

**SANTA FE AUTO INSURANCE COMPANY (“SANTA FE”)  
INSTRUCTIONS FOR PROOF OF CLAIM FORM**

**A claim against the assets of the Santa Fe receivership estate must be made by filing a Proof of Claim (“POC”). Failure to follow these instructions could result in the denial of your claim.**

1. You may file a POC if you:
  - a) are a policyholder, and have a claim under your Santa Fe policy;
  - b) have a claim against an insured of Santa Fe that is covered by a Santa Fe policy; or
  - c) are owed an amount of money by Santa Fe for any other reason.
2. A policy claim may be payable by a guaranty association. Information about the Texas Property and Casualty Insurance Guaranty Association is available at [www.tpciga.org](http://www.tpciga.org). Links to other states’ guaranty associations are available on the SDR’s website. Do not use the Santa Fe POC form to file a claim with a guaranty association.
3. You may file a POC for any amount due under a Santa Fe policy that is not covered in whole or in part by a guaranty association, including unearned premium.
4. All applicable blanks on the POC form must be completed.
5. Each person making the claim must be identified clearly, and a separate POC form submitted for each person or claim. If a POC is submitted on behalf of another person, evidence of the authority to file the claim must be attached.
6. If the amount of the claim has not yet been determined, state “undetermined” in the blank for “Total Amount of Claim.”
7. Provide an explanation of your claim, and include any documents supporting your claim. If you are involved in a lawsuit against Santa Fe or an insured of Santa Fe, include the case name, docket number and the court in which it is pending.
8. The POC must be signed before a notary public. A POC that is not notarized will not be accepted.
9. You should keep a copy of the completed POC, and any proof that it was mailed or received.
10. POCs must be sent by U.S. Mail, courier service, or hand delivery to the address on the POC form and received by the SDR no later than 11:59 p.m. CDT on October 5, 2014. **POCs submitted by e-mail or fax will not be accepted.**

**NOTICE TO PERSONS WITH CLAIMS AGAINST INSUREDS OF SANTA FE**

Section 443.256 of the Texas Insurance Code contains requirements for claims against a person who was insured by Santa Fe (an “Insured”). By filing a POC, a claimant waives any right to pursue the personal assets of an Insured for the claim, to the extent of the coverage or policy limits provided by Santa Fe. A claimant who files a POC must seek satisfaction of the claim solely from any distribution from the receivership, and any payments from a guaranty association, to the extent of the coverage or policy limits. The waiver does not release an Insured with respect to a claim in excess of the coverage or policy limits. The waiver may be voided as described in Section 443.256 of the Texas Insurance Code.

**COMPLETED POCS MUST BE RECEIVED BY THE SDR  
NO LATER THAN 11:59 P.M. CDT, OCTOBER 5, 2014.**

Additional information is available at [www.santafesdr.com](http://www.santafesdr.com)