INSTRUCTIONS FOR COMPLETING PROOF OF CLAIM AND PROXY

Please check each of the following requirements in order to prepare the attached forms in a complete and accurate manner.

PROOF OF CLAIM

- Give the **complete address, including postal code,** where all notices or correspondence are to be forwarded.
- If the creditor is a corporation, the full and complete legal name of the company or firm must be stated.
- Please state your name (or representative of the creditor), city of residence and province.
- The signature of a witness is required.
- The claim must be **signed personally by the individual** completing this declaration.
- The claim and/or proxy must be delivered by regular mail, registered mail, personal delivery, e-mailed (in PDF format), courier or facsimile transmission at the following address before or on the day of the meeting of creditors:

Ernst & Young Inc.
Attn: Ms. Betty Trinh
Ernst & Young Tower
1000, 440 – 2nd Avenue S.W.
Calgary, Alberta
T2P 5E9
E-mail: betty.trinh@ca.ey.com
Telephone : (403) 206-5153
Fax : (403) 206-5075

Paragraph (1)

- If you are completing the declaration for a corporation or another person, your **position or title**.

Paragraph (3)

- A **detailed statement of account** must be attached and must show the date, number and amount of all the invoices, charges, credits or payments.
- A statement of account is not complete if it begins with an amount brought forward.
- The amount of the statement of account **must agree** with the amount claimed on the proof of claim.

Paragraph (4)

- A creditor must indicate the category in which his claim falls by inserting the amount of the claim in the appropriate box, and providing in an appendix a full explanation of the basis of the claim.
- An ordinary creditor must specify if he claims or not a right to a priority under section 136 of the Act.
- A secured creditor must insert the value at which he assesses each of his securities and provide **a certified true copy** of the security documents as registered.
- In order to prepare its claim, the creditor should refer to the *Bankruptcy and Insolvency Act*, copy of which is accessible at http://laws.justice.gc.ca/eng/StatutesByTitle.

Paragraph (5)

- Strike out "are" or "are not" as applicable to you. You would be considered a related person if:
  - you are related to blood or marriage to the debtor;
  - if the debtor is a corporation and you were a shareholder or if your company was controlled by the same shareholders as the debtor corporation.

Paragraph (6)

- All creditors must attach a detailed list of all payments or credits received or granted, as follows:
  - within the 3 months immediately before the date of the initial bankruptcy event, if the creditor and the debtor are not related and dealt at arm's length.
  - within the 12 months immediately before the date of the initial bankruptcy event the bankruptcy, if the creditor and the debtor are related or did not deal at arm's length.

PROXY

- A creditor may appoint a proxy by completing the proxy form. If the creditor is a corporation, the proxy form must be completed in the corporate name and the signature witnessed.

NOTES

- Only creditors who have filed claims in the proper manner before the time appointed for the meeting of creditors are entitled to vote.
- A creditor may vote either in person or by a proxy.
- A debtor may not be appointed a proxy to vote at any meeting of his creditors.
- The trustee may be appointed as a proxy for any creditor.
- A corporation may vote by an authorized agent at the meeting of creditors.
- In order to have the right to vote, a person must himself be a creditor or be the holder of a properly executed proxy showing the name of the creditor.
- Only creditors who file claims in the proper form with the trustee are entitled to share in any distribution that may be made.