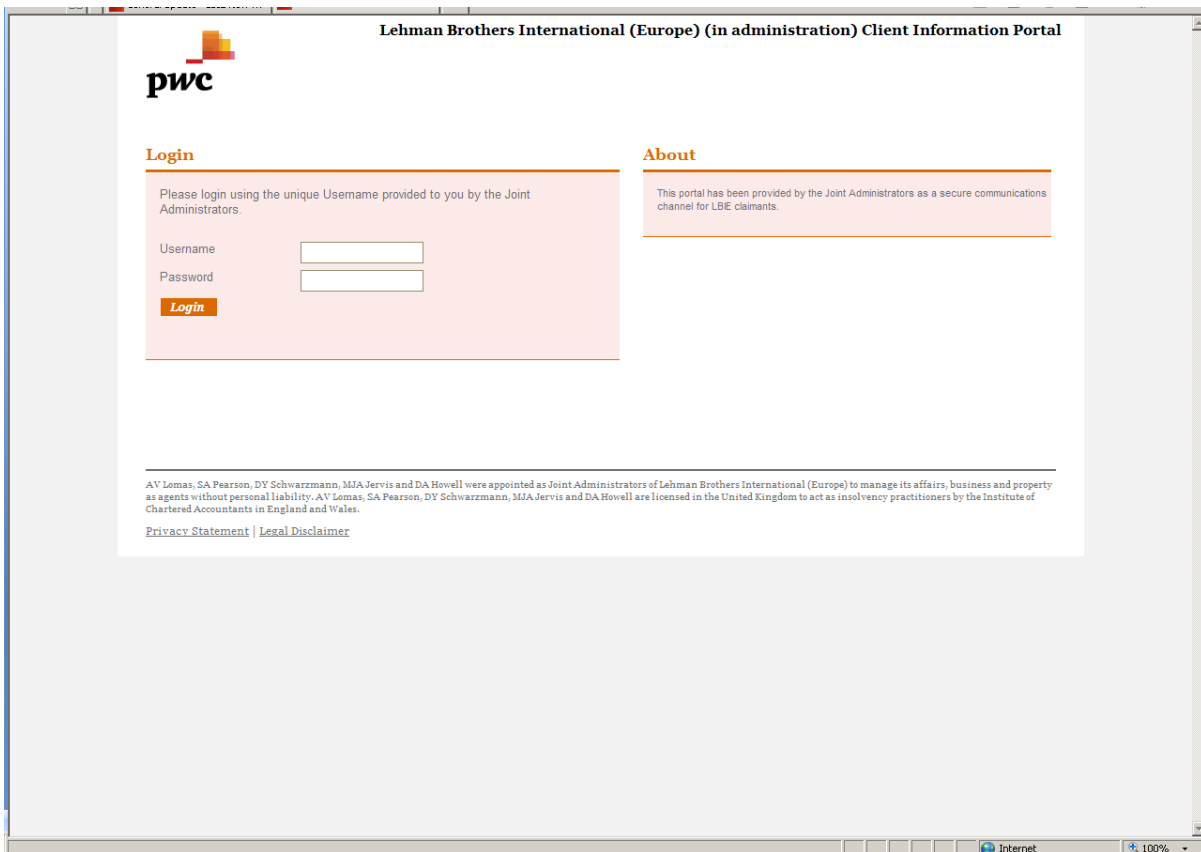
Introduction

The Client Information Portal (“**CIP**”) is a secure website created by the Administrators of Lehman Brothers International (Europe) (“**LBIE**”). The CIP is the ‘gateway’ for all counterparties to access the sub-portals contained within the CIP (e.g. Client Money Portal, Client Asset Portal, LBIE Creditor Portal, LBIE Affiliates Portal, SSI Portal) (together the “**Site**”)

Its purpose is to provide a secure communication channel for LBIE claimants to undertake functions such as viewing indicative statements, filing proofs of debt and providing settlement instructions to the Administrators.

These Guidance Notes have been produced to assist users of the CIP in accessing the Site.

Getting Started



Logging on

To begin, you need to key in your old logon details (username and password) into the login page to gain access and begin the certification and designation process for the CIP. If your old logon details do not work, please contact logons@lbia-eu.com stating your Legal Entity name and GAC.



General Disclaimer and User Guide

After you have successfully entered your old logon details you will be presented with the General Disclaimer and User Guide message. Before proceeding we will prompt you to read both the General Disclaimer and this User Guide. Having read, understood and accepted the terms of both the General Disclaimer and this User Guide, please tick the check box to confirm your agreement. The 'Continue' button will then be enabled, allowing you to progress.

Certify Primary User details

After completing the previous step, the **Certify Primary User details** page will appear.

The screenshot shows a web browser window displaying the 'Lehman Brothers International (Europe) (in administration) Client Information Portal'. The page title is 'Lehman Brothers International (Europe) (in administration) Client Information Portal'. The PwC logo is visible in the top left corner. The main heading is 'Change Details'. Below this, the section is titled 'Please Certify Primary User Details'. The form contains the following fields:

Client Code	uat0006	Entity Name	Legal Entity Name 06
Contact Title	Mr	Contact First Name	Matt
Contact Last Name	Hi	Telephone Number	05
Position / Authority	sd	Number / Street	sd
Street	sd	Town / City	London
County / State	sd	Post Code / Zip Code	sd
Country	sd	Email Address	sd@sd.com

Below the form, there is a section for company registration details:

Are you a registered company? Yes No

If Yes, please enter your registration number: 13458 - England

Last Updated: 17/05/2011 10:14:56

Buttons: **Certify and Save Details** (orange), **Cancel** (grey)

*Company Registration Number:
Please provide the registered number or other relevant company identification number as provided by the incorporation authority in the jurisdiction in which your entity is registered. For example, if you are a UK registered legal entity, this will be the registered number on your Certificate of Incorporation from the Companies House. Please indicate which jurisdiction such number is attributed to.

If you are not a corporate entity, please select "No". If you are a corporate entity but your jurisdiction does not provide a registered number, please select "Yes" and state "Not applicable" in the free text box.

AV Lomas, SA Pearson, DY Schwarzmann, MJA Jervis and DA Howell were appointed as Joint Administrators of Lehman Brothers International (Europe) to manage its affairs, business and property as agents without personal liability. AV Lomas, SA Pearson, DY Schwarzmann, MJA Jervis and DA Howell are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales.

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This page requires you to input or amend details for a Primary User. A Primary User is an individual acting on behalf of the Legal Entity, that is or was a client of LBIE, and who is validly appointed to access the Site on behalf of the Legal Entity and who is authorised to enter into certain legal, valid, binding and enforceable obligations with respect the Site, or matters relating to the Site, on behalf of such Legal Entity.

All of the input boxes must be completed. When this is done, you need to click **Certify and Save Details**.



Authorised User Representation

After completing the **Certify Primary User details** page, you will be asked to confirm your agreement to the Authorised User Representations.

Authorised User Representations

IMPORTANT NOTE

Before entering the Lehman Brothers International (Europe) (in administration) Client Information Portal ("CIP") and any of its sub-portals (e.g. Client Money portal, Client Asset portal, Creditor portal, Affiliate portal, SSI portal) together the "Site", you must first read and agree to the Authorised User representations below. You will not be given access to the Site until you have confirmed that you have read, understood and accept the Authorised User representations below.

As you are aware, on 15 September 2008 Lehman Brothers International (Europe) (in administration) ("LBIE") entered into administration by order of the High Court Chancery Division of England and Wales. On 15 September 2008 Anthony Victor Lomas, Steven Anthony Pearson, Michael John Andrew Jervis and Dan Yoram Schwarzmann, and on 30 November 2008 Derek Anthony Howell, were appointed as the joint administrators (the "Administrators") of LBIE.

Authorised User: The person logging into this Site is hereby informed that only an Authorised User of the entity represented by the name and Client Code detailed above (the "Legal Entity") shall have access to this Site on behalf of such Legal Entity. Under no circumstances should any other person access this Site.

An "Authorised User" means an individual acting on behalf of a legal entity that is or was a client of LBIE and who is validly appointed to access this Site on behalf of that legal entity. In the case of this Site specifically, an Authorised User is either (i) a Primary User (as designated by the Legal Entity in the CIP from time to time and/or (ii) the Administrative User of the Legal Entity (as designated by a Primary User from time to time) or (iii) a Secondary User of the Legal Entity (as designated by the Administrative User from time to time) or iv) a third party Delegate User of the Legal Entity (as designated by the Administrative User from time to time).

By logging into this Site you are making the following user representations ("User Representations")

(i) you are an Authorised User (as defined above) authorised on behalf of the Legal Entity to access the confidential information contained in this Site; (ii) you shall observe the User Guide and any other guidelines included on the Site and that LBIE shall not be liable for any consequences of any failure by you to follow the User Guide and any other guidelines included on the Site; (iii) you shall not share your user name and/or password with anybody else; (iv) LBIE shall not be liable (a) for any consequences of any failure by you to provide accurate, complete and up-to-date information and (b) for any fraudulent use by you of the Site; and (v) you acknowledge and accept that LBIE shall not be liable for any consequences of any failure on your part to observe the General Disclaimer, these User Representations, any applicable additional representations, the User Guide or any other guidelines included in this Site.

If you are a Primary User of the Legal Entity, by logging into this Site you are making the following additional representations ("Primary User Representations")

(i) To the extent that you enter into legal, valid, binding obligations in connection with this Site or matters relating to this Site on behalf of a legal entity that is or was a client of LBIE, you are an individual who is validly appointed to enter into such legal, valid, binding and enforceable obligations in connection with this Site or matters relating to this Site on behalf of a legal entity that is or was a client of LBIE, and, in the event that you sign the proof of debt on behalf of a legal entity that is or was a client of LBIE, you are an individual having the legal capacity to sign such proof of debt in respect of the legal entity, you represent in accordance with Rule 2.72(x) of the Insolvency Rules 1986, it being understood that where the legal entity you represent is an individual, you can either be such individual or another person validly appointed by such individual;

(ii) To the extent that you submit information to LBIE through this Site, you are authorised by the Legal Entity to submit such information to LBIE through this Site;

(iii) You are authorised to accept the General Disclaimer, User Representations and these Primary User Representations on behalf of the Legal Entity;

(iv) The e-mail address and contact details for yourself, as Primary User, are accurate and complete; and

(v) The e-mail address and contact details that you are providing for the designated Administrative User are accurate and complete.

If you are the Administrative User of the Legal Entity, by logging into this Site you are making the following additional representations to the User Representations ("Administrative User Representations")

(i) you shall create one user account for the Site for each Primary User, Secondary User and for each third party Delegate of the Legal Entity;

(ii) you shall keep the user accounts of the Primary Users, Secondary Users and Delegates up to date, including disabling the user accounts for Primary Users, Secondary Users and/or Delegates who no longer require access to this Site; and

(iii) you shall take all reasonable steps to implement the above stated policy of not sharing user names and passwords.

The Joint Administrators act as agents for and on behalf of LBIE and neither they, their firm, members, partners, employees or their representatives shall incur any personal liability whatever under or in relation to this Site or in connection with any information provided on or accessed through this Site. The exclusion of liability set out in this paragraph shall arise and continue notwithstanding the termination of the agency of the Administrators and shall operate as a waiver of any and all claims (including, but not limited to, claims in tort, equity and common law as well as under the laws of contract)

Please tick the box below to confirm your agreement

I, a Primary User, have read, understood and accept, on behalf of myself and the Legal Entity, the Authorised User Representations.

I, a Secondary User, have read, understood and accept, on behalf of myself and the Legal Entity, the Authorised User Representations.

If you are a Primary User please tick the appropriate box and you will be provided with the next screen which will ask you to designate the Legal Entity's Administrative User.

If you are a Secondary User when you tick the appropriate box, you will not be able to proceed until a Primary User designates an Administrative User. You will receive a pop-up message to this effect. Please have the Primary User in your Legal Entity log on to and follow the process through to provide access to the CIP for your Legal Entity.



Designating an Administrative User

Lehman Brothers International (Europe) (in administration) Client Information Portal

Legal Entity's Administrative User
Designate your Administrative User

From the CIP Enhancement Date, the Administrative User will issue and manage logons for the Legal Entity's user population, including the Primary Users, each secondary user (i.e., an Authorised User of the Legal Entity who is neither the Primary Contact nor a third party delegate) and any third party delegate for that Legal Entity. The Administrative User should be an individual, authorised by the Legal Entity, and must not be a group email (e.g. legal@xyz) or a generic title (e.g. info@xyz; companysecretary@xyz). Note: a Primary Contact may also be the Administrative User if so authorised by the Legal Entity.

Please use this screen to designate an Administrative User.

Administrative User Client Code	<input type="text" value="uat0006"/>	Entity Name	<input type="text" value="Legal Entity Name 06"/>
Contact Title	<input type="text"/>		
Contact First Name	<input type="text"/>	Contact Last Name	<input type="text"/>
Telephone Number	<input type="text"/>	Position / Authority	<input type="text"/>
Number / Street	<input type="text"/>	Street	<input type="text"/>
Town / City	<input type="text"/>	County / State	<input type="text"/>
Post Code / Zip Code	<input type="text"/>	Country	<input type="text"/>
Email Address	<input type="text"/>		

Please ensure that all fields are entered for the Administrative User responsible for your Legal Entity's relationship with LBIE (in administration).

Confirm

Confirm that you are the Administrative User

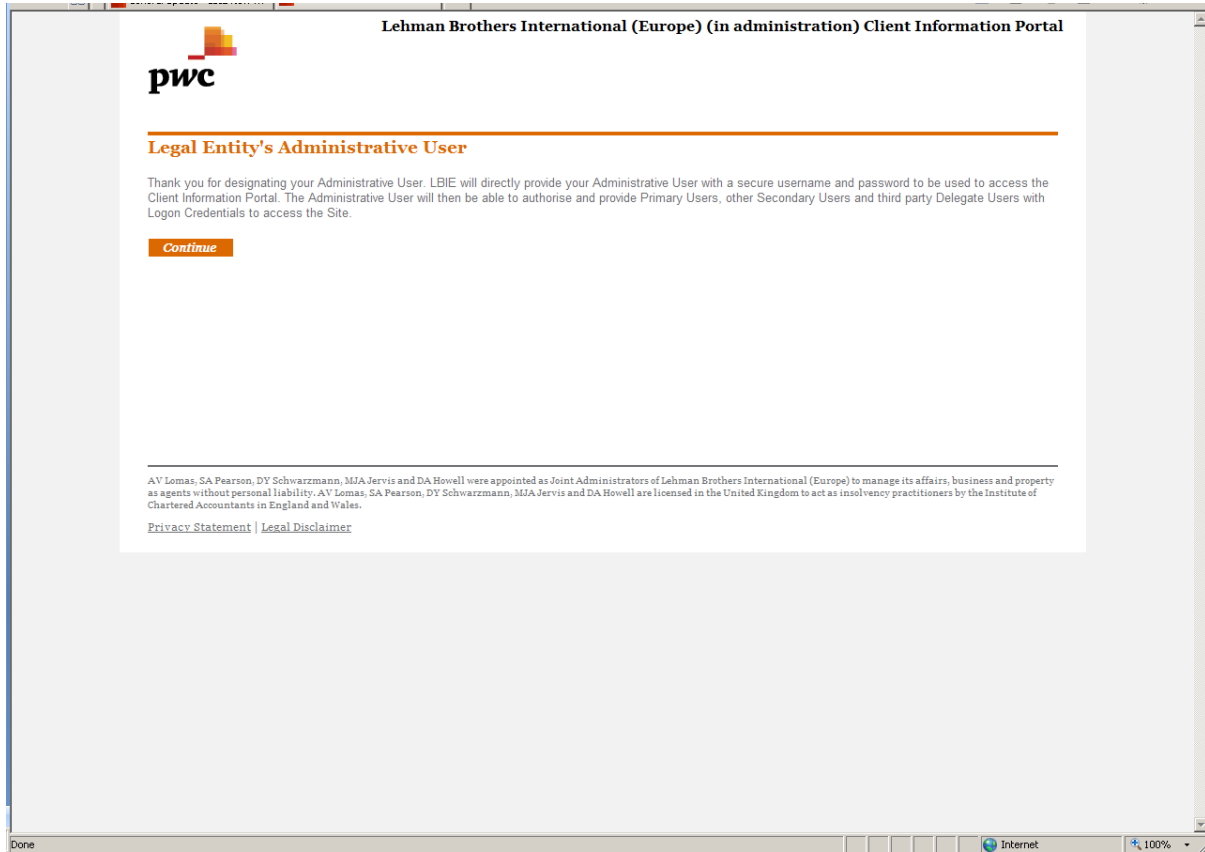
By clicking the following button, you are confirming that you are the Administrative User. Your Primary Contact details previously certified will be used as your Administrative User contact details.

I confirm I am the Administrative User

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If you are a Primary User, after ticking the appropriate Authorised User representation you will be asked to either 1) complete all fields of information for your designated Administrative User and click to confirm or 2) indicate on the button provided that you, as a Primary User, are also the Administrative User.



Once you, as a Primary User, have designated an Administrative User, LBIE will directly provide the Administrative User with Logon Credentials (i.e. a secure username and password) to access the CIP. The Administrative User will then be able to authorise and provide all Primary Users, Secondary Users, and third party Delegate Users with Logon Credentials to access the Site.



The Joint Administrators act as agents for and on behalf of LBIE and neither they, their firm, members, partners, employees or their representatives shall incur any personal liability whatever under or in relation to this Site or in connection with any information provided on or accessed through this Site. The exclusion of liability set out in this paragraph shall arise and continue notwithstanding the termination of the agency of the Administrators and shall operate as a waiver of any and all claims (including, but not limited to, claims in tort, equity and common law as well as under the laws of contract).

www.pwc.co.uk/lehman

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