

## **INSTRUCTIONS FOR FILING PROOF OF ADMINISTRATIVE EXPENSE CLAIM**

*The instructions and definitions below are general explanations of the law. In particular types of cases or circumstances there may be exceptions to the general rules.*

### ***Debtor:***

The person, corporation, or other entity that has filed a bankruptcy case is called the debtor. In this case the Debtors are:

Stein Mart, Inc. (20-02387)  
Stein Mart Buying Corp. (20-02389)  
Stein Mart Holding Corp. (20-02389)

### ***Administrative Expense Claims Bar Date:***

By Order of the United States Bankruptcy Court for the District of Delaware, all requests for the allowance of an Administrative Expense Claim must be filed so as to be received at the address set forth below no later than **November 20, 2020 at 5:00 p.m. (prevailing Eastern Time)**

### ***Administrative Expense Claim:***

A claim for payment of an administrative expense of a kind specified in Section 503(b) of the Bankruptcy Code and entitled to priority pursuant to Section 507(a)(2) of the Bankruptcy Code, and as specified in the Notice of Administrative Expense Claims Bar Date.

- 
1. Please read this Proof of Administrative Expense Claim form carefully and fill it in completely and accurately.
  2. Print legibly. Your claim may be disallowed if it cannot be read and understood.
  3. You must specify which of the Debtors you are asserting a claim against and its appropriate case number.
  4. This Proof of Administrative Expense Claim must be completed in English. The amount of any Administrative Expense Claim must be denominated in United States currency.
  5. Attach additional pages if more space is required to complete this Proof of Administrative Expense Claim.
  6. This form should only be used by a claimant asserting an Administrative Expense Claim. It should not be used for claims excluded by the Notice of Administrative Expense Claims Bar Date, and should not be used for any claims that are not entitled to priority in accordance with 11 U.S.C. §§ 503(b) and 507(a).
  7. Proofs of Administrative Expense Claim must be submitted (i) electronically, on or before the Administrative Claims Bar Date, by completing the applicable claim form that can be accessed at the Claims Agent's website <https://cases.stretto.com/SteinMart> or (ii) by United States mail or other hand delivery system, so as to be **actually received** by the Claims Agent on or before the Administrative Claims Bar Date at the following address:

**Stein Mart Inc., et al., Claims Processing  
c/o Stretto  
410 Exchange, Suite 100  
Irvine, CA 92602**

NOTE: The staff of the Stretto cannot give legal advice. Please also note that Stretto is **not** authorized to accept proofs of claim by facsimile, telecopy or electronic mail. To submit your claim electronically, please visit [cases.stretto.com/SteinMart](https://cases.stretto.com/SteinMart)

8. To receive an acknowledgment of the filing of your claim from Stretto, enclose a stamped, self-addressed envelope and copy of this Proof of Administrative Expense Claim.
9. To be considered timely filed, this Proof of Administrative Expense Claim must be actually received by the Stretto by November 20, 2020 at 5:00 p.m. (prevailing Eastern Time) and must include appropriate documents/materials establishing the claimants entitlement to an allowed Administrative Expense Claim and the amount of your asserted claim.