

# Electronic Filing Instructions In re Regions Morgan Keegan Closed-End Fund Litigation

# I. Important Notes - PLEASE READ

- Electronic claim submissions apply to institutions filing on behalf of multiple clients or proprietary accounts.
- Electronic claim submissions MUST be accompanied by all documentation requirements outlined in section III of these instructions.
- Please provide the following transactions/holdings on your data file in order to conform with the electronic filing requirements:

Information	RMK High Income Fund, Inc. Securities	RMK Strategic Income Fund, Inc. Securities	RMK Advantage Income Fund, Inc. Securities	RMK Multi-Sector High Income Fund, Inc. Securities
Fund Code	RMH	RSF	RMA	RHY
Purchases and Sales	6/24/2003 through 10/12/2009 <sup>1</sup> (inclusive)	3/18/2004 through 10/12/2009 <sup>1</sup> (inclusive)	11/8/2004 through 10/12/2009 <sup>1</sup> (inclusive)	1/19/2006 through 10/12/2009 <sup>1</sup> (inclusive)
Unsold Holdings	10/12/2009 (close of trading)	10/12/2009 (close of trading)	10/12/2009 (close of trading)	10/12/2009 (close of trading)
CUSIP	74963B105  After Class Period: 42327X105	74963H102  After Class Period: 42328A104	74963L103  After Class Period: 42327W107	74963Q102  After Class Period: 42327Y103
	42327X204	42328A203	42327W206	42327Y202
Name Change To: (12/29/2008)	Helios High Income Fund Inc. (HIH)	Helios Strategic Income Fund, Inc. (HSA)	Helios Advantage Income Fund, Inc. (HAV)	Helios Multi-Sector High Income Fund, Inc. (HMH)
Stock Split	1:5 Reverse Split 9/1/2009	1:5 Reverse Split 9/1/2009	1:5 Reverse Split 9/1/2009	1:5 Reverse Split 9/1/2009

#### Notes:

• There are NO beginning holdings in this case as the beginning of the Class Period correlates with the Initial Public Offering of each security<sup>2</sup>.

 An eligible CUSIP number and fund code from the above table must be referenced on each row of your data file – please refer to section IV (page 4) for the required file format.

<sup>&</sup>lt;sup>1</sup> Shares purchased between 7/15/2009 and 10/12/2009 (inclusive) are needed for balancing purposes only and are not eligible under the terms of the settlement.

<sup>&</sup>lt;sup>2</sup> Shares purchases through the Initial Public Offering for each fund, may have been held any time up to five days prior to any of the class periods beginning holdings date

## **II. Methods of Submission**

Electronic files will not be deemed properly submitted unless the Claims Administrator issues an email after processing your file with your claim numbers and respective account information. Do not assume that your file has been received or processed until you receive this email. If you do not receive such an email within 10 days of your submission, you should contact the electronic filing department at <a href="mailto:eClaim@gcginc.com">eClaim@gcginc.com</a> to inquire about your file and confirm it was received and acceptable.

The following methods are available for submitting your electronic claims:

## Internet – GCG ICE (www.gcgice.com)

- GCG ICE<sup>TM</sup> is GCG's secure and user-friendly website designed to meet the claim filing needs of institutional investors in securities class actions. Using GCG ICE<sup>TM</sup>, registered users have the ability to upload their electronic claim submissions directly and securely to GCG and the benefit of being able to view the history and status of these submissions 24 hours a day, 7 days a week. The history and status functionality features access to claim numbers and specific claim rejection reasons, with instructions on how to fix rejected claims.
- Please visit www.gcgice.com to register today so you can benefit from this service in this settlement as well as other settlements.

#### 2. Email

- You may email your electronic claim submission to <a href="eClaim@gcginc.com">eClaim@gcginc.com</a>.
- If you choose to email your file, you MUST also attach all documentation requirements in the email as .pdf documents or equivalent.

#### 3. Mail

 You may send your electronic claim submission in the mail on a disk or CD along with all other documentation requirements. Please use the P.O. Box address on top of page 1 of the Proof of Claim Form and add "Attn: Electronic Filing Department". If you need to send your submission via Federal Express or UPS, you may use the below street address:

In re Regions Morgan Keegan Closed-End Fund Litigation c/o GCG
Attn: Electronic Filing Department
5151 Blazer Parkway, Suite A
Dublin, OH 43017

#### **III. Documentation Requirements**

The documentation requirements outlined below must be submitted with your electronic file. Your electronic claims will <u>not</u> be considered valid until all documentation requirements are received. Please note that one single document may meet more than one requirement.

#### 1. One Signed Proof of Claim and Release

- You must complete the claimant identification information on page 2 and the signature section on page 8 of a single Proof of Claim and Release form, which will serve as an "umbrella" or "master" claim form for all accounts on your electronic file.
- The claim form <u>must</u> be signed by an authorized signatory and state the capacity (job title) of the signatory.
- You may reference the term 'Various Accts' or 'See File' for the beneficial owner name if you are filing on behalf of multiple accounts or clients.

#### 2. Signature Verification Document

 You must provide a current document verifying that the individual who signed the claim form and any supplemental documents is authorized to sign on behalf of his/her company.

Some common types of documents that fulfill this requirement include the following:

- Copy of company's By-Laws, including signature page(s)
- Copy of company's Corporate Resolution, including signature page(s)
- Notarized Affidavit signed by an officer of the institution clearly granting specific individual(s) authorization or confirming his/her authority to sign on behalf of his/her company

## 3. <u>Data Verification Document (Letter of Attestation)</u>

- You must provide a dated and signed letter on firm letterhead or notarized affidavit containing the following information:
  - Confirming the number of distinct accounts and transactions on your file
  - Verifying the source of your data (i.e. internal data retention system)
  - Attesting to the truth and accuracy of the transactions and holdings on your electronic file
  - The Signature must be from an authorized signatory with job title and contact information

- 4. <u>Authorization Document</u> (if filing on behalf of client or customer accounts)
  - You must provide a current document verifying that you are authorized to file and sign claims on behalf of your clients<sup>3</sup>. Some common types of documents that fulfill this requirement include the following:
    - Power of Attorney
    - Service Agreement
    - Signed/dated letter on client's company letterhead specifically granting your company authority to file/sign claims on their behalf
  - If you have a fiduciary duty to file claims on behalf of your clients, you may provide a
    notarized affidavit or signed letter on your company's letterhead confirming your capacity
    and authority to file and sign claims on behalf of your clients. It must be executed by an
    officer of the company and reference the job title and contact information of the signatory.

#### Additional Documentation (if requested) - Data Integrity Audit

GCG may request random entities, as deemed appropriate by GCG, who file claims electronically to provide documentation specific to transactions and/or holdings submitted. The documentation provided should be sufficient to verify the validity and accuracy of the entire file.

Even if you provided a letter/affidavit attesting to the truth and accuracy of your data when initially submitting your file electronically, we will <u>require</u> specific documentary evidence (trade confirmations, monthly statement, or equivalent) to verify the details of these transactions and/or holdings requested, if your file is selected for randomized review.

\* Failure to comply with this request will result in the rejection of your entire file submission \*

# IV. Required Filing Format

#### **General Instructions**

Files may be submitted as a fixed-length text file 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 <u>must</u> be left blank (do <u>not</u> delete any fields)
- Your file must include one header row with column headings
- Your file must be sorted in the following order:
  - account number
  - security identifier
  - transaction type
- Do not exceed maximum character lengths for any field
- Do not provide any blank rows on your file
- Any files not in accordance with the below format are subject to rejection

<sup>&</sup>lt;sup>3</sup> If you are filing in a third-party capacity and your client is <u>not</u> the beneficial owner then current documentation must also be provided to confirm that your client is authorized to file on behalf of their clients who are the ultimate beneficial owners.

- For Excel spreadsheets:
  - Whenever possible, your file should be limited to one tab with <u>all</u> account and transactional data
  - The "Length" column in the below format specifies the maximum number of characters for each Excel field

## **Required File Layout**

Col	Field	Start Position	Length	Notes	
Α	Company Name	1	40	Name of Company for Mailing of Checks (see Address Notes below)	
				<ul> <li>Include a "c/o" before your company name if you require checks made out to the beneficial owner c/o your company.</li> </ul>	
В	Address 1	41	40	Address1 Information for Mailing of Checks (see Address Notes below)	
С	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)	
Е	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)	
O	Zip4	158	4	4 Digit Zip for Mailing of Checks (see Address Notes below)	
Н	Country Code	162	2	2 character Country abbreviation ( <b>only</b> for foreign addresses)	
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	4	Last four digits of SSN or TaxID Number	
L	Security Identifier	238	14	Insert CUSIP, ISIN, or SEDOL Number.	
M	Transaction Type	252	3	P = Purchase (includes purchases to cover short sales)  DIV = Dividend  RIV = Reinvestment  S = Sale (includes short sales)  U = Unsold Holdings  R = Free Receipt (transfer in)  D = Free Deliver (transfer out)  Note: When inputting unsold holdings, the trade date column must indicate the holding date and the price per share and net amount columns must be left blank.	
N	Trade Date	255	10	Trade in MM/DD/YYYY format (including foreign entities)	
0	Number of Shares	265	20	Number of shares associated with this transaction (this value can <u>ONLY</u> be negative for short beginning or ending holdings positions and must be formatted with a negative symbol such as - 99999999999990000)	
Р	Price per Share	285	20	Price per share of transaction  This column should be blank <u>ONLY</u> when providing beginning and/or ending holdings or shares received from a merger.	
Q	Total Purchase or Sale Price	305	20	Total purchase or sale price (excluding commissions, taxes, and fees);  • This column should be blank <u>ONLY</u> when providing beginning and/or ending holdings or shares received from a merger.	
R	Currency Type	325	3	Type of currency associated to transaction (USD, EUR, GBP, etc.)	

S	Exercise / Assign / Expiration Flag	328	1	<ul> <li>A = Assigned, E = Exercised</li> <li>This column <u>must</u> be used if:         <ul> <li>Common stock transaction is the result of the exercise or assignment of an option; or</li> </ul> </li> </ul>
Т	Fund Code	329	3	RMH – RMK High Income Fund, Inc. RSF – RMK Strategic Income Fund, Inc. RMA – RMK Advantage Income Fund, Inc. RHY – RMK Multi-Sector High Income Fund, Inc.

# **V. Electronic Filing Notes**

## <u>Addresses</u>

- Claims and checks (if the claim is eligible) will be created based on the account and address information provided on your electronic file.
- If you require checks to be made out directly to the beneficial owner, please include a "c/o" before your company name in column A of your file.
- For foreign addresses, the two character country code must be provided in column H, 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-G) must be left blank.

### **Securities**

- All transactions and holding positions <u>must</u> reference an appropriate security identifier (CUSIP, ISIN, or SEDOL) in column L of your file.
- Negative values may **only** be given for short unsold holdings (transaction type "U"). All other transactions must reflect positive values.

### **Transfers**

Free receive/free deliver (transfer in/out) transactions are <u>not</u> eligible for payment unless you have additional information regarding the original purchase(s) from the prior account or the ultimate sale(s) or ending holdings from the subsequent account.

If you have this information, you must combine or amend your accounts as follows:

- <u>Shares Received into Account</u> Provide the original purchase of these shares from the prior account rather than the "free receive" transaction.
- <u>Shares Delivered out of Account</u> Provide the sale(s) and/or ending holdings from the subsequent account rather than the "free deliver" transaction.

If you have no information available on the original purchase/subsequent sale, you must provide the free 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.