Southeastern Grocers

SOUTHEASTERN GROCERS SUBPOENA INSTRUCTIONS*

INSTRUCTIONS FOR UNITED STATES LAW ENFORCEMENT AGENCIES WHEN SERVING SUBPOENAS, COURT ORDERS, AND SEARCH WARRANTS ON Southeastern Grocers, LLC and its subsidiaries (the "Company")

***Please read the information below thoroughly. These instructions are for U.S. law enforcement agencies only. These instructions do not apply to civil actions or civil subpoenas. Service of process for civil matters must be made on our registered agent listed in section I.A. below in accordance with the rules for the jurisdiction in which the matter is pending.**

I. U.S. LAW ENFORCEMENT SUBPOENAS, COURT ORDERS, AND SEARCH WARRANTS

A. Service and Processing of Subpoenas

Subpoenas, court orders, and search warrants (collectively referred to below as "subpoena" or "subpoenas") from federal, state, and local law enforcement agencies in the United States requesting records relating to Reward Cards, other financial information, or video surveillance must name the proper Company entity. A listing of entities is attached as Exhibit "A."

YOU MUST SERVE THE ORIGINAL SUBPOENA ON OUR REGISTERED AGENT, CSC, BY MAILING IT TO:

State	Registered Agent Address – *Red (Updated Address)
Alabama	150 South Perry Street, Montgomery, AL 36104
Delaware	2711 Centerville Road, Wilmington, DE 06120
Florida	1201 Hays Street, Tallahassee, FL 32301
***Georgia**	**CSC of Cobb County, 192 Anderson Street S.E., Suite 125, Marietta, GA 30060**
***Louisiana**	**501 Louisiana Avenue, Baton Rouge, LA 70802-5921**
***Mississippi**	**5760 I-55 North, Suite 150, Jackson, MS 39211**
North Carolina	327 Hillsborough Street, Raleigh, NC 27603
South Carolina	1703 Laurel Street, Columbia, SC 29201
Tennessee	2908 Poston Avenue, Nashville, TN 37203

Home of

BI-LO Harveys Winn-Dixie

You may email a courtesy copy of the subpoena to LegalSubpoenas@segrocers.com, but this will not constitute service. Please note that our stores and Company personnel are not authorized to accept service of a subpoena.

When Company receives a U.S. law enforcement subpoena via Company's registered agent, Company will send an acknowledgement letter (via facsimile or email) advising receipt of the subpoena and confirming a response date.

All subpoenas must be accompanied by the full name, title, mailing address, e-mail address, phone number, and facsimile number of the person and/or entity issuing the subpoena and the full name, title, mailing address, e-mail address, phone number, and facsimile number of the person to whom documents should be sent. Without this information, Company is unable to process subpoenas. **Please allow at least 20 business days for a response.**

Please note that Company will not send subpoena responses to any web-based e-mail addresses such as AOL, hotmail, yahoo, or gmail.

B. Requests for Reward Card Information

A subpoena is required to release Reward Card Data. Law enforcement agencies requesting Reward Card Data generally must provide the entire Reward Card number(s) in order for Company to be able to retrieve the data. Please note that Company does not maintain data for all of its Customer Reward Cards. Law enforcement agencies requesting Reward Card Data must complete and return the Customer Reward Card Questionnaire attached as Exhibit B.

C. Requests for Video Surveillance

A subpoena is required to release video footage. Video Surveillance Equipment (number and location of cameras, storage capability) may vary from store-to-store. Law enforcement agencies requesting Video Surveillance must complete and return the Video Surveillance Questionnaire attached as Exhibit C. When completing the questionnaire, please specify the desired camera angles and the desired time frame (up to 4 hours). We pull specific time frames/locations; we do not review footage for specific suspects or incidents. Please complete one questionnaire for each store from which you are requesting footage.

For urgent requests, once the subpoena is reviewed and approved in accordance with Company policy, Law Enforcement Personnel may make arrangements with store directors to pick up video data.

D. Requests for Credit Card, Debit Card, Gift Card, and EBT Data

A subpoena is required to release credit card, debit card, gift card, and/or EBT data. For us to locate the data, we generally need the first 6 digits and last 4 digits of the card number or all of the transaction information. Law enforcement agencies requesting such

information must complete and return the Credit, Debit, Gift Card/EBT Questionnaire attached as Exhibit D.

II. CHARGES FOR SUBPOENAS

To expedite processing of your request, we ask that you provide us with a detailed description of the information you are seeking. We generally do not charge law enforcement personnel for subpoena fulfillment; however, if your request will require an extensive amount of Company research or fulfillment time, then there may be a reasonable charge to cover time and materials. In such instance, we will contact you first to discuss the charge.

III. RESPONSE TIME/OBJECTIONS FOR U.S. LAW ENFORCEMENT SUBPOENAS

Company typically fulfills subpoenas within 20 business days after receipt by Company through its registered agent; however, response times may vary depending upon the scope of the subpoena and the types of records requested. Further, Company reserves the right to object to subpoenas that are overbroad, burdensome, vague or that implicate privacy, privilege, or other legal concerns.

To expedite processing, please be sure to: (1) mail a subpoena to our registered agent; (2) complete the appropriate Questionnaire(s) (for Video Surveillance; Customer Reward Card Data; and/or Credit, Debit, Gift, EBT Card Data); and (3) email the completed questionnaire(s) and a courtesy copy of the subpoena to the email address below.

IV. QUESTIONS REGARDING U.S. LAW ENFORCEMENT SUBPOENAS; EMAIL ADDRESS FOR COMPLETED QUESTIONNAIRES.

If you have any questions about law enforcement subpoenas, please contact the Company at the address, email, or fax number below.

Custodian of Records
Southeastern Grocers, LLC
5050 Edgewood Court
Jacksonville, FL 32254
E Fax No.: 1 (904) 485-8963
Email: LegalSubpoenas@segrocers.com

Exhibits:

Exhibit A	**Company Entities**
Exhibit B	**Customer Reward Card Questionnaire**
Exhibit C	**Video Surveillance Questionnaire**
Exhibit D	**Credit, Debit, Gift Card/ EBT Questionnaire**

EXHIBIT A
COMPANY ENTITIES

BI-LO, LLC

Samson Merger Sub, LLC (for Harveys)

Winn-Dixie Montgomery, LLC

Winn-Dixie Stores, Inc.

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Exhibit B
Customer Reward Card Questionnaire

Please fill out ONE Questionnaire for each Winn-Dixie, BI-LO, or Harveys reward card from which you are requesting data. Below is the information Southeastern Grocers requires for law enforcement personnel requesting Customer Reward Card data:

1. Serve a subpoena on CSC requesting the customer reward card data. (Follow the procedures on our website www.winndixie.com. Click on "About Us", and then click "Law Enforcement Subpoenas".)

2. Subpoena information:
   A. Case Number: _____
   B. Issuing Court: _____
   C. Jurisdiction: _____
   D. Judge/ Authority Who Signed the Subpoena: _____
   E. Court Date Information is Needed By: _____ (If there is a **scheduled trial date**, we will attempt to provide the information by such date; otherwise, most information is provided within 20 business days of Southeastern Grocers' receipt of the subpoena and completed Questionnaire(s).)

3. Provide the following information about the reward card data sought (complete one questionnaire per reward card):
   A. Name of Rewards Card Holder: _____
   B. Full Customer Reward Card Number: _____
   C. Transaction Date: _____
   D. Transaction Time: _____
   E. Transaction Number: _____
   F. Transaction Dollar Amount: $_____
   G. Register Number: _____
   H. Store Number: _____
   I. Store Address: _____
   _____
   J. If a range of dates is requested for a Customer, specify start date: _____ and end date: _____ (Please note that we may not have reward card data for all of our Customer Reward Cards.)

4. Person Requesting the Reward Card data:
   A. Name: _____
   B. Organization/ Employer: _____
   C. Address: _____
   _____
   D. Phone Number: _____
   E. Email Address: _____
   F. Where to Send the Requested Rewards Card data: _____
   _____
   G. Today's Date: _____

Once you have mailed your subpoena to our registered agent, CSC, you should email Southeastern Grocers your completed questionnaire(s) and a courtesy copy of the subpoena to LegalSubpoenas@segrocers.com.

Home of

BI-LO HARVEY'S Winn-Dixie

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Exhibit C
Video Surveillance Questionnaire

Please fill out ONE Questionnaire for each Winn-Dixie, BI-LO, or Harveys store from which you are requesting video footage. Below is the information Southeastern Grocers requires for law enforcement personnel requesting video surveillance footage:

1. Serve a subpoena on CSC requesting the video surveillance. (Follow the procedures on our website www.winndixie.com. Click on "About Us", and then click "Law Enforcement Subpoenas".)

2. Subpoena information:
   A. Case Number: _____
   B. Issuing Court/ Jurisdiction: _____
   C. Judge/ Authority Who Signed the Subpoena: _____
   D. Court Date Information is Needed By: _____ (If there is a **scheduled trial date**, we will attempt to provide the information by such date; otherwise, most information is provided within 20 business days of Southeastern Grocers' receipt of the subpoena and completed Questionnaire(s).)

3. Provide the following information about the video footage sought (one questionnaire per store):
   A. Date of incident: _____
   B. Specific Time of incident: _____
   C. Exact Time Frame of Footage Sought: _____ : _____ to ___ : _____ (4 hour limit)
   D. Store Number: _____
   E. Store Address: _____
   F. Specific Location in Store: _____
      - ☐ exterior- front parking lot
      - ☐ exterior- front of store
      - ☐ interior- front door (specify entry or exit): _____
      - ☐ interior- registers (specify register #): _____
      - ☐ interior – customer service desk
      - ☐ interior – produce section
      - ☐ other (specify: dairy; meat/seafood; pharmacy, etc.): _____

   (Please specify desired camera angles; not all angles are available in all stores. Please note that we pull specific time frames/locations; we do not review footage for specific suspects or incidents.)
   G. Register/ Terminal Number: _____; Transaction Amount: $_____ (if applicable)

4. Person Requesting the Video:
   A. Name: _____
   B. Organization/ Employer: _____
   C. Address: _____
   _____
   D. Phone Number: _____ Email Address: _____
   E. Where to Send the Requested Video Footage: _____
   _____
   F. Today's Date: _____

Once you have mailed your subpoena to our registered agent, CSC, you should email Southeastern Grocers your completed Questionnaire(s) and a courtesy copy of the subpoena to: LegalSubpoenas@segrocers.com.

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Exhibit D
Credit, Debit, Gift, EBT Card Questionnaire

Please fill out ONE Questionnaire for each credit card, debit card, gift card, and/or EBT Card for which you are requesting data. Below is the information Southeastern Grocers requires for law enforcement personnel requesting such credit card, debit card, gift card and/or EBT card data:

1. Serve a subpoena on CSC requesting the credit, debit, gift, and/or EBT card data. (Follow the procedures on our website www.winndixie.com. Click on "About Us" and then click "Law Enforcement Subpoenas".)

2. Subpoena information:
   A. Case Number: _____
   B. Issuing Court: _____
   C. Jurisdiction: _____
   D. Judge/ Authority Who Signed the Subpoena: _____
   E. Court Date Information is Needed By: _____ (If there is a **scheduled trial date**, we will attempt to provide the information by such date; otherwise, most information is provided within 20 business days of Southeastern Grocers' receipt of the subpoena and completed Questionnaire(s).)

3. Provide the following info about the credit, debit, gift, or EBT card data sought (complete one questionnaire per card):
   A. Name of Card Holder (if known): _____
   B. Card Number (first 6 digits and last 4 digits): _____
   C. Transaction Date: _____
   D. Transaction Time: _____
   E. Transaction Number: _____
   F. Transaction Dollar Amount: $_____
   G. Register/ Terminal Number: _____
   H. Store Number: _____
   I. Store Address: _____
      _____

4. Person Requesting the Credit/Debit/Gift/EBT Card data:
   A. Name: _____
   B. Organization/ Employer: _____
   C. Address: _____
      _____
   D. Phone Number: _____
   E. Email Address: _____
   F. Where to Send the Requested Card data: _____
      _____
   G. Today's Date: _____

Once you have mailed your subpoena to our registered agent, CSC, you should email Southeastern Grocers your completed questionnaire(s) along with a courtesy copy of the subpoena to: LegalSubpoenas@segrocers.com.

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