



Syndic autorisé en insolvabilité
Licensed Insolvency Trustee
Le Groupe Fuller Landau INC

ADDITIONAL INFORMATION REGARDING THE COMPLETION OF THE PROOF OF CLAIM

Every creditor who does not prove his claim will not be entitled to share any distribution. Claims not completed correctly in every respect will be returned by the trustee.

GENERAL INFORMATION:

- ✓ Enter the name of the full name of the creditor
- ✓ If the address is different from the one already on the form, enter the complete address where all communication must be sent. The creditor must enter his telephone number and, if applicable, his fax number and email address.

Paragraph 1:

The proof of claim must be completed by an individual and not a corporation. If you are acting for a corporation or another person you must state the capacity in which you are acting.

Paragraph 2:

The person completing the proof of claims must have knowledge of the circumstances related to the claim.

Paragraph 4:

You must indicate the nature of your claim by ticking the number that applies to your situation. For every claim, you must provide the trustee with the supporting documentation validating it.

- Ticking (A) indicates your claim is unsecured, either with or without priority.
- Ticking (C) indicates your claim is secured. You must indicate the value at which you assess your security.
- Ticking (E) indicates you were an employee and cumulated salaries, vacation pay, commissions or compensation during the last 6 months prior to the bankruptcy and they are still owed to you.

The amount stated in the supporting documents must correspond to the amount claimed.

Paragraph 5:

You must indicate by striking out "are" or "are not" whether the creditor and the debtor are related. The Bankruptcy and Insolvency Act defines a person related to the bankrupt as a person related by blood or marriage. 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:

You must provide full details of all payments and credits received from or allowed to the debtor during the period indicated.

******You must date and sign the proof of claim form and have your signature witnessed.***

General Proxy:

If the creditor desires to designate to appoint a proxy, the proxy form must be completed and signed by the creditor. If the creditor is a corporation, the proxy form must be signed in the corporate name and not necessarily by the individual signing the proof of claim for, and it must be witnessed.