

September 16, 2022

**IN THE MATTER OF THE BANKRUPTCY OF  
BIGBRIDGE BREWING CORPORATION  
OF THE CITY OF VANCOUVER  
IN THE PROVINCE OF BRITISH COLUMBIA**

To all known creditors of BigRidge Brewing Corporation

Enclosed are the following documents:

- Form 68
  - Notice of Bankruptcy, First Meeting of Creditors;
- Form 78
  - Statement of Affairs;
  - Creditors Listing; and
- Form 31 & 36
  - Proof of Claim / Proxy and related instructions.

Please complete your proof of claim form and submit it with required documentation to Hailey Liu by email at [hailey.liu@fticonsulting.com](mailto:hailey.liu@fticonsulting.com) or by fax at (403) 232-6116.

Yours truly,

FTI Consulting Canada Inc.



Craig Munro, CIRP, LIT, CPA  
Managing Director

District of: British Columbia  
Division No. 03 - Vancouver  
Court No. 11-254419  
Estate No. 11-254419

\_FORM 68\_  
Notice of Bankruptcy, First Meeting of Creditors  
(Subsection 102(1) of the Act)

Original  Amended

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia

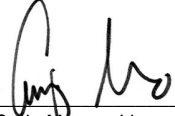
Take notice that:

1. Bigridge Brewing Corporation filed (or was deemed to have filed) an assignment (or a bankruptcy order was made against Bigridge Brewing Corporation) on the 12th day of September 2022 and the undersigned, FTI Consulting Canada Inc., was appointed as trustee of the estate of the bankrupt by the official receiver (or the Court); subject to affirmation by the creditors of the trustee's appointment or substitution of another trustee by the creditors.
2. The first meeting of creditors of the bankrupt will be held on the 28th day of September 2022 at 10:00 AM at via telephone conference at, 1 (866) 840-8976 or 604-901-0764, Guest Passcode: 987 931 867#.
3. To be entitled to vote at the meeting, a creditor must file with the trustee, before the meeting, a proof of claim and, where necessary, a proxy.
4. Enclosed with this notice are a proof of claim form, proxy form and list of creditors with claims amounting to \$25 or more showing the amounts of their claims.
5. Creditors must prove their claims against the estate of the bankrupt to share in any distribution of the proceeds realized from the estate.

Dated at the city of Vancouver in the Province of British Columbia, this 14th day of September 2022.

FTI Consulting Canada Inc. - Licensed Insolvency Trustee

Per:



\_\_\_\_\_  
Craig Munro - Licensed Insolvency Trustee  
1450 - 701 W. Georgia  
Vancouver BC V7Y 1B6  
Phone: (604) 757-6108

District of: British Columbia  
 Division No. 03 - Vancouver  
 Court No.  
 Estate No.

Original

Amended

\_Form 78\_  
 Statement of Affairs (Business Bankruptcy) made by an entity  
 (Subsection 49(2) and Paragraph 158(d) of the Act / Subsections 50(2) and 62(1) of the Act)  
 In the Matter of the Bankruptcy of  
 Bigridge Brewing Corporation  
 of the city of Vancouver  
 in the Province of British Columbia

To the bankrupt:  
 You are required to carefully and accurately complete this form and the applicable attachments showing the state of your affairs on the date of the bankruptcy, on the 12th day of September 2022. When completed, this form and the applicable attachments will constitute the Statement of Affairs and must be verified by oath or solemn declaration.

LIABILITIES (as stated and estimated by the officer)		ASSETS (as stated and estimated by the officer)	
1. Unsecured creditors as per list "A" .....	2,688,639.48	1. Inventory .....	0.00
Balance of secured claims as per list "B" .....	16,117.94	2. Trade fixtures, etc. ....	0.00
Total unsecured creditors .....	2,704,757.42	3. Accounts receivable and other receivables, as per list "E"	
2. Secured creditors as per list "B" .....	100,001.00	Good .....	0.00
3. Preferred creditors as per list "C" .....	86,250.00	Doubtful .....	0.00
4. Contingent, trust claims or other liabilities as per list "D"		Bad .....	0.00
estimated to be reclaimable for .....	0.00	Estimated to produce .....	0.00
Total liabilities .....	2,891,008.42	4. Bills of exchange, promissory note, etc., as per list "F" ..	0.00
Surplus .....	NIL	5. Deposits in financial institutions .....	0.00
		6. Cash .....	2,500.00
		7. Livestock .....	0.00
		8. Machinery, equipment and plant .....	189,001.00
		9. Real property or immovable as per list "G" .....	0.00
		10. Furniture .....	16,000.00
		11. RRSPs, RRI/Fs, life insurance, etc. ....	0.00
		12. Securities (shares, bonds, debentures, etc.) .....	0.00
		13. Interests under wills .....	0.00
		14. Vehicles .....	0.00
		15. Other property, as per list "H" .....	700,000.00
		If bankrupt is a corporation, add:	
		Amount of subscribed capital .....	0.00
		Amount paid on capital .....	0.00
		Balance subscribed and unpaid .....	0.00
		Estimated to produce .....	0.00
		Total assets .....	907,501.00
		Deficiency .....	1,983,507.42

I, Mark James, of the City of Vancouver in the Province of British Columbia, do swear (or solemnly declare) that this statement and the attached lists are to the best of my knowledge, a full, true and complete statement of the affairs of the Corporation on the 9th day of September 2022 and fully disclose all property of every description that is in my possession or that may devolve on me in accordance with the Act.

SWORN (or SOLEMNLY DECLARED)  
 before me at the city of Vancouver in the Province of British Columbia, on this 9th day of September 2022.

*Josh James*  
**JOSEPH JAMES**  
 Barrister & Solicitor  
 204-1110 Hamilton St.  
 Vancouver, BC V6B2S2

*Mark James*  
 Mark James

District of: British Columbia  
 Division No. 03 - Vancouver  
 Court No.  
 Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
 Bigridge Brewing Corporation  
 of the city of Vancouver  
 in the Province of British Columbia  
 List "A"  
 Unsecured Creditors  
 Bigridge Brewing Corporation

No.	Name of creditor	Address	Unsecured claim	Balance of claim	Total claim
1	471469 BC Ltd.	204-1110 Hamilton St Vancouver BC V6B2S2	1,458,102.00	0.00	1,458,102.00
2	Access Pacific Ent. Ltd	Unit 1063 - 11111 Twigg Place Richmond BC V6V 0B7	1,598.00	0.00	1,598.00
3	AJP Building Maintenance Ltd.	13311-80th Ave Surrey BC V3W 3B5	3,150.00	0.00	3,150.00
4	Alstad HVAC	12870 234B Street Maple Ridge BC V2X 0R5	2,397.63	0.00	2,397.63
5	American Express	PO Box 4135 Station MIP Markham ON L3R9Z9	177,215.79	0.00	177,215.79
6	Arctic Glacier	PO Box W8117 Main Post Office C/O W8117 Winnipeg MB R3C 4W7	659.20	0.00	659.20
7	Batchelors Datamedia Ltd.	120-5900 No. 2 Road Richmond BC V7C 4R9	196.00	0.00	196.00
8	Chung Hing Co. Ltd.	6595 Fraser Street Vancouver BC V5X 3Y1	2,556.29	0.00	2,556.29
9	Coca Cola Bottling Company	P.O Box 7112, Station Terminal C/O Lockbox V7112C Vancouver BC V6B 4E2	710.73	0.00	710.73
10	Cool King Refrigeration Ltd	680 Evans Avenue Vancouver BC V6A 2K9	325.50	0.00	325.50
11	Ecolab Canada	5105 Tomken Road Mississauga ON L4W 2X5	0.00	16,117.94	16,117.94
12	Eigen Developments	#300-1807 West 10th Ave Vancouver BC V6J2A8	57,745.22	0.00	57,745.22
13	Gulf Pacific ITF Panorama Place	351 Bewicke Avenue North Vancouver BC V7M 3E9	0.00	0.00	0.00
14	Harris & Company LLP	14th Floor, 550 Burrard Street Vancouver BC V6C 2B5	5,555.20	0.00	5,555.20
15	Linde Canada Inc	PO Box 2531 Station M Calgary AB T2P 0S6	213.86	0.00	213.86
16	Mark James Management Ltd.	204-1110 Hamilton St Vancouver BC V6B2S2	903,174.00	0.00	903,174.00
17	Ministry of Finance	Government of BC PO Box 9443 Stn PROV GOVT Victoria BC V8W9W7	30,140.35	0.00	30,140.35
18	Receiver General for Canada	Revenue Processing - Repayment of CEB Sudbury Tax Centre, 1050 Notre Dame Ave Sudbury ON P3A0C3	40,000.00	0.00	40,000.00
19	Roussos Electric Ltd.	202-3457 Kingsway Vancouver BC V5R 5L5	204.75	0.00	204.75
20	Sysco	1346 Kingsway Ave Port Coquillam BC V3C6G4	99.26	0.00	99.26

09-Sep-2022

Date

Mark James

District of: British Columbia  
Division No. 03 - Vancouver  
Court No.  
Estate No.

FORM 78 -- Continued

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia  
List "A"  
Unsecured Creditors  
Bigridge Brewing Corporation

No.	Name of creditor	Address	Unsecured claim	Balance of claim	Total claim
21	Telus Custom Security Systems	768 Seymour Street 12th Floor Vancouver BC V6B 3K9	0.00	0.00	0.00
22	Triple F Investments	1132 Hamilton St Vancouver BC V6B2S2	2,034.87	0.00	2,034.87
23	U-Need-A-Bottle Service Ltd	7141 Randolph Avenue Burnaby BC V5J 4W5	605.62	0.00	605.62
24	Waste Connection of Canada	PO Box 4375 STN A DEPT 400172 Toronto ON M5W 0J3	749.09	0.00	749.09
25	Worksafe BC	PO Box 5350 Stn Terminal Vancouver BC V6B5L5	956.12	0.00	956.12
26	Yaletown Brewing Company	1111 Mainland St Vancouver BC V6B2T9	250.00	0.00	250.00
Total:			2,688,639.48	16,117.94	2,704,757.42

09-Sep-2022

Date

  
Mark James

District of: British Columbia  
Division No. 03 - Vancouver  
Court No.  
Estate No.

FORM 78 – Continued

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia  
List "B"  
Secured Creditors

Bigridge Brewing Corporation

No.	Name of creditor	Address	Amount of claim	Particulars of security	When given	Estimated value of security	Estimated surplus from security	Balance of claim
1	Ecolab Canada	5105 Tomken Road Mississauga ON L4W 2X5	16,118.94	Business Assets - Machinery - Lease Equipment		1.00		16,117.94
2	HSBC Bank Canada	600 - 855 W. Georgia St. Vancouver BC V6C 2G2	100,000.00	Other - Alcohol  Cash on hand - Chequing		97,500.00  2,500.00	102,500.00	
Total:			116,118.94			100,001.00	102,500.00	16,117.94

09-Sep-2022

Date

  
Mark James

District of: British Columbia  
Division No. 03 - Vancouver  
Court No.  
Estate No.

FORM 78 -- Continued

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia  
List "C"  
Preferred Creditors for Wages, Rent, etc.

Bigridge Brewing Corporation

No.	Name of creditor	Address and occupation	Nature of claim	Period during which claim accrued	Amount of claim	Amount payable in full	Difference ranking for dividend
1	471469 BC Ltd.	204-1110 Hamilton St Vancouver BC V6B2S2		-	86,250.00	0.00	86,250.00
Total:					86,250.00	0.00	86,250.00

09-Sep-2022

Date

  
Mark James

District of: British Columbia  
Division No. 03 - Vancouver  
Court No.  
Estate No.

FORM 78 -- Continued

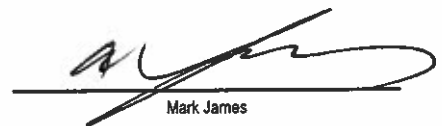
In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia  
List "D"  
Contingent or Other Liabilities

Bigridge Brewing Corporation

No.	Name of creditor or claimant	Address and occupation	Amount of liability or claim	Amount expected to rank for dividend	Date when liability incurred	Nature of liability
Total:			0.00	0.00		

09-Sep-2022

Date



Mark James



District of: British Columbia  
Division No. 03 - Vancouver  
Court No.  
Estate No.

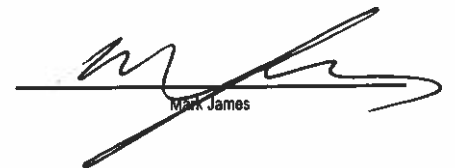
FORM 78 - Continued

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia  
List "E"  
Debts Due to the Bankrupt  
Bigridge Brewing Corporation

No.	Name of debtor	Address and occupation	Nature of debt	Amount of debt (good, doubtful, bad)	Folio of ledgers or other book where particulars to be found	When contracted	Estimated to produce	Particulars of any securities held for debt
				0.00				
			Total:	0.00			0.00	
				0.00				

09-Sep-2022

Date

  
Mark James

District of: British Columbia  
Division No. 03 - Vancouver  
Court No.  
Estate No.

FORM 78 -- Continued

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia  
List "F"

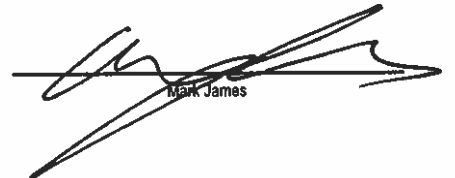
Bills of Exchange, Promissory Notes, Lien Notes, Chattel  
Mortgages, etc., Available as Assets

Bigridge Brewing Corporation

No.	Name of all promissory, acceptors, endorsers, mortgagors, and guarantors	Address	Occupation	Amount of bill or note, etc.	Date when due	Estimated to produce	Particulars of any property held as security for payment of bill or note, etc.
Total:				0.00		0.00	

09-Sep-2022

Date

  
Mark James

District of: British Columbia  
Division No. 03 - Vancouver  
Court No.  
Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia  
List "G"  
Real Property or Immovables Owned by Bankrupt  
Bigridge Brewing Corporation

Description of property	Nature of bankrupt interest	In whose name does title stand	Total value	Particulars of mortgages, hypothecs, or other encumbrances (name, address, amount)	Equity or surplus
Total:			0.00		0.00

09-Sep-2022

Date

  
Mark Jones

District of: British Columbia  
 Division No. 03 - Vancouver  
 Court No.  
 Estate No.

FORM 78 – Concluded


In the Matter of the Bankruptcy of  
 Bigridge Brewing Corporation  
 of the city of Vancouver  
 in the Province of British Columbia  
 List "H"  
 Property

Bigridge Brewing Corporation  
 FULL STATEMENT OF PROPERTY

Nature of property	Location	Details of property	Original cost	Estimated to produce
(a) Stock-in-trade			0.00	0.00
(b) Trade fixtures, etc.			0.00	0.00
(c) Cash in financial institutions			0.00	0.00
(d) Cash on hand			2,500.00	2,500.00
(e) Livestock			0.00	0.00
(f) Machinery, equipment and plant	Possession of bankrupt	Kitchen Equipment	422,301.00	8,000.00
	Possession of bankrupt	Bar Equipment	585,351.00	1,000.00
	Possession of bankrupt	AV Equipment	170,327.00	0.00
	Possession of bankrupt	Computer Equipment	95,526.00	0.00
	Possession of bankrupt	Brewing Equipment	386,960.00	180,000.00
	Possession of bankrupt	Lease Equipment	0.00	1.00
(g) Furniture		Furniture and Fixtures	422,301.00	16,000.00
(h) Life insurance policies, RRSPs, etc.			0.00	0.00
(i) Securities			0.00	0.00
(j) Interests under wills, etc.			0.00	0.00
(k) Vehicles		Other	0.00	0.00
(l) Taxes			0.00	0.00
(m) Other		Liquor License	0.00	500,000.00
		Alcohol	256,056.00	200,000.00
		Leasehold Improvements	2,254,511.00	0.00
			<b>Total:</b>	<b>907,501.00</b>

09-Sep-2022

Date



Mark James

Court No.

Estate No.

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In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia

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Form 21(Bill C-12)  
Assignment for the General Benefit of Creditors  
Form 78 (Bill C-12)  
Statement of affairs (Business bankruptcy)

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FTI Consulting Canada Inc. - Licensed Insolvency  
Trustee

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1450 – 701 W. Georgia  
Vancouver BC V7Y 1B6  
Phone: (604) 757-6108

District of: British Columbia  
Division No. 03 - Vancouver  
Court No. 11-254419  
Estate No. 11-254419

FORM 31  
Proof of Claim  
(Sections 50.1, 81.5, 81.6, Subsections 65.2(4), 81.2(1), 81.3(8), 81.4(8), 102(2), 124(2), 128(1),  
and Paragraphs 51(1)(e) and 66.14(b) of the Act)

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia

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

\_\_\_\_\_  
\_\_\_\_\_

In the matter of the bankruptcy of Bigridge Brewing Corporation of the city of Vancouver in the Province of British Columbia and the claim of \_\_\_\_\_, creditor.

I, \_\_\_\_\_ (name of creditor or representative of the creditor), of the city of \_\_\_\_\_ in the province of \_\_\_\_\_, do hereby certify:

1. That I am a creditor of the above named debtor (or I am \_\_\_\_\_ (position/title) of \_\_\_\_\_, creditor).

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

3. That the debtor was, at the date of bankruptcy, namely the 12th day of September 2022, and still is, indebted to the creditor in the sum of \$ \_\_\_\_\_, as specified in the statement of account (or affidavit) attached and marked Schedule "A", after deducting any counterclaims to which the debtor is entitled. (The attached statement of account or affidavit must specify the vouchers or other evidence in support of the claim.)

4. (Check and complete appropriate category.)

A. UNSECURED CLAIM OF \$ \_\_\_\_\_  
(other than as a customer contemplated by Section 262 of the Act)

That in respect of this debt, I do not hold any assets of the debtor as security and  
(Check appropriate description.)

Regarding the amount of \$ \_\_\_\_\_, I claim a right to a priority under section 136 of the Act.

Regarding the amount of \$ \_\_\_\_\_, I do not claim a right to a priority.  
(Set out on an attached sheet details to support priority claim.)

B. CLAIM OF LESSOR FOR DISCLAIMER OF A LEASE \$ \_\_\_\_\_

That I hereby make a claim under subsection 65.2(4) of the Act, particulars of which are as follows:  
(Give full particulars of the claim, including the 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:  
(Give 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 documents.)

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 sales agreement and delivery receipts.)

District of British Columbia  
Division No. 03 - Vancouver  
Court No. 11-254419  
Estate No. 11-254419

FORM 31 --- Concluded  
In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia

- E. CLAIM BY WAGE EARNER OF \$ \_\_\_\_\_
- That I hereby make a claim under subsection 81.3(8) of the Act in the amount of \$ \_\_\_\_\_,
- That I hereby make a claim under subsection 81.4(8) of the Act in the amount of \$ \_\_\_\_\_,
- F. CLAIM BY EMPLOYEE FOR UNPAID AMOUNT REGARDING PENSION PLAN OF \$ \_\_\_\_\_
- That I hereby make a claim under subsection 81.5 of the Act in the amount of \$ \_\_\_\_\_,
- That I hereby make a claim under subsection 81.6 of the Act in the amount of \$ \_\_\_\_\_,
- G. CLAIM AGAINST DIRECTOR \$ \_\_\_\_\_

*(To be completed when a proposal provides for the compromise of claims against directors.)*

That I hereby make a claim under subsection 50(13) of the Act, particulars of which are as follows:  
*(Give full particulars of the claim, including the calculations upon which the claim is based.)*

- H. CLAIM OF A CUSTOMER OF A BANKRUPT SECURITIES FIRM \$ \_\_\_\_\_

That I hereby make a claim as a customer for net equity as contemplated by section 262 of the Act, particulars of which are as follows:  
*(Give full particulars of the claim, including the calculations upon which the claim is based.)*

5. That, to the best of my knowledge, I \_\_\_\_\_ (am/am not) (or the above-named creditor \_\_\_\_\_ (is/is not)) related to the debtor within the meaning of section 4 of the Act, and \_\_\_\_\_ (have/has/have not/has not) dealt with the debtor in a non-arm's-length manner.

6. That the following are the payments that I have received from, and the credits that I have allowed to, and the transfers at undervalue within the meaning of subsection 2(1) of the Act that I have been privy to or a party to with the debtor within the three months (or, if the creditor and the debtor are related within the meaning of section 4 of the Act or were not dealing with each other at arm's length, within the 12 months) immediately before the date of the initial bankruptcy event within the meaning of Section 2 of the Act: (Provide details of payments, credits and transfers at undervalue.)

7. (Applicable only in the case of the bankruptcy of an individual.)

- Whenever the trustee reviews the financial situation of a bankrupt to redetermine whether or not the bankrupt is required to make payments under section 68 of the Act, I request to be informed, pursuant to paragraph 68(4) of the Act, of the new fixed amount or of the fact that there is no longer surplus income.
- 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.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Creditor

Phone Number: \_\_\_\_\_  
Fax Number : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

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

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 20(1) of the Act provides severe penalties for making any false claim, proof, declaration or statement of account.

District of: British Columbia  
Division No. 03 - Vancouver  
Court No. 11-254419  
Estate No. 11-254419

FORM 36  
Proxy  
(Subsection 102(2) and paragraphs 51(1)(e) and 66.15(3)(b) of the Act)

In the Matter of the Bankruptcy of  
Bigridge Brewing Corporation  
of the city of Vancouver  
in the Province of British Columbia

I, \_\_\_\_\_, of \_\_\_\_\_, a creditor in the above matter, hereby  
appoint \_\_\_\_\_, of \_\_\_\_\_, to be my  
proxyholder in the above matter, except as to the receipt of dividends, \_\_\_\_\_ (with or without) power to  
appoint another proxyholder in his or her place.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Individual Creditor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name of Corporate Creditor

Per \_\_\_\_\_  
Name and Title of Signing Officer

Return To:

FTI Consulting Canada Inc. - Licensed Insolvency Trustee

\_\_\_\_\_  
1450 – 701W. Georgia  
Vancouver BC V7Y 1B6

E-mail: craig.munro@fticonsulting.com



## **CHECKLIST FOR PROOF OF CLAIM**

This checklist is provided to assist you in preparing the proof of claim form and, if appropriate, the proxy form in a complete and accurate manner. Please check each requirement.

### **GENERAL**

- The signature of a witness is required.
- The document must be signed by the individual completing the declaration.
- Provide the complete address where all notices or correspondence are to be forwarded along with your phone number, fax number and email address where appropriate.

### Notes:

- It is permissible to file a proof of claim by fax or by other electronic means.
- A creditor may vote either in person or by proxy at any meeting of creditors if the proof of claim is filed with the trustee prior to the time appointed for the meeting.
- Quorum is established at a meeting of creditors by at least one creditor with a valid proof of claim being in attendance in person, or by any other mode of communication, subject to: the practicability and technological capability of the participants, creditors' preference to attend in person, and the chair's ability to validate the identity of participating creditors, or by proxy.
- A corporation may vote by an authorized agent or mandatary at meetings of creditors.
- In order for a duly authorized person to have a right to vote, they must be a creditor or be the holder of a properly executed proxy. The name of the creditor must appear in the proxy.
- A creditor who is participating in any distribution from an estate must have filed a proof of claim prior to the distribution being declared.
- In the case of an individual bankrupt, by checking the appropriate box or boxes at the bottom of the proof of claim form, you may request that the trustee advise you of any material change in the financial situation of the bankrupt or the amount the bankrupt is required to pay into the bankruptcy, and a copy of the trustee's report on the discharge of the bankrupt.

### **PARAGRAPH 1**

- Creditor must state full and complete legal name of the individual, company or firm.
- If the individual completing the proof of claim is a representative of the creditor, the individual's position or title must be identified.

### **PARAGRAPH 3**

- The amount owing must be set out in paragraph 3.
- A detailed statement of account must be attached to the proof of claim and marked "Schedule A" and must show the date, number and amount of all invoices or charges, together with the date, number and amount of all credits or payments. The amount on the statement of account must correspond to the amount indicated on the proof of claim.

### **PARAGRAPH 4**

Notes:

- Paragraph A applies to *ordinary unsecured claims*. In addition to recording the amount of the claim, please indicate whether the claim has a priority pursuant to section 136 of the Act.
- Paragraph B applies to *lessor claims* in a commercial proposal. Please ensure that the claim applies to a commercial proposal and, if so, include the full particulars of the claim.
- Paragraph C applies to *secured claims*. Please indicate the dollar value of the security and attach copies of the security document. In addition, please attach copies of the security registration documents, where appropriate.
- Paragraph D applies to *inventory claims of farmers, fishermen and aquaculturists*. Please note that such claims apply only to inventory supplied from farmers, fishermen and aquaculturists within 15 (fifteen) days of the date of bankruptcy. In addition, please attach copies of any applicable sales agreements and delivery slips.
- Paragraph E applies to *claims by wage earners*. Please note that such claims apply only for unpaid wages owed upon the bankruptcy of an employer or when the employer becomes subject to a receivership.
- Paragraph F applies to *claims by employees for unpaid amounts regarding pension plans*. Please note that such claims apply only to unremitted pension contributions outstanding when the sponsoring employer becomes bankrupt or is subject to a receivership.
- Paragraph G applies to *claims against directors*. Please note that such claims apply only to directors of corporations that have filed a commercial proposal to creditors that includes a compromise of statutory claims against directors.
- Paragraph H applies to *claims of customers of a bankrupt securities firm*. Please ensure that the claim of the customer is for net equity and, if so, include the full particulars of the claim, including the calculations upon which the claim is based.

### **PARAGRAPH 5**

All claimants must indicate whether or not they are related to the debtor, as defined in section 4

of the Act, or dealt with the debtor in a non-arm's-length manner.

## **PARAGRAPH 6**

All claimants must attach a detailed list of all payments or credits received or granted, as follows:

- (a) within the three (3) months preceding the initial bankruptcy event (including the bankruptcy or the proposal);
- (b) within the twelve (12) months preceding the initial bankruptcy event (including the bankruptcy or the proposal) in the case where the claimant and the debtor were not dealing at arm's length.

## **-PROXYHOLDER-**

### **NOTE**

The Act permits a proof of claim to be made by a duly authorized representative of a creditor but, in the absence of a properly executed proxy, does not give such an individual the power to vote at the first meeting of creditors nor to act as the proxyholder of the creditors.

### **GENERAL**

In order for duly authorized persons to have a right to vote, they must themselves be creditors or be the holders of a properly executed proxy. The name of the creditor must appear in the proxy.

Notes:

- A creditor may vote either in person or by proxyholder.
- A proxy may be filed at any time prior to a vote at a meeting of creditors.
- A proxy can be filed with the trustee in person, by mail or by any form of telecommunication.
- A proxy does not have to be under the seal of a corporation unless required by its incorporating documents or its bylaws.
- The individual designated in a proxy cannot be substituted unless the proxy provides for a power of substitution.
- Bankrupts/debtors may not be appointed as proxyholders to vote at any meeting of their creditors. The trustee may be appointed as a proxyholder for any creditor.
- A corporation cannot be designated as a proxyholder.