

Last Name : _____

First Initial : _____

VOLKSWAGEN/AUDI/PORSCHE
3.0-LITRE DIESEL EMISSIONS SETTLEMENT PROGRAM IN CANADA
CLAIM FORM - GENERATION 1 VEHICLE

IMPORTANT: THIS FORM IS ONLY FOR THE FOLLOWING 3.0-LITRE GENERATION 1 VEHICLES:
VOLKSWAGEN TOUAREG (2009-2012) AND AUDI Q7 (2009-2012).

If you are claiming for more than one potentially eligible vehicle, you must submit a separate claim form for each vehicle.

To file your claim for the Volkswagen / Audi / Porsche 3.0-L Diesel Emissions Settlement Program in Canada, you may:

(1) File a claim online on or before May 31, 2019 by visiting www.VWCanadaSettlement.ca. Online claim submission will result in expedited processing of your claim.

- or -

(2) File a paper claim by completing this form and returning it along with any required documentation on or before May 31, 2019 by Canada Post mail or courier to the following:

By Canada Post

Volkswagen/Audi/Porsche Class Action
Administration
P.O. Box 7071, 31 Adelaide Street East
Toronto, ON M5C 3H2

By Courier

Volkswagen/Audi/Porsche Class Action
Administration
100 University Avenue, 8th floor
Toronto, ON M5J 2Y1

If submitting by Canada Post mail or courier, the envelope must be postmarked by May 31, 2019.

IMPORTANT: BEFORE FILLING OUT THIS FORM, READ THIS ENTIRE CLAIM FORM, AND THE SETTLEMENT FAQ, CAREFULLY. THEY CONTAIN ADDITIONAL INFORMATION REGARDING YOUR ELIGIBILITY FOR SETTLEMENT BENEFITS AND OTHER IMPORTANT INFORMATION.

If you do not have a copy of the FAQ or any other settlement document, you can download them online for free by visiting www.VWCanadaSettlement.ca or you can request paper copies by calling 1-888-670-4773.

We will contact you by Canada Post mail or email (if an email address is provided) within 10 business days of receiving your claim form and the requested documents to notify you that your form is complete or to request additional information if necessary. You will not be deemed a formal "Claimant" until your eligibility is confirmed. If there is more than one owner or lessee for a potentially eligible vehicle, any required information and documentation must be submitted for each owner or lessee.

If you would like to submit a claim online, please visit www.VWCanadaSettlement.ca.

**If you have questions about filling out this form,
please visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.**

Last Name : _____

First Initial : _____

INSTRUCTIONS

*****If you need help completing this form,
please visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.*****

- (1) If you have submitted a claim for this vehicle online via the Online Claims Portal at www.VWCanadaSettlement.ca, you do not need to fill out this form.
- (2) Submitting your claim online is preferred, as it reduces wait times caused by the speed of mail service and will result in faster processing of your claim. If you would prefer to submit your claim online, please visit the online Claims Portal at www.VWCanadaSettlement.ca.
- (3) You do not need to complete every page of this form. You only need to fill out the applicable portions of this form, as outlined in the box on page 3.
- (4) Please submit every page of this form (even if blank). Submitting all pages will result in faster processing of your claim.
- (5) You must submit all requested documentation, depending on your eligibility status. We will contact you if your claim or documents are incomplete.
- (6) You must sign where indicated in Step 10 for your claim to be processed.

Last Name : _____

First Initial : _____

To determine which sections of the form you need to complete, see below.

• **Current Owner.**

- If you are the current owner of the vehicle and purchased the vehicle on or before November 2, 2015, complete: **Steps 1, 2, 3 and 10.**
- If you are the current owner of the vehicle and purchased the vehicle after November 2, 2015 and you were **not** leasing the vehicle on November 2, 2015, complete: **Steps 1, 2, 4 and 10.**

• **Current Lessee.**

- If you currently lease the vehicle from *VW Credit Canada, Inc. (also known as Volkswagen Finance or Audi Finance)* complete: **Steps 1, 2, 5 and 10.**

• **Former Lessee (Purchased Leased Vehicle).**

- If you formerly leased the vehicle from *VW Credit Canada, Inc. (also known as Volkswagen Finance or Audi Finance)* **and** you purchased the vehicle after November 2, 2015 and you still own it, complete: **Steps 1, 2, 6 and 10.**
- If you formerly leased the vehicle from *VW Credit Canada, Inc. (also known as Volkswagen Finance or Audi Finance)* **and** you purchased the vehicle after November 2, 2015, but have since sold the vehicle, complete: **Steps 1, 2, 7 and 10.**

• **Former Lessee (Surrendered Leased Vehicle).**

- If you formerly leased the vehicle from *VW Credit Canada, Inc. (also known as Volkswagen Finance and Audi Finance)* on November 2, 2015, but you have now turned the vehicle in, complete: **Steps 1, 2, 7 and 10.**

• **Seller.**

- If you owned the vehicle as of November 2, 2015 but sold or otherwise transferred ownership before January 17, 2018, complete: **Steps 1, 2, 8 and 10.**

• **Totaled vehicle.**

- If the vehicle you owned on November 2, 2015 was totaled or appraised as a total loss and you consequently transferred its title to an insurance company on or after January 17, 2018, complete **Steps 1, 2, 9 and 10.**

If you believe you may be eligible to claim benefits under the Settlement but do not fit into any of the categories above, or if you have any questions about which sections you need to complete, please visit www.VWCanadaSettlement.ca or call 1-888-670-4773.

Last Name : _____

First Initial : _____

STEP 1: VEHICLE INFORMATION

Vehicle Identification Number (VIN)

The VIN can be found on the provincial vehicle registration, vehicle insurance card, or on the vehicle itself – either on the driver's side dashboard at the bottom of the windshield of the vehicle or on the driver's side door jamb. It is 17 characters long. A VIN will never include the letter 'i' or the letter 'o', but may include the number '1' or the number '0'. To determine whether you have an eligible vehicle and can participate in the Settlement Program, please visit www.VWCanadaSettlement.ca.

VIN (Please provide all 17 digits of the eligible vehicle's VIN):

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Additional Vehicle Information

If you are the current owner or you currently lease the vehicle, please fill in the information below. If you are not the current owner or you no longer lease the vehicle, please proceed to Step 2.

Current Vehicle
Mileage

(Kilometres)

As of Date:

Has the odometer ever been broken, altered or replaced? (*Select one.*) YES NO

Did your vehicle have a branded title of Dismantled, Junk, Salvage, or Mechanically Unfit on November 2, 2015? (*Select one.*) YES NO

Was your vehicle acquired by any person or entity from a junkyard or salvage yard on or after November 2, 2015? (*Select one.*) YES NO

Can your vehicle be driven under its own 3.0-L diesel engine power? (*Select one.*)

YES NO

Last Name : _____

First Initial : _____

STEP 2: INDIVIDUAL INFORMATION

Individual Information

Please complete the following information for the current owner(s), current lessee(s), former owner(s) or former lessee(s) of the potentially eligible vehicle. If the potentially eligible vehicle has multiple owners or lessees, please provide information for additional owners or lessees below and, if necessary, on a separate sheet. Please use each individual's full legal name.

Is the vehicle registered to (Select one): Personal Owner(s) or Lessee(s) Business Organization

Business Organization Name(s) (if applicable):

First Name		Middle Name		Last Name	
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Contact Phone (Required)

Email Address

Would you like email updates to be sent to this email address concerning the status of your claim and/or notifications of any actions you are required to take to proceed with this claim? (If you select "Yes", you will receive status notifications by email. If you select "No", you will receive status updates about your claim by Canada Post mail.)

(Select one.) YES NO

Additional Owner or Lessee (if applicable)

First Name		Middle Name		Last Name	
------------	--	-------------	--	-----------	--

Contact Phone

Registered Address

Please provide the address that matches the registration for the potentially eligible vehicle. If your address is different than the vehicle's registered address or you no longer own or lease the vehicle, fill out the mailing address in the "Mailing Address" section below.

Street					
--------	--	--	--	--	--

City	Province/ Territory/State		Postal/Zip Code	
------	------------------------------	--	--------------------	--

Country (Select one.) CANADA U.S. (Other) _____

Mailing Address

Complete this section only if your mailing address differs from the registered address supplied above, or if you no longer own or lease the vehicle.

Street					
--------	--	--	--	--	--

City	Province/ Territory/State		Postal/Zip Code	
------	------------------------------	--	--------------------	--

Country (Select one.) CANADA U.S. (Other) _____

Last Name : _____

First Initial : _____

Additional Information

Please answer the following questions and sign below. Each Owner or Lessee listed above must complete and sign this section.

Are there any fines or liens, other than a lien associated with vehicle financing, against the vehicle that is the subject of this claim? (If you are not a Current Owner, you may skip this question.)

YES NO

If you answered Yes, we recommend paying your fines and additional lien(s) (other than those associated with vehicle financing) prior to submitting your claim form to avoid delays in the processing of your claim.

Are the names of the owner(s) listed above in Step 2 different from the name(s) on the registration for the vehicle? (If you are a lessee, you may skip this question.)

YES NO

Are you or any other individual listed on this form an officer, director or employee of Volkswagen, Audi or Porsche; a participant in the Volkswagen or Audi Internal Lease Program or the Porsche Associate Lease Program; a Volkswagen, Audi or Porsche affiliate; an officer, director or employee of a Volkswagen, Audi or Porsche affiliate; an Authorized Volkswagen, Audi or Porsche Dealer; or, an officer or director of an Authorized Volkswagen, Audi or Porsche Dealer?

YES NO

Are you or any other individual listed on this form a presiding judge or Class Counsel?

YES NO

Are you or any other individual listed on this form military personnel currently serving overseas or government personnel currently on assignment overseas?

YES NO

If yes, is your vehicle located overseas?

YES NO

If you answer "Yes" to both of these questions, you may be subject to additional documentation requirements.

Are you filing a claim on behalf of a deceased person's estate?

YES NO

If you answer "Yes" to this question, please provide documentation indicating your authority to file on behalf of the person's estate. (i.e. copy of Will or Power of Attorney).

By checking this box and signing this form, I certify that the above answers are true and accurate to the best of my knowledge.

Signature:

Date:

Print Name:

Additional Owner or Lessee Signature:

Date:

Additional Owner or Lessee Print Name:

Last Name : _____

First Initial : _____

STEP 3: CURRENT OWNER INFORMATION

Ownership Information

If you are the current owner of the vehicle identified in Step 1 and purchased your vehicle on or before November 2, 2015, please fill out the information below. Otherwise, please skip to Step 4.

Which of the statements below most accurately describes the ownership of the vehicle? (Select one.)

- I am the current owner of this vehicle. There is no loan on this vehicle.
- I am the current owner of this vehicle. There is an outstanding loan attached to this vehicle that I make payments on.

Please enter the date that you purchased the vehicle. Documentation will be required (e.g. Bill of Sale).

DAY: MONTH: YEAR:

Did you purchase this vehicle at the end of a lease from VW Credit Canada, Inc. (also known as Volkswagen Finance or Audi Finance)? (Select one.)

- YES NO

Vehicle Financing Information

Complete this section only if you intend to request a Buyback, a Buyback with Trade-In or a Surrender for Inoperability and if there is currently an outstanding loan attached to the vehicle. You will also be required to complete the financial release below to allow us to communicate with your lender(s). Please use additional pages if there are additional lenders. Please copy the Financial Release and execute separately on each additional page for each lender.

Account Holder(s) First Name(s)		Account Holder(s) Middle Initial(s)		Account Holder(s) Last Name(s)	
------------------------------------	--	--	--	-----------------------------------	--

Name of Lender:

Lender Address
Street:

City		Province/Territory		Postal/Zip Code	
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Lender Phone Number:

Last Name : _____

First Initial : _____

Vehicle Financing Information (continued)

What is the current outstanding loan balance? (This information will be verified.) \$ _____.

Account Number:

Financial Release and Directions

By checking this box and signing this form, I authorize RicePoint to share my Vehicle Identification Number (VIN) with the lender **and** I authorize the lender to release relevant information pertaining to my lease, loan, or lien, including but not limited to the contract, interest paid, payment history, and payoff information to RicePoint Administration Inc., Volkswagen Group Canada, Inc., Volkswagen Group of America and Class Counsel (collectively, "Collecting Parties" or "we"). **I also hereby instruct the Claims Administrator that any funds required to pay off my loan balance as of my final appointment date be paid to my lender from my settlement benefits, if any.**

Signature of Current Owner(s):

Date:

Print Name of Current Owner(s):

Signature of Current Owner(s):

Date:

Print Name of Current Owner(s):

Preferred Dealership

Buybacks, Buybacks with Trade-In and Surrenders for Inoperability, will require a visit to an authorized Volkswagen or Audi dealership to complete the transaction. Please indicate your preferred dealership below. This selection is not binding and can be changed at a later time if you choose.

A list of authorized Volkswagen or Audi dealerships can be found at www.vw.ca, www.audi.ca or by calling 1-888-670-4773.

Dealership Name			
Dealership City		Dealership Province/Territory	

Last Name : _____

First Initial : _____

Offer Selection

If you were the owner of your vehicle on November 2, 2015, and continue to own it, please select one of the three options below for the settlement of your claim. If your vehicle has become inoperable, the Surrender for Inoperability benefit below may be available to you for the settlement of your claim. Your decision at this point is non-binding. At any point up to 20 days before the final transaction, you can change your preference by calling 1-888-670-4773..



Buyback

Buyback is the option of returning a vehicle to an authorized dealership and receiving the buyback payment. The buyback payment includes two components: (1) your Vehicle Value based on Canadian Black Book® Inc.'s used vehicle wholesale value as of November 2, 2015, plus (2) a Damages Payment.

The amount received under this option will be affected by the vehicle mileage on the vehicle Buyback date and the amount of any outstanding loan obligations on the vehicle. To learn more about how vehicle mileage and loan obligations will impact the payment amount, or to find out more about the Buyback option, please consult Question 24 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I select the Buyback option. (You may change this selection later.)



Buyback with Trade-In

Buyback with Trade-In is the option of returning a vehicle to an authorized dealership and trading it in towards the purchase of a new or used Volkswagen or Audi-brand vehicle or any used Volkswagen Group-brand vehicle and a cash payment. The Buyback with Trade-In includes three components: (1) the purchase price of the vehicle you are buying will be reduced by your current vehicle's Fair Market Value based on Canadian Black Book® Inc.'s used vehicle wholesale value at the time of the trade in, which will reduce the taxable portion owed on the vehicle you are buying, (2) you will receive a cash payment equal to the difference between your current vehicle's Vehicle Value buyback amount based on Canadian Black Book® Inc.'s used vehicle wholesale value as of November 2, 2015 and its Fair Market Value, and (3) you will receive a Damages Payment.

The amount received under this option will be affected by the vehicle mileage on the vehicle Buyback with Trade-In date and the amount of any outstanding loan obligations on the vehicle. To learn more about how vehicle mileage and loan obligations will impact the payment amount, or to find out more about the Buyback with Trade-In option, please consult Question 25 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I select the Buyback with Trade-In option. (You may change this selection later.)

Last Name : _____

First Initial : _____

Offer Selection (continued)



Reduced Emissions Modification with Extended Emissions Warranty (if approved by Regulators)

Reduced Emissions Modification with Extended Emissions Warranty is the option of keeping a vehicle and receiving an emissions modification that is approved by regulators. If you select this option and a modification is approved by regulators, (1) an authorized dealership will perform the Reduced Emissions Modification on your vehicle, free of charge, (2) you will receive an Extended Emissions Warranty covering the emissions system of your vehicle, and (3) you will receive a Damages Payment.

To determine if a Reduced Emissions Modification for your vehicle is available now, please visit www.VWCanadaSettlement.ca. If a modification for your vehicle is not available now, we will inform you if one is approved through the Canadian Claims Portal, by email and/or by mail (depending on your stated preference). Once you have been notified, you may schedule an appointment for your vehicle to receive the Reduced Emissions Modification.

If you select this option and a modification is not approved by regulators by September 14, 2018, other options will become available.

To learn more about this option, please consult Question 22 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I am interested in the Reduced Emissions Modification option, if approved. (You may change this selection later.)



Surrender For Inoperability

Current Owners who own a vehicle that is or becomes inoperable (and is not repaired at their expense to make it operable), may surrender their vehicle to an authorized dealership. A vehicle is inoperable if it cannot be driven under the power of its own 3.0-litre diesel engine or, except for mechanical issues that can be repaired, if it cannot be driven lawfully and safely on public roads. If you are eligible for and select this option, you will receive a Damages Payment. This option does not include a Vehicle Value buyback amount.

The amount received under this option will be affected by the amount of any outstanding loan obligations on the vehicle. To learn more about how loan obligations will impact the payment amount, or to learn more about this option, please consult Question 40 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I select the Surrender For Inoperability option.

Last Name : _____

First Initial : _____

Required Documentation – Buyback, Buyback with Trade-In, Reduced Emissions Modification and Surrender for Inoperability

If you selected the Buyback, Buyback with Trade-In, Reduced Emissions Modification or Surrender for Inoperability option above, you must submit a copy of each of the following types of documentation with your claim form.

- Copy of proof of purchase (Bill of Sale) for the vehicle referenced in **Step 1**. The documentation must clearly indicate the date of purchase.
- Current valid government-issued photo identification of each Current Owner named in Step 2 (front and back). If the Current Owner resides in Quebec, this photo ID must be a valid Driver's Licence.
- If the vehicle is registered to a corporate entity, you will need to submit a current valid government-issued photo identification of the individual authorized to transact the Buyback, Buyback with Trade-In or Surrender for Inoperability on behalf of the corporate entity.
- Copy of current valid vehicle registration or the most recent registration for the vehicle referenced in **Step 1** (front and back). Note: if you are a non-Volkswagen or non-Audi dealer, you may provide a Bill of Sale instead of vehicle registration.
- If you are not the Current Owner and are filing a claim on behalf of someone else, you will need to submit a Power of Attorney. If you do not have a Power of Attorney, please contact the Claims Administrator toll-free at 1-888-670-4773.
- If the vehicle is registered to a corporate entity, you will need to submit a corporate document showing your authority to transact on behalf of the corporate entity, such as a Corporate Authorization.
- If you selected the box indicating that you are military or government personnel currently on assignment overseas, please send proof of overseas assignment. If you did not select this box, you do not need to submit these documents.
- If you selected the box indicating that you are filing a claim on behalf of a deceased person's estate, please submit **both of** the following documents. If you did not select this box, you do not need to submit these documents.
 - A death certificate for the deceased; and
 - A document showing your authority to transact on behalf of the deceased.

Please proceed to Step 10 to sign and complete this form.

Last Name : _____

First Initial : _____

STEP 4: PURCHASER INFORMATION

Ownership Information

If you currently own the vehicle identified in Step 1 and purchased it after November 2, 2015, please fill out the information below. Otherwise, please skip to Step 5.

Did you own the vehicle on November 2, 2015? (Select one.)

YES NO

Please enter the date that you purchased the vehicle.

DAY:

MONTH:

YEAR:

Last Name : _____

First Initial : _____

Offer Selection

If you currently own your vehicle and purchased it after November 2, 2015, the benefit below may be available to you for the settlement of your claim. If your vehicle has become inoperable, the Surrender for Inoperability benefit below may be available to you for the settlement of your claim. Your decision at this point is non-binding. At any point up to 20 days before the final transaction, you can change your preference by calling 1-888-670-4773.



Reduced Emissions Modification with Extended Emissions Warranty (if approved by Regulators)

Reduced Emissions Modification with Extended Emissions Warranty is the option of keeping a vehicle and receiving an emissions modification that is approved by regulators. If you select this option and a modification is approved by regulators, (1) an authorized dealership will perform the Reduced Emissions Modification on your vehicle, free of charge, (2) you will receive an Extended Emissions Warranty covering the emissions system of your vehicle, and (3) you will receive a Damages Payment.

To determine if a Reduced Emissions Modification for your vehicle is available now, please visit www.VWCanadaSettlement.ca. If a modification for your vehicle is not available now, we will inform you if one is approved through the Canadian Claims Portal, by email and/or by mail (depending on your stated preference). Once you have been notified, you may schedule an appointment for your vehicle to receive the Reduced Emissions Modification.

If you select this option and a modification is not approved by regulators by September 14, 2018, other options will become available.

To learn more about this option, please consult Question 22 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I am interested in the Reduced Emissions Modification option, if approved. (You may change this selection later.)

Last Name : _____

First Initial : _____

Offer Selection (continued)



Surrender For Inoperability

Current Owners who own a vehicle that is or becomes inoperable (and is not repaired at their expense to make it operable), may surrender their vehicle to an authorized dealership. A vehicle is inoperable if it cannot be driven under the power of its own 3.0-litre diesel engine or, except for mechanical issues that can be repaired, if it cannot be driven lawfully and safely on public roads. If you are eligible for and select this option, you will receive a Damages Payment. This option does not include a Vehicle Value buyback amount.

If you select this option and currently have an outstanding loan on your vehicle, please fill out the Vehicle Financing Information and the Preferred Dealership sections in Step 3.

The amount received under this option will be affected by the amount of any outstanding loan obligations on the vehicle. To learn more about how loan obligations will impact the payment amount, or to learn more about this option, please consult Question 40 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I select the Surrender For Inoperability option.

Last Name : _____

First Initial : _____

Required Documentation – Reduced Emissions Modification and Surrender for Inoperability

If you selected the Reduced Emissions Modification or Surrender for Inoperability option above, you must submit a copy of each of the following types of documentation with your claim form.

- Current valid government-issued photo identification of each Current Owner named in **Step 2** (front and back). If the Current Owner resides in Quebec, this photo ID must be a valid Driver's Licence.
- If the vehicle is registered to a corporate entity, you will need to submit a current valid government-issued photo identification of the individual authorized to transact the Surrender for Inoperability on behalf of the corporate entity.
- Copy of current valid vehicle registration or the most recent registration for the vehicle referenced in **Step 1** (front and back). Note: if you are a non-Volkswagen or non-Audi dealer, you may provide a Bill of Sale instead of vehicle registration.
- If you are not the Current Owner and are filing a claim on behalf of someone else, you will need to submit a Power of Attorney. If you do not have a Power of Attorney, please contact the Claims Administrator toll-free at 1-888-670-4773.
- If the vehicle is registered to a corporate entity, you will need to submit a corporate document showing your authority to transact on behalf of the corporate entity, such as a Corporate Authorization.
- If you selected the box indicating that you are military or government personnel currently on assignment overseas, please send proof of overseas assignment. If you did not select this box, you do not need to submit these documents.
- If you selected the box indicating that you are filing a claim on behalf of a deceased person's estate, please submit **both of** the following documents. If you did not select this box, you do not need to submit these documents.
 - A death certificate for the deceased; and
 - A document showing your authority to transact on behalf of the deceased.

Please proceed to Step 10 to sign and complete this form.

Last Name : _____

First Initial : _____

STEP 5: CURRENT LESSEE INFORMATION

Lessee Information

If you currently lease the vehicle identified in Step 1 from VW Credit Canada, Inc., please fill out the information below. Otherwise, please skip to Step 6.

Is your lease through VW Credit Canada, Inc. (also known as Volkswagen Finance or Audi Finance)?
(Select one.)

YES NO *(leases not through VW Credit Canada, Inc. are **not** eligible for settlement benefits)*

Please enter the date that you started your lease of the vehicle. Documentation will be required.

DAY:

MONTH:

YEAR:

Preferred Dealership

Early Lease Terminations and Reduced Emissions Modifications (if approved) will require a visit to an authorized Volkswagen or Audi dealership to complete the transaction. Please indicate your preferred dealership below. This selection is not binding and can be changed at a later time if you choose.

A list of authorized Volkswagen or Audi dealerships can be found at www.vw.ca, www.audi.ca or by calling toll-free 1-888-670-4773.

Dealership Name			
Dealership City		Dealership Province/Territory	

Last Name : _____

First Initial : _____

Offer Selection

If you currently lease your vehicle from VW Credit Canada, Inc, please select one of the two options below for the settlement of your claim. Your decision at this point is non-binding. At any point up to 20 days before the final transaction, you can change your preference by calling 1-888-670-4773.



Early Lease Termination

Early Lease Termination is the option of returning a vehicle to an authorized dealership to terminate the lease early, without penalty. If you are eligible for and select this option, you will receive a Damages Payment.

To obtain Early Lease Termination, the Current Lessee must pay any delinquent balance, along with any other fees, penalties or costs due, pursuant to the terms of the lease. Excess mileage will be calculated as kilometres driven above the total number of kilometres allocated in the Lease Agreement. Your Lease Agreement also states the charge for any additional kilometres.

To learn more about this option, please consult Question 23 of the FAQ, visit www.VWCanadaSettlement.ca or call 1-888-670-4773.

I select the Early Lease Termination option. (You may change this selection later.)

By checking this box and signing this form, I authorize RicePoint to share my Vehicle Identification Number (VIN) with the lessor **and** I authorize the lessor to release relevant information pertaining to my lease, loan, or lien, including but not limited to contract, interest paid, payment history, and payoff information to RicePoint Administration Inc., Volkswagen Group Canada, Inc., Volkswagen Group of America and Class Counsel (collectively, "Collecting Parties" or "we").

Signature of Lessee(s):

Date:

Print Name of Lessee(s):

Last Name : _____

First Initial : _____

Offer Selection (continued)



Reduced Emissions Modification with Extended Emissions Warranty (if approved by Regulators)

Reduced Emissions Modification with Extended Emissions Warranty is the option of keeping a vehicle and receiving an emissions modification that is approved by regulators. If you select this option and a modification is approved by regulators, (1) an authorized dealership will perform the Reduced Emissions Modification on your vehicle, free of charge, (2) you will receive an Extended Emissions Warranty covering the emissions system of your vehicle, and (3) you will receive a Damages Payment.

To determine if a Reduced Emissions Modification for your vehicle is available now, please visit www.VWCanadaSettlement.ca. If a modification for your vehicle is not available now, we will inform you if one is approved through the Canadian Claims Portal, by email and/or by mail (depending on your stated preference). Once you have been notified, you may schedule an appointment for your vehicle to receive the Reduced Emissions Modification.

If you select this option and a modification is not approved by regulators by September 14, 2018, other options will become available.

To learn more about this option, please consult Question 22 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I am interested in the Reduced Emissions Modification option, if approved. (You may change this selection later.)

Last Name : _____

First Initial : _____

Required Documentation – Early Lease Termination and Reduced Emissions Modification

If you selected the Early Lease Termination or the Reduced Emissions Modification option above, you must submit a copy of each of the following types of documentation with your claim form.

- Copy of Lease Agreement for the vehicle referenced in **Step 1**. The documentation must clearly indicate the date the lease started.
- Current valid government-issued photo identification of the Current Lessee(s) named in **Step 2** (front and back).
- If the vehicle is leased to a corporate entity, you will need to submit current valid government-issued photo identification of the individual authorized to transact the Early Lease Termination on behalf of the corporate entity.
- Copy of current valid vehicle registration or the most recent registration for the vehicle referenced in **Step 1** (front and back).
- If you are not the Current Lessee and are filing a claim on behalf of someone else, you will need to submit a Power of Attorney. If you do not have a Power of Attorney, please contact the Claims Administrator toll-free at 1-888-670-4773.
- If the vehicle is registered to a corporate entity, you will need to submit a corporate document showing your authority to transact on behalf of the corporate entity, such as a Corporate Authorization.
- If you selected the box indicating that you are military or government personnel currently on assignment overseas, please send proof of overseas assignment. If you did not select this box, you do not need to submit these documents.
- If you selected the box indicating that you are filing a claim on behalf of a deceased person's estate, please submit **both of** the following documents. If you did not select this box, you do not need to submit these documents.
 - A death certificate for the deceased; and
 - A document showing your authority to transact on behalf of the deceased.

Please proceed to Step 10 to sign and complete this form.

Last Name : _____

First Initial : _____

STEP 6: FORMER LESSEE (PURCHASED VEHICLE AT END OF LEASE)

Lessee Information

If you formerly leased your vehicle from VW Credit Canada, Inc. and purchased the vehicle at the end of the lease, please fill out the information below. Otherwise, please skip to Step 7.

Did you lease this vehicle through VW Credit Canada, Inc. (also known as Volkswagen Finance or Audi Finance)? (Select one.)

YES

NO (leases not through VW Credit Canada, Inc. are **not** eligible for settlement benefits)

Please enter the date that you started your lease of the vehicle. Documentation will be required.

DAY:

MONTH:

YEAR:

Last Name : _____

First Initial : _____

Offer Selection

If you had an active lease through VW Credit Canada, Inc. as of November 2, 2015 and purchased your vehicle at the end of your lease, the benefit below may be available to you for the settlement of your claim. If your vehicle has become inoperable, the Surrender for Inoperability benefit below may be available to you for the settlement of your claim.



Reduced Emissions Modification with Extended Emissions Warranty

(if approved by Regulators)

Reduced Emissions Modification with Extended Emissions Warranty is the option of keeping a vehicle and receiving an emissions modification that is approved by regulators. If you select this option and a modification is approved by regulators, (1) an authorized dealership will perform the Reduced Emissions Modification on your vehicle, free of charge, (2) you will receive an Extended Emissions Warranty covering the emissions system of your vehicle, and (3) you will receive a Damages Payment.

To determine if a Reduced Emissions Modification for your vehicle is available now, please visit www.VWCanadaSettlement.ca. If a modification for your vehicle is not available now, we will inform you if one is approved through the Canadian Claims Portal, by email and/or by mail (depending on your stated preference). Once you have been notified, you may schedule an appointment for your vehicle to receive the Reduced Emissions Modification.

If you select this option and a modification is not approved by regulators by September 14, 2018, other options will become available.

To learn more about this option, please consult Question 22 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I am interested in the Reduced Emissions Modification option, if approved. (You may change this selection later.)

Last Name : _____

First Initial : _____

Offer Selection (continued)



Surrender For Inoperability

Current Owners who own a vehicle that is or becomes inoperable (and is not repaired at their expense to make it operable), may surrender their vehicle to an authorized dealership. A vehicle is inoperable if it cannot be driven under the power of its own 3.0-litre diesel engine or, except for mechanical issues that can be repaired, if it cannot be driven lawfully and safely on public roads. If you are eligible for and select this option, you will receive a Damages Payment. This option does not include a Vehicle Value buyback amount.

If you select this option and currently have an outstanding loan on your vehicle, please fill out the Vehicle Financing Information and the Preferred Dealership sections in Step 3.

The amount received under this option will be affected by the amount of any outstanding loan obligations on the vehicle. To learn more about how loan obligations will impact the payment amount, or to learn more about this option, please consult Question 40 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I select the Surrender For Inoperability option.

Last Name : _____

First Initial : _____

Required Documentation – Reduced Emissions Modification and Surrender for Inoperability

If you selected the Reduced Emissions Modification or the Surrender for Inoperability option above, you must submit a copy of each of the following types of documentation with your claim form.

- Copy of Lease Agreement for the vehicle referenced in **Step 1**. The documentation must clearly indicate the date the lease started.
- Current valid government issued photo identification of each Current Owner named in **Step 2** (front and back). If the Current Owner resides in Quebec, this photo ID must be a valid Driver's Licence.
- If the vehicle is registered to a corporate entity, you will need to submit current valid government issued photo-identification of the individual authorized to transact the Surrender for Inoperability on behalf of the corporate entity.
- Copy of current valid vehicle registration or the most recent registration for the vehicle referenced in **Step 1** (front and back).
- If you are not the Current Owner and are filing a claim on behalf of someone else, you will need to submit a Power of Attorney. If you do not have a Power of Attorney, please contact the Claims Administrator toll-free at 1-888-670-4773.
- If the vehicle is registered to a corporate entity, you will need to submit a corporate document showing your authority to transact on behalf of the corporate entity, such as a Corporate Authorization.
- If you selected the box indicating that you are military or government personnel currently on assignment overseas, please send proof of overseas assignment. If you did not select this box, you do not need to submit these documents.
- If you selected the box indicating that you are filing a claim on behalf of a deceased person's estate, please submit **both of** the following documents. If you did not select this box, you do not need to submit these documents.
 - A death certificate for the deceased; and
 - A document showing your authority to transact on behalf of the deceased.

Please proceed to Step 10 to sign and complete this form.

Last Name : _____

First Initial : _____

Step 7: FORMER LESSEE (VEHICLE NOT IN YOUR POSSESSION)

Lessee Information

If you formerly leased your vehicle from VW Credit Canada, Inc. and returned your vehicle at the end of your lease OR purchased it after November 2, 2015, but have since sold it, please fill out the information below. Otherwise, please skip to Step 8.

Did you lease this vehicle through VW Credit Canada, Inc. (also known as Volkswagen Finance or Audi Finance)? (Select one.)

YES NO (leases not through VW Credit Canada, Inc. are **not** eligible for settlement benefits)

Please enter the date that you started your lease of the vehicle. Documentation will be required.

DAY: MONTH: YEAR:

Please enter the date that your lease ended, or if applicable, the date you purchased the vehicle.

DAY: MONTH: YEAR:

If applicable, please enter the date that you sold the vehicle. Documentation will be required.

DAY: MONTH: YEAR:

If applicable, was a Reduced Emissions Modification performed on the vehicle before you sold it? (Select one.)

YES NO

Offer Selection

If you had an active lease through VW Credit Canada, Inc. as of November 2, 2015 but returned your vehicle at the end of your lease OR purchased it after November 2, 2015, but have since sold it, below is the benefit that may be available to you for the settlement of your claim.



Former Lessee Cash Payment

This offer includes a Damages Payment.

To learn more about this offer, please consult Question 21 of the FAQ, visit www.VWCanadaSettlement.ca or call 1-888-670-4773.

I select the Former Lessee Payment offer.

Last Name : _____

First Initial : _____

Required Documentation – Former Lessee Cash Payment

If you selected the Former Lessee Cash Payment offer above, you must submit a copy of each of the following types of documentation with your claim form.

- Copy of Lease Agreement for the vehicle referenced in **Step 1**. The documentation must clearly indicate the date the lease started.
- Current valid government-issued photo identification of the Former Lessee(s) named in **Step 2** (front and back).
- If the vehicle was leased to a corporate entity, you will need to submit current valid government-issued photo identification of the individual authorized to transact on behalf of the corporate entity.
- If you purchased the formerly leased vehicle after November 2, 2015 but have since sold it, you will need to submit **one** of the following documents as Proof of Sale:
 - Copy of the Bill of Sale identifying the Former Owner(s) named in **Step 2** as the seller, the date of sale and the vehicle's VIN;
 - Copy of vehicle Registration identifying the Former Owner(s) named in **Step 2** as the transferor, the date of the transfer and the vehicle's VIN;
 - Proof of notification to provincial ministry of transportation that the vehicle was sold and the registration was canceled, including the date and vehicle's VIN.
- If you purchased the formerly leased vehicle after November 2, 2015 but have since sold it and you completed the Reduced Emissions Modification before selling the vehicle referenced in **Step 1**, a Repair Order from the dealership to confirm you completed the Reduced Emissions Modification.
- If you are not the Former Lessee and are filing a claim on behalf of someone else, you will need to submit a Power of Attorney. If you do not have a Power of Attorney, please contact the Claims Administrator toll-free at 1-888-670-4773.
- If the vehicle is registered to a corporate entity, you will need to submit a corporate document showing your authority to transact on behalf of the corporate entity, such as a Corporate Authorization.
- If you selected the box indicating that you are filing a claim on behalf of a deceased person's estate, please submit **both** of the following documents. If you did not select this box, you do not need to submit these documents.
 - A death certificate for the deceased; and
 - A document showing your authority to transact on behalf of the deceased.

Please proceed to Step 10 to sign and complete this form.

Last Name : _____

First Initial : _____

STEP 8: SELLER INFORMATION

Seller Information

If you formerly owned the vehicle identified in Step 1 as of November 2, 2015 but sold or otherwise transferred ownership of the vehicle before January 17, 2018, please fill out the information below. Otherwise, please skip to Step 9.

Did you own the vehicle on November 2, 2015? (*Select one.*)

YES NO

Did you sell or otherwise transfer ownership of the vehicle before January 17, 2018? (*Select one.*)

YES NO

Please enter the date that you purchased the vehicle. Documentation will be required.

DAY:

MONTH:

YEAR:

Please enter the date that you sold or otherwise transferred ownership of the vehicle. Documentation will be required.

DAY:

MONTH:

YEAR:

Offer Selection

If you owned the vehicle as of November 2, 2015 and sold or otherwise transferred ownership of the vehicle before January 17, 2018, the benefit below may be available to you for the settlement of your claim.



Eligible Seller Cash Payment

This offer includes a Damages Payment.

To learn more about this offer, please consult Question 19 of the FAQ, visit www.VWCanadaSettlement.ca or call 1-888-670-4773.

I select the Eligible Seller Cash Payment offer.

Last Name : _____

First Initial : _____

Required Documentation – Eligible Seller Cash Payment

If you selected the Eligible Seller Cash Payment offer above, you must submit a copy of each of the following types of documentation with your claim form.

- Current valid government-issued photo identification of the Former Owner(s) named in **Step 2** (front and back).
- If the vehicle was owned by corporate entity, you will need to submit current valid government-issued photo identification of the individual authorized to transact on behalf of the corporate entity.
- **One** of the following documents as Proof of Sale between November 2, 2015 and January 17, 2018:
 - Copy of the Bill of Sale identifying the Former Owner(s) named in **Step 2** as the seller, the date of sale and the vehicle's VIN;
 - Copy of vehicle Registration identifying the Former Owner(s) named in **Step 2** as the transferor, the date of the transfer and the vehicle's VIN;
 - Proof of notification to provincial ministry of transportation that the vehicle was sold and the registration was canceled, including the date and vehicle's VIN.
- Copy of proof of purchase (Bill of sale) for the vehicle referenced in **Step 1**. The documentation must clearly show the vehicle was purchased on or before November 2, 2015.
- If you are not the Former Owner and are filing a claim on behalf of someone else, you will need to submit a Power of Attorney. If you do not have a Power of Attorney, please contact the Claims Administrator toll-free at 1-888-670-4773.
- If the vehicle was registered to a corporate entity, you will need to submit a corporate document showing your authority to transact on behalf of the corporate entity, such as a Corporate Authorization.
- If you selected the box indicating that you are filing a claim on behalf of a deceased person's estate, please submit **both of** the following documents. If you did not select this box, you do not need to submit these documents.
 - A death certificate for the deceased; and
 - A document showing your authority to transact on behalf of the deceased.

Please proceed to Step 10 to sign and complete this form.

Last Name : _____

First Initial : _____

STEP 9: VEHICLE TOTALLED AND SOLD
TO AN INSURANCE COMPANY ON OR AFTER JANUARY 17, 2018

Ownership Information

If you owned the vehicle identified in Step 1 on November 2, 2015 and transferred title to an insurance company on or after January 17, 2018, because the vehicle was totalled or appraised as a total loss, please fill out the information below.

Please enter the date that you purchased the vehicle. Documentation will be required.

DAY: MONTH: YEAR:

Please enter the date that you transferred title to an insurance company. Documentation will be required.

DAY: MONTH: YEAR:

Please enter the name of the insurance company to which the vehicle was transferred.

Offer Selection

If you owned your vehicle identified in Step 1 on November 2, 2015 and transferred title to an insurance company on or after January 17, 2018, because the vehicle was totalled or appraised as a total loss, the benefit below may be available to you for the settlement of your claim.



Totalled Vehicle (Owner Damages) Payment

This offer includes a Damages Payment.

To learn more about this offer, please consult Question 39 of the FAQ, visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.

I select the Totalled Vehicle Payment offer.

Last Name : _____

First Initial : _____

Required Documentation – Totalled Vehicle

If you selected the Totalled Vehicle offer above, you must submit a copy of each of the following types of documentation with your claim form.

- Copy of proof of purchase (Bill of Sale) for the vehicle referenced in **Step 1**. The documentation must clearly indicate the date of purchase.
- Current valid government-issued photo identification of each Former Owner named in **Step 2** (front and back).
- If the vehicle was registered to a corporate entity, you will need to submit current valid government-issued photo identification of the individual authorized to transact on behalf of the corporate entity.
- **One** of the following documents as proof of vehicle transfer to the insurance company for the vehicle referenced in **Step 1**:
 - Letter or Statement from insurance company indicating that the vehicle was totalled and transferred to the insurance company and the date of the transfer; or
 - Copy of vehicle registration showing transfer of title to your insurance company.
- If you were not the Former Owner and are filing a claim on behalf of someone else, you will need to submit a Power of Attorney. If you do not have a Power of Attorney, please contact the Claims Administrator toll-free at 1-888-670-4773.
- If the vehicle was registered to a corporate entity, you will need to submit a corporate document showing your authority to transact on behalf of the corporate entity, such as a Corporate Authorization.
- If you selected the box indicating that you are military or government personnel currently on assignment overseas, please send proof of overseas assignment. If you did not select this box, you do not need to submit these documents.
- If you selected the box indicating that you are filing a claim on behalf of a deceased person's estate, please submit **both of** the following documents. If you did not select this box, you do not need to submit these documents.
 - A death certificate for the deceased; and
 - A document showing your authority to transact on behalf of the deceased.

Please proceed to Step 10 to sign and complete this form.

Last Name : _____

First Initial : _____

STEP 10: SUBMISSION, CONSENT & SIGNATURE

By signing below I agree to allow RicePoint Administration Inc. as the Court-Appointed Claims Administrator (“RicePoint”) to retain and use the information provided in this form to accomplish the purposes relevant to processing a proof of claim related to the Settlement Program including but not limited to contacting me with questions, updates or information using any or all of the provided information.*

I provide permission for RicePoint to share the information provided in this form with third parties, including Volkswagen and lawyers appointed by the Court as Lead Class Counsel only to the extent necessary or appropriate in connection with the Settlement Program or to meet other legal obligations. This may include collecting, accessing, using, preserving or disclosing the information when reasonably necessary to (a) comply with legal process or otherwise satisfy any applicable law or regulation; (b) prevent fraud or imminent harm; (c) ensure the security of information; (d) address technical issues; (e) provide data processing; (f) provide data storage; and/or (g) provide other support in order to facilitate the processing of my claim.

Signature:	Date:
Print Name:	
Signature:	Date:
Print Name:	

* For additional details concerning the use and disclosure of information collected in connection with the administration of the Settlement Program, please visit www.VWCanadaSettlement.ca and click on the link titled “Privacy Policy”.

Submit this completed form along with any required documentation on or before May 31, 2019 by Canada Post mail or courier to the following:

By Canada Post:

Volkswagen/Audi/Porsche Class Action
Administration
P.O. Box 7071, 31 Adelaide Street East
Toronto, ON M5C 3H2

By Courier:

Volkswagen/Audi/Porsche Class Action
Administration
100 University Avenue, 8th Floor
Toronto, ON M5J 2Y1

If you have questions about filling out this form,
please visit www.VWCanadaSettlement.ca or call toll-free 1-888-670-4773.