



Please submit this Proof of Claim (Form 31) to the Deloitte office administering the bankruptcy estate.

BANKRUPTCY AND INSOLVENCY ACT PROOF OF CLAIM FORM

Subsections 50.1(1) and 65.2(4), Paragraphs 51(1)(e) and 66.14(b), Subsections 81.2(1), 102(2), 124(2) and 128(1) of the Act

Provide the complete address, including postal code, to which any notice or correspondence is to be forwarded.

All notices or correspondence regarding this claim are to be forwarded to the following address: _____

IN THE MATTER OF THE BANKRUPTCY / PROPOSAL / RECEIVERSHIP OF _____ (NAME OF DEBTOR)

of the City of _____ (CITY & PROVINCE), and the claim of _____ (NAME OF CREDITOR)

I, _____, residing in the City of _____ in the Province of _____,

DO HEREBY CERTIFY THAT:

1. I am a creditor of the above-named debtor (or that I am _____ of _____) (POSITION OR TITLE) (NAME OF CREDITOR)

2. I have knowledge of all circumstances connected with the claim referred to below.

3. The debtor was, at the date of the bankruptcy (or the date of the receivership or, in the case of a proposal, the date of the notice of intention or of the proposal if no notice of intention was filed), namely the _____ day of _____, and still is indebted to the above-named creditor in the sum of \$ _____ as specified in the statement of account (or affidavit or solemn declaration) attached and marked Schedule "A" after deducting any counterclaims to which the debtor is entitled. (The attached statement of account or affidavit or solemn declaration must specify the vouchers or other evidence in support of the claim.)

Ensure you attach a Schedule "A" consisting of relevant documents. The amount on Schedule "A" must correspond with the amount on your Proof of Claim.

4. Complete appropriate category:

A. UNSECURED CLAIM of \$ _____
That in respect of this debt, I do not hold any assets of the debtor as security and:
 Regarding the amount of \$ _____, I do not claim a right to a priority.
 Regarding the amount of \$ _____, I claim a right to a priority under Section 136 of the Act.

You must indicate if you are /are not claiming a priority. Ensure you tick the appropriate box. Section 136 may provide a priority to certain creditors such as employees and landlords.

B. CLAIM OF LANDLORD FOR DISCLAIMER OF A LEASE of \$ _____
That I hereby make a claim under Subsection 65.2(4) of the Act, particulars of which are as follows: (Attach full particulars of the claim, including calculations upon which the claim is based.)

C. SECURED CLAIM of \$ _____
That in respect of this debt, I hold assets of the debtor valued at \$ _____ as security, particulars of which are as follows: (Attach full particulars of the security, including the date on which the security was given and the value at which you assess the security and attach a copy of the security document.)

If you are a Secured Creditor, you must provide a certified true copy of your registered security and provide full details.

D. CLAIM BY FARMER, FISHERMAN or AQUACULTURIST of \$ _____
That I hereby make a claim under Subsection 81.2(1) of the Act for the unpaid amount of \$ _____ (Attach a copy of the sales agreement and delivery receipts.)

E. CLAIM AGAINST DIRECTOR of \$ _____ (To be filed when a proposal provides for the compromise of claims against directors).
That I hereby make a claim under Subsection 50(13), particulars of which are as follows: (Attach full particulars of the claim, including the calculations upon which the claim is based.)

5. To the best of my knowledge and belief, I AM / AM NOT related to the debtor within the meaning of Section 4 of the Act.

Ensure you indicate whether you or your company are related to the debtor.

6. The following are the payments I have received from and the credits I have allowed to the debtor within the three months (or, if the creditor and the debtor are related within the meaning of Section 4 of the Act within the twelve months) immediately before the date of the initial bankruptcy event within the meaning of Section 2 of the Act: (Attach details of payments and credits.)

Provide a listing of all monies or credits received from the debtor within three months prior to bankruptcy.

Dated at _____, this _____ day of _____, _____ (CITY & PROVINCE)

(SIGNATURE OF INDIVIDUAL COMPLETING THIS FORM)

(SIGNATURE OF WITNESS)

(CREDITOR'S PHONE NUMBER)

(CREDITOR'S FACSIMILE NUMBER)

Insert city, province, and date. Sign the document and have someone witness your signature. Insert your phone number and facsimile number.

APPLICABLE ONLY IN THE CASE OF BANKRUPTCY OF AN INDIVIDUAL:

- I request to be advised of any material change in the financial situation of the bankrupt, pursuant to Subparagraph 102(3)(b)(i) of the Act.
- I request to be advised of any amendment made regarding the amount that the bankrupt is required to pay, pursuant to Subsection 68(4) of the Act.
- I request that a copy of the report filed by the Trustee regarding the bankrupt's application for discharge, pursuant to Subsection 170(1) of the Act, be sent to the above address.

NOTE: If an affidavit is attached, it must have been made before a person qualified to take affidavits or solemn declarations.

WARNINGS: A Trustee may, pursuant to Subsection 128(3) of the Act, redeem a security on payment to the secured creditor of the debt or the value of the security as assessed in a proof of security by the secured creditor. Subsection 201(1) of the Act provides severe penalties for making any false claim, proof, declaration or statement of account.

PLEASE TURN OVER AND COMPLETE THE PROXY ON THE BACK OF THIS FORM.

GENERAL PROXY (with Power of Substitution)

WHERE A CREDITOR IS A CORPORATION, THE PROXY MUST BE COMPLETED AND SIGNED IN THE CORPORATE NAME

IN THE MATTER OF THE BANKRUPTCY / PROPOSAL / RECEIVERSHIP OF _____,
(NAME OF DEBTOR)

I, _____, of the City of _____, in the Province of _____,
(NAME OF CORPORATION) (CITY) (PROVINCE)

a creditor in the above matter, hereby appoint _____ of _____
(NAME OF PROXY) (CITY & PROVINCE)

to be my general proxy in the above matter except as to the receipt of dividends with / without power to appoint another general proxy in his / her place.

Dated at the City of _____, in the Province of _____, this _____ day of _____,

(CORPORATE NAME) (SIGNATURE OF WITNESS)

(ADDRESS) (SIGNATURE OF PROXY GRANTOR)

PROXY

The Bankruptcy and Insolvency Act permits a Proof of Claim to be made by a duly authorized agent of a creditor; however, this does not give such a person power to vote at the First Meeting of Creditors or to act as the proxy of the creditors.

GENERAL

- A creditor may vote either in person or by proxy.
- The Trustee may be appointed as a proxy for any creditor.
- A Corporation may vote by an authorized agent at a meeting of creditors.
- Debtors may not be appointed a proxy to vote at any meeting of their creditors.
- In order for a duly authorized person to have a right to vote, they must be a creditor themselves or be the holder of a properly executed proxy, showing the name of the creditor.

**DIRECTIONS AS TO COMPLETING PROOF OF CLAIM FORM
(CLAIMS NOT COMPLETED CORRECTLY IN EVERY RESPECT WILL BE RETURNED)**

Every creditor who does not prove a claim is not entitled to share in any distribution. The checklist below is provided to assist you in preparing the Proof of Claim and, where required, Proxy in a complete and accurate manner. Please check each requirement.

GENERAL

- The signature of a witness is required.
- This document must be signed personally by the person completing the Proof of Claim.
- Give the complete address, including postal code, where any notice or correspondence is to be forwarded.
- The amount on the Statement of Account must correspond with the amount indicated on the Proof of Claim.

PARAGRAPH 1

- The creditor must state the full and complete legal name of the company or firm.
- If the individual completing the Proof of Claim is not the creditor himself, he must state his position or title.

PARAGRAPH 3

- The Schedule A or Statement of Account must be complete and detailed, showing the date, number and amount of all invoices or charges, together with the date, number and amount of all creditors or payments. A Statement of Account is not complete if it begins with an amount brought forward.

PARAGRAPH 4

- A claim by a farmer, fisherman or aquaculturist must attach a copy of the sales agreement and delivery documents.
- Details of Section 136 are available from Deloitte upon request.

PARAGRAPH 5

- All claimants must indicate if they are / are not related to the debtor, as defined in Section 4 of the Bankruptcy and Insolvency Act, "If you are related by blood or marriage to the bankrupt, then you should consider yourself to be a related person pursuant to Section 4. If the bankrupt is a corporation, you would be considered to be related to it if you were a shareholder or if your company was controlled by the same shareholders as the bankrupt corporation."

PARAGRAPH 6

- All claimants must attach a detailed list of all payments or credits received or granted as follows:
 - Within the three months preceding the bankruptcy / proposal, in the case where the claimant and debtor are not related;
 - Within the twelve months preceding the bankruptcy / proposal, in the case where the claimant and debtor are related.

ORDER OF DISTRIBUTION — SECTION 136(1) (CONDENSED)

- (b) The cost of administration of the estate:
 - i. The expenses and fees of the Trustee;
 - ii. Legal costs

- (d) Wages, salaries, commissions or compensation of any clerk, servant or employee of a company to a maximum of \$2,000. In the case of travelling salespeople, an additional claim of \$1,000 is allowable for expenses incurred in and about the business of the bankrupt. This includes wages, commissions and holiday pay earned in only the six months preceding the date of bankruptcy. If wages, commissions or holiday pay are owing outside the six-month limit, you may claim for same as an unsecured creditor.

- (d.1.) Periodic amounts of spousal and child support payments accrued in the year before the date of the bankruptcy that are payable, plus any lump sum amount that is payable.

- (e) Municipal taxes.

- (f) The landlord for arrears of rent for a period of three months preceding the bankruptcy and accelerated rent for a period not exceeding three months subsequent to the bankruptcy, if provision is made for same in the lease. The landlord's preferred claim is limited to the value of the assets on the premises under lease and any payments made by the Trustee on account of accelerated rent shall be credited by the landlord against the amount payable by the Trustee for occupation rent.

- (g) One solicitor's bill of costs, including sheriff's fees and land registration fees, shall be payable to the creditor who has first attached by way of garnishment or lodged with the sheriff an attachment, execution or other process against the property of the bankrupt.

- (i) Claims resulting from injuries to employees of the bankrupt to which the provisions of any Workers' Compensation Act do not apply but only to the extent of monies received from persons or companies guaranteeing the bankrupt against damage resulting from such injuries, such as liability insurance policies.

A creditor whose rights are restricted by this section is entitled to rank as an unsecured creditor for any balance of his / her claim.