
**D&O PROOF OF CLAIM INSTRUCTION LETTER
FOR THE CLAIMS PROCEDURE FOR CREDITORS OF YATSEN GROUP OF
COMPANIES INC., SAR REAL ESTATE INC. AND THE COMPANIES LISTED IN
SCHEDULE “A” (COLLECTIVELY, THE “APPLICANTS”)**

CLAIMS PROCEDURE

By Order of the Ontario Superior Court of Justice (Commercial List) dated August 4, 2021 (as such Order may be amended from time to time, the “**Claims Procedure Order**”) under the *Companies’ Creditors Arrangement Act*, R.S.C. 1985, c. C-36 (the “**CCAA**”), the Applicants and Alvarez & Marsal Canada Inc., in its capacity as Court-appointed monitor of the Applicants (the “**Monitor**”), have been authorized to conduct a claims procedure (the “**Claims Procedure**”). A copy of the Claims Procedure Order and other public information concerning these proceedings can be obtained from the Monitor’s website at www.alvarezandmarsal.com/YatsenGroup. Please review the Claims Procedure Order for the full terms of the Claims Procedure.

The Claims Procedure is, among other things, intended to identify and determine any claims against the Directors or Officers of the Applicants, whether unliquidated, contingent or otherwise. If you believe that you have a D&O Claim against a Director or Officer of the Applicants, you must complete and file a D&O Proof of Claim with the Monitor **before 5:00 p.m. (Toronto time) on September 1, 2021** (the “**Claims Bar Date**”)

This letter provides general instructions for completing a D&O Proof of Claim. Capitalized terms not defined within this instruction letter shall have the meaning ascribed thereto in the Claims Procedure Order.

A separate D&O Proof of Claim must be filed by each legal entity or person asserting a claim against the Applicants’ Directors or Officers. The claimant shall include any and all D&O Claims that it asserts against the Applicants’ Directors or Officers in a single D&O Proof of Claim. The D&O Proof of Claim form is NOT for claims against the Applicants.

SECTION 1 – PARTICULARS OF THE DIRECTORS OR OFFICERS

1. The full name of all of the Applicants’ Directors or Officers against whom the D&O Claim is asserted must be listed.

SECTION 2 – PARTICULARS OF THE CLAIMANT

2. The full legal name of the claimant must be provided.
3. Unless the D&O Claim is assigned or transferred pursuant to the terms of the Claims Procedure Order, all future correspondence, notices, etc., regarding the D&O Claim will be directed to the address and contact indicated in this section.

SECTION 3 – ASSIGNEE OR TRANSFEREE

4. If the claimant has been assigned or otherwise transferred its D&O Claim, then Section 3 must be completed.
5. The full legal name of the assignor or transferor must be provided.
6. Include all available supporting documentation evidencing the assignment or transfer of the claim.
7. If the Monitor, in consultation with the Applicants, is satisfied that an assignment or transfer has occurred in accordance with the terms of the Claims Procedure Order, all future correspondence, notices, etc., regarding the D&O Claim will be directed to the assignee or transferee at the address and contact indicated in this section.

SECTION 4 – AMOUNT OF CLAIM /CERTIFICATION

8. Indicate the amount of the D&O Claim being asserted against the Director(s) and/or Officer(s) in the Amount of Claim column, including interest.
9. All D&O Claims not denominated in U.S. dollars shall be converted to U.S. dollars at the Bank of Canada daily exchange rate in effect as of January 25, 2021.
10. The person signing the D&O Proof of Claim should:
 - (a) be the claimant or an authorized representative of the claimant;
 - (b) have knowledge of all of the circumstances connected with this D&O Claim;
 - (c) assert the claim against the Director(s) or Officer(s) as set out in the D&O Proof of Claim and certify all available supporting documentation is attached; and
 - (d) have a witness to its certification.
11. By signing and submitting the D&O Proof of Claim, the claimant is asserting the Claim against the Director(s) or Officer(s) specified therein.

SECTION 5 – PARTICULARS OF CLAIM

12. Attach to the D&O Proof of Claim all particulars of the D&O Claim and all available supporting documentation, including descriptions of transaction(s), agreement(s) or legal breach(es) giving rise to the Claim.

SECTION 6 – FILING OF CLAIM

All D&O Proofs of Claim for D&O Claims **must be received by the Monitor before 5:00 p.m. (Toronto time) on the Claims Bar Date of September 1, 2021.** If you do not file a completed D&O Proof of Claim by the Claims Bar Date, any D&O Claims you may have shall be forever extinguished and barred.

All notices and inquiries with respect to the Claims Procedure should be directed to the Monitor by prepaid registered mail, courier, personal delivery, fax or email at the address below:

Alvarez & Marsal Canada Inc., Court-appointed Monitor of
the Yatsen Group of Companies Inc. and certain of its
subsidiaries

Claims Process

Royal Bank Plaza, South Tower
200 Bay Street, Suite 2900
P.O. Box 22
Toronto, Ontario M5J 2J

Attention: Alan Hutchens
Telephone: 1-888-447-5187.
Email: yatsengroup@alvarezandmarsal.com
Fax: 416.847.5201

Additional D&O Proof of Claim forms can be obtained from the Monitor's website at www.alvarezandmarsal.com/YatsenGroup or by contacting the Monitor at the contact information provided above.

DATED this 5th day of August, 2021.