

Electronic Filing Instructions
In re HCA Inc. Securities Litigation Settlement

PLEASE READ:

ELECTRONIC FILING APPLIES TO BROKERS OR INSTITUTIONS THAT FILE CLAIMS ON BEHALF OF SEVERAL ACCOUNTS, OR CLASS MEMBERS WHO ARE FILING A CLAIM WITH A LARGE NUMBER OF TRANSACTIONS (100+).

Electronic Filing Requirements

1. Proof of Claim form (Master)

This claim form serves as a master Proof of Claim form for one or all of the accounts included on your file.

- You may obtain a Proof of Claim form by printing one from this website. Complete Section A – Claimant Information on Page 2 of the Proof of Claim form as well as the Daytime/Evening Telephone Number and E-mail address. Be sure to include company name, account name/number, and company address. If submitting an electronic file on behalf of several accounts, enter “Various Accounts” for the account name/number.
- Read Release language and sign Release on Page 6 of Proof of Claim form.
 - The signature on the claim form must reference the capacity of the signatory.
- **If filing on behalf of your clients, you must include a signed letter on letterhead or other document providing your authorization to sign on behalf of your clients (affidavit, power of attorney, trust agreements, etc.)**

2. Signature Verification Document

This is a document verifying that the individual who signed the claim form and any supplemental letters is authorized to sign on behalf of his/her company.

- Some examples may include a copy of your company's By-laws (including signature pages), a copy of your company's corporate resolution (including signature pages), secretary's certificate, certificate of incumbency, or a notarized affidavit signed by an officer of your institution clearly granting a specific individual(s) authorization to act / sign on behalf of your company.

3. Excel spreadsheet or other electronic file containing account information and transactional data that MUST be created in accordance with our required filing format.

- The required filing format for this case is provided below.
- A completed cover sheet MUST be submitted with your electronic file.
 - The cover sheet must include the total number of accounts, total number of transactions, and contact name(s) with phone number(s) and e-mail address(es). A blank cover sheet is attached at the end of these instructions.
- **YOUR ELECTRONIC FILE IS SUBJECT TO REJECTION, IF NOT IN ACCORDANCE WITH OUR REQUIRED FILING FORMAT.**

4. Hard copy supporting documentation.

- You must submit paper documents with your Proof of Claim form that will support the transactions provided on your file. These documents may include: a) broker confirmations, b) monthly statements, or c) an affidavit or signed letter on firm letterhead attesting to the truth and accuracy of the information on your file (signature must reference the capacity and contact information for the signatory).
- We reserve the right to request additional documentation at any time after your file has been received and loaded.

Please read the following prior to generating your file:

- Files may be submitted as a Fixed-length text file (preferred) or an Excel spreadsheet
- **All** fields in the below format **must** be included on your file
- Any fields that do not apply to your file or the case **must** be left blank (do **not** delete any fields)
- Your file **must** be sorted in the following order:
 - account number
 - security identifier
 - transaction type
- If your file contains over 64,000 rows, you **must** submit the file as a fixed-length text file
- **Do not** exceed maximum character lengths for any field
- Your file cannot include transactions outside of the relative trade period for the specific case (see Schedule of Transaction pages of Proof of Claim form for trade periods)
- **Do not** provide any blank rows on your file
- A separate claim will be created for **each** distinct account number on your file
- Any files **not** in accordance with the below format are subject to rejection

- For Fixed Length Text File (must use .txt extension):
 - Your file **must** contain only data rows (do **not** include header/trailer records)

- For Excel spreadsheets (must use .xls extension):
 - Your file **must** include one tab with **all** account and transactional data
 - Your file **must** include one header row with column headings
 - The “Length” column in the below format specifies the maximum number of characters for each Excel field

Required Filing Format

Col	Field	Start Position	Length	Notes
A	Company Name	1	40	Name of Company for Mailing of Checks (see Address Notes below) <ul style="list-style-type: none"> • Include a “c/o” before your company name if you require checks made out to the beneficial owner c/o your company
B	Address 1	41	40	Address1 Information for Mailing of Checks (see Address Notes below)
C	Address 2	81	40	Address2 Information for Mailing of Checks (see Address Notes below)
D	City	121	30	City for Mailing of Checks (see Address Notes below)
E	State	151	2	2 Character State Abbreviation for Mailing of Checks (see Address Notes below)
F	Zip5	153	5	5 Digit Zip for Mailing of Checks (see Address Notes below)
G	Zip4	158	4	4 Digit Zip for Mailing of Checks (see Address Notes below)
H	Country Code	162	2	2 character Country abbreviation (only for foreign addresses) Link to all country codes: ISO 3166 Country Codes
I	Customer Acct Name	164	40	Name of Account / Beneficial Owner
J	Customer Acct Number	204	30	Account Number
K	SSN or Tax ID Number	234	9	Format 999999999 Social Security Number or Tax ID Number (leave column blank for foreign entities); NO Dashes; NO Spaces
L	Security Identifier Number	243	14	CUSIP, ISIN, or SEDOL Number of the Security (except for options). Options transactions must reference the appropriate ticker symbol and

				<p>expiration year (i.e. XXXAM 02 is a January 65 Call expiring in 2002 – XXX is simply the option root symbol)</p> <ul style="list-style-type: none"> • <u>DO NOT</u> include any spaces in your CUSIP, ISIN, or SEDOL Number • For options, you must include 1 space before the expiration year
M	Transaction Type	257	2	<p>B = Beginning Holdings (close of trading on 1/11/2005) P = Purchase (1/12/2005-7/12/2005) S = Sale (1/12/2005-7/12/2005) U = Ending/Unsold Holdings (close of trading on 7/12/2005) SS = Shares Received from Stock Split (see notes below) AQ = Shares Received from Merger (trade date must reflect merger date and price and net amount must be left blank) R = Free Receipt / Transfer In of Shares (see transfer notes below) D = Free Deliver / Transfer Out of Shares (see transfer notes below)</p> <ul style="list-style-type: none"> • When inputting beginning or unsold holdings, the trade date column <u>must</u> indicate the holding date (beginning/end of Class Period), and the price per share and net amount columns <u>must</u> be left blank.
N	Trade Date	259	10	Trade date in MM/DD/YYYY format (including foreign entities)
O	Quantity	269	20	<p>Format 9999999999999999.0000 Number of ADRs associated with this transaction (this value can <u>ONLY</u> be negative for short beginning/ending holdings positions or short stock splits and must be formatted with a negative symbol such as - 9999999999999999.0000); <u>NO</u> commas (,); Enter Decimal Point and 4 positions after the decimal point;</p>
P	Purchase/Sale Price	289	20	<p>Format 9999999999999999.0000 Price per ADR <u>NO</u> commas (,); <u>NO</u> Currency Symbols (\$, €, £, etc); Enter Decimal Point and 4 positions after the decimal point;</p> <ul style="list-style-type: none"> • This column must be blank <u>ONLY</u> when providing beginning and/or ending holdings or shares received from a merger.
Q	Total Purchase / Sale Price	309	20	<p>Format 9999999999999999.0000 Total Purchase/Sale Price (refer to schedule of transactions pages of the Proof of Claim form to determine if this value should include or exclude taxes, fees, and commissions); <u>NO</u> Commas (,); <u>NO</u> Currency Symbols (\$, €, £, etc); Enter Decimal Point and 4 positions after the decimal point;</p> <ul style="list-style-type: none"> • This column must be blank <u>ONLY</u> when providing beginning and/or ending holdings or shares received from a merger.
R	Currency Type	329	3	Type of currency associated to transaction (USD, EUR, GBP, etc.)
S	Exercise / Assign of Option	332	1	<p>A = Assigned, E = Exercised</p> <ul style="list-style-type: none"> • This column <u>must</u> be used if: <ul style="list-style-type: none"> ○ A common stock transaction is the result of the exercise or assignment of an option;
T	Amount Paid/Received for Option Contract	333	10	<p>Format 9999999999999999.0000 Total amount paid or received for option contract (only applies if common stock transaction was the result of the exercise/assignment of an option) <u>NO</u> Commas (,); <u>NO</u> Currency Symbols (\$, €, £, etc); Enter Decimal Point and 4 positions after the decimal point;</p>
U	Additional Information	343	3	DIV = Dividend
V	Case Specific	353	10	Default - Leave Blank See Case Specific Instructions Below
W	Case Specific	363	10	Default - Leave Blank See Case Specific Instructions Below

X	Case Specific	373	40	Default - Leave Blank See Case Specific Instructions Below
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Case Specific Instructions

- Columns V-X must be left blank for this specific case.
- If you do not claim an end holding position as of the close of trading on July 12, 2005 then the claim will not be eligible to recover under the proposed Plan of Allocation.

Address Notes

- For foreign addresses, the two character country code must be provided in column G, all address information (including full country names and provinces) must be included in the two address fields (columns B-C), and the city, state, zip fields (columns D-F) must be left blank.
 - Link to all country codes:
[ISO 3166 Country Codes](#)

Claim Balance and Stock Split Notes

- All securities (except options) for each account must balance. This means that the beginning holdings plus total purchases (including free receives, acquisitions, and stock splits) during the Class Period MUST EQUAL the total sales (including free deliveries) during the Class Period plus the ending/unsold holdings.
 - Transaction types on your file must balance as follows:
 - **B+P+R+AQ+SS = S+D+U**
- Any accounts that have out of balance securities will be deemed deficient and remain eligible to the extent they are in balance.
- If a case has stock splits during the Class Period, the shares received from the stock split must be referenced with an "SS" transaction type and all purchases/sales prior to the split date and your beginning holdings must reflect pre-split share amounts (do not adjust any transactions or beginning holdings to post-split share amounts).
- Negative values may only be given for short beginning holdings (transaction type "B"), short ending/unsold holdings (transaction type "U"), and short stock splits (transaction type "SS") and must be formatted with a negative symbol such as **-9999999999999999.0000**. All other transactions must reflect positive values.

Securities Notes

- Each eligible security must reference an appropriate security identifier in column L of your file:
 - CUSIP, ISIN, or SEDOL number for all securities except options
 - DO NOT include any spaces in your CUSIP, ISIN, or SEDOL Number
 - Options transactions must reference the appropriate ticker symbol and expiration year (i.e. XXXAM 02 is a January 65 Call expiring in 2002 – XXX is simply the option root symbol)
 - 1 space must be included before the expiration year (i.e. XXXAM 02)
- For notes and bonds:
 - Trade details must reference the exact information that would appear on a trade confirmation.
 - The quantity must reflect the face amount of the note/bond
 - The price must be reflected as a percentage of par value (par value is 100)
 - The total purchase/sale price must equal (quantity*price)/100
- For call/put transactions:
 - Trade details must reference the exact information that would appear on a trade confirmation.
 - The total purchase/sale price must equal (quantity*price*100)
 - DO NOT adjust the number of contracts to reflect equivalent common stock shares
 - If the closing option transaction was not a sale or a repurchase, then you must specify the fate of the option on the same line as the opening purchase/sale transaction.
 - The exercise, assignment, or expiration of the option must be specified in column S with the exercise/assignment/expiration date referenced in column T (**MM/DD/YYYY** format)
 - DO NOT insert a new transactional line to reflect the exercise, assignment, or expiration of an option.

Transfer Notes

Free receive/free deliver (transfer in/out) transactions are not eligible for payment unless you have additional information regarding the original purchase from the prior account or the ultimate sale or ending holdings from the subsequent account. If you do not have this information, these types of transactions should be included on your file for **balancing purposes only**.

You **MUST** use the following instructions when filing for accounts that have free receive/free deliver (transfer in/out) transactions during the Class Period:

- **If shares were transferred to or from a different institution (corresponding account is not on your electronic file), you **MUST** follow these instructions:**
 - Shares Received into Account – You must account for any received shares by providing the beginning holdings or original purchase of these shares from the prior account.
 - Shares Delivered out of Account – You must account for any delivered shares by providing the sale(s) and/or ending holdings from the subsequent account.
 - No Information Available on Original Purchase/Subsequent Sale - You must provide the receive/deliver transactions in their respective claim(s) for **balancing purposes only**. A free receive or transfer in must be reflected as a transaction type “R” and a free deliver or transfer out must be reflected as a transaction type “D” (prices and net amounts must be zero). **THESE TRANSACTIONS WILL NOT BE CONSIDERED ELIGIBLE AND WILL BE EXCLUDED FROM THE CALCULATION OF YOUR CLAIM.**
- **If shares were transferred between accounts on your file, you **MUST** follow these instructions:**
 - DO NOT claim the same purchase or sale transactions on both accounts.
 - The account that owned the shares most recently should be the account claiming the eligible purchase. These shares should already be accounted for in the sales and/or ending holdings of the most recent account.
 - If shares were transferred between accounts for the same beneficial owner on your file, you must combine these accounts and file all eligible purchases and sales with the most recent account name and number. You must also include all beginning and ending holdings on the most recent account name and number.
 - If you are unable to combine these accounts accordingly, you must provide the receive/deliver transactions in their respective claim(s) for **balancing purposes only**. A free receive or transfer in must be reflected as a transaction type “R” and a free deliver or transfer out must be reflected as a transaction type “D” (prices and net amounts must be zero). **THESE TRANSACTIONS WILL NOT BE CONSIDERED ELIGIBLE AND WILL BE EXCLUDED FROM THE CALCULATION OF YOUR CLAIM.**

Submission Notes

- We prefer to receive your electronic claim submission on a diskette or CD ROM in the mail along with all other documentation requirements outlined in these instructions (use P.O. Box address on top of page 1 of the claim form and put to the attention of the Electronic Filing Department).
- If you need to email your file, it may be sent to eClaim@gardencitygroup.com but you must also attach your documentation requirements in the email as .pdf documents or equivalent.

Electronic Filing Cover Sheet

NAME OF LITIGATION: **In re HCA Inc. Securities Litigation Settlement**

FILE SUBMITTED BY:

Company Name _____

Company Address _____

Contact Name _____

Phone Number _____

E-Mail Address _____

FILE SUBMITTED AS: Disk / CD ROM (PREFERRED)

E-Mailed File

TOTAL # OF ACCOUNTS ON FILE: _____

TOTAL # OF TRANSACTIONS ON FILE: _____