

## **BP ORGANIC SHINGLES CLASS ACTION SETTLEMENT REPAIR DISPUTE FORM**

### **INSTRUCTIONS**

#### **How to complete your Repair Dispute Form:**

- If you disagree that the Repair Invoices do not relate to Approved Repairs and/or do not demonstrate that you used BP shingles, you can request a review by an independent third-party.
- To request a review, you must properly complete the Repair Dispute Form and submit it no later than 15 days from the date of the notice received from BP in this regard (the “Repair Notice”).
- You are not permitted to append or include any information or documents that were not submitted with the Claim Form or as part of the claim process.
- For more information, please review a copy of the Settlement Agreement which is available online at [www.bpshinglesttlement.com](http://www.bpshinglesttlement.com).
- Please type or print all your responses in ink.

#### **Where to send your Repair Dispute Form:**

- Submitted via our self-serve secure website (refer to instructions available with your claim form)
- Submitted via email at [qualityassurance@bpcan.com](mailto:qualityassurance@bpcan.com)
- Or mailed to the following address:  
Building Products of Canada Corp.  
Claim no.: [insert your claim number]  
c/o: Warranty Services  
9510 St-Patrick Street  
LaSalle, Quebec  
H8R 1R9

#### **What to expect after you submit your Repair Dispute Form:**

- To be more efficient, please submit your Repair Dispute Form electronically. Otherwise, please use a shipping method that provides delivery confirmation. You will not be provided with acknowledgement of receipt by BP.
- Under the terms of the settlement, BP is provided the opportunity to re-consider the Repairs Invoices and reimburse you for all or part of the Repairs Invoices. If BP accepts all or part of the Repairs Invoices, BP will issue a revised Repairs Notice.
- If BP does not revise the Repairs Notice, your Repair Dispute Form will be forwarded to an independent third-party. The independent third-party will also be provided with copies of the Claim Decision, Repairs Invoices and a response by BP to the request for review.
- Be assured that your request for review will be evaluated as promptly as possible. In most circumstances, you should expect a response within 30 days.
- Once your claim has been reviewed, you will receive a written response by mail or by email (if an email address has been provided).
- If the independent third-party determines that you have engaged in fraudulent practices, the independent third-party can require you to pay costs to BP, in the amount of CDN \$250.00 for persons in Canada and US \$250.00 for persons in the United States.
- The decision of the independent third-party will be binding and there is no further right of appeal.

**REPAIR DISPUTE FORM**

To ensure that your claim is processed, please complete all mandatory fields of information.

Mandatory fields are marked with an asterisk (\*)

Please write "N/A" if any question is not applicable

**CLAIMANT\***

\_\_\_\_\_  
Claim Number\*

\_\_\_\_\_  
First Name\*

\_\_\_\_\_  
Last Name\*

\_\_\_\_\_  
Mailing Address\*

\_\_\_\_\_  
City\*

\_\_\_\_\_  
Province/State\*

\_\_\_\_\_  
Postal/Zip Code\*

\_\_\_\_\_  
Home Phone\*

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address

Please notify BP of any address changes.

**REASON FOR REQUEST OF REVIEW \***

Please select the reason for requesting a review:

the Repairs Invoice relates to Approved Repairs

the Repairs Invoice demonstrate that BP shingles were used

Set out the reasons why you are seeking a review based on the information submitted as part of the claim process. If more space is required, attach a further page or pages.

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**CERTIFICATION OF CLAIMANT\***

I/we certify that all the information that I/we have provided is true and accurate to the best of my/our knowledge and belief. This document is signed under penalty of perjury.

If more than one owner, the Repair Dispute Form must be signed by all owners.

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Date (yy/mm/dd)

\_\_\_\_\_  
Signature of Co-Owner

\_\_\_\_\_  
Date (yy/mm/dd)