

July 25, 2023

IN THE MATTER OF THE BANKRUPTCY OF ADVENTUS REALTY TRUST OF THE CITY OF VANCOUVER IN THE PROVINCE OF BRITISH COLUMBIA

To all known creditors of Adventus Realty Trust. ("ART")

We write to inform you that on July 21, 2023, ART filed an assignment in bankruptcy pursuant to section 49(1) of the *Bankruptcy and Insolvency Act* (the "**BIA**") and FTI Consulting Canada Inc. was appointed as trustee (the "**Trustee**").

Pursuant to section 102 of the BIA, please find enclosed the following documents:

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

As set out in the notice. the first meeting of creditors will be held on August 9, 2023, at 10:30 a.m. Pacific Time. via telephone conference at, (866) 840-8976, Conference ID # 468 183 575575 or video conference at, https://www.microsoft.com/microsoft-teams/join-a-meeting, Meeting ID: 221 558 086 535, Passcode: YrzXj2. Only creditors and their authorized representatives are entitled to attend the first meeting of creditors.

To be entitled to vote at the meeting, a creditor must before the meeting file with the trustee a proof of claim and, where necessary, a proxy.

The Trustee notes that it is expected that there will be no distributions to unsecured creditors from the estate.

If you wish to file a proof of claim and proxy, please complete the enclosed forms and submit them with the required documentation by email at adventus@fticonsulting.com prior to the meeting of creditors.

Yours truly, FTI Consulting Canada Inc. In its capacity as Trustee of Adventus Realty Services Inc. and Adventus Realty Trust And not in its personal or corporate capacity

Mike Clark, CIRP, LIT, Senior Director _FORM 68_ Notice of Bankruptcy, First Meeting of Creditors (Subsection 102(1) of the Act) x Original

Amended

In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia

Take notice that:

1. Adventus Realty Trust filed (or was deemed to have filed) an assignment (or a bankruptcy order was made against Adventus Realty Trust) on the 21st day of July 2023 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.

The first meeting of creditors of the bankrupt will be held on the 9th day of August 2023 at 10:30 AM at via telephone conference at, (866) 840-8976, Conference ID# 468 183 575 or https://www.microsoft.com/microsoft-teams/join-a-meeting, Meeting ID: 221 558 086 535, Passcode: YrzXj2.
 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 24th day of July 2023.

FTI Consulting Canada Inc. - Licensed Insolvency Trustee Per:

LA

Mike Clark - Licensed Insolvency Trustee 1450 – 701 W. Georgia Vancouver BC V7Y 1B6 Phone: 1-855-649-8134

X 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 Adventus Realty Trust 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 21st day of July 2023. 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"	54,595,398.75
Balance of secured claims as per list "B"	48,276,106.89
Total unsecured creditors	102,871,505.64
2. Secured creditors as per list "B"	3,334,852.01
3. Preferred creditors as per list "C"	0.00
4. Contingent, trust claims or other liabilities as per list "D" estimated to be reclaimable for	0.00
Total liabilities.	106,206,357.65
Surplus	NIL

1. Inventory	0.00
2. Trade fixtures, etc.	0.00
3. Accounts receivable and other receivables, as per list "E"	
Good	
Doubtful	
Bad	
Estimated to produce	0.00
4. Bills of exchange, promissory note, etc., as per list "F"	3,300,000.00
5. Deposits in financial institutions	34,852.01
6. Cash	0.00
7. Livestock	0.00
8. Machinery, equipment and plant.	0.00
9. Real property or immovable as per list "G"	0.00
10. Furniture	0.00
11. RRSPs, RRIFs, life insurance, etc.	0.00
12. Securities (shares, bonds, debentures, etc.)	0.00
13. Interests under wills	0.00
	0.00
14. Vehicles	0.00
15. Other property, as per list "H"	0.00
If bankrupt is a corporation, add:	0.00
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	3,334,852.01
Deficiency	102,871,505.64

I, Rick Charlton, 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 21st day of July 2023 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) reported by Rick Charlton stated as being located in the city of Vanceuver in the Province of Ratich Calumbia before me at the city of Calgary in the Province of Alberta, on this 21st day of July 2023 in accordance with provincial Regulation on Administering Oath or Declaration Remotely.

Karen L. Fellowes **Barrister and Soficitor Notary Public** Province of Alberta

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In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "A" Unsecured Creditors

Adventus Realty Trust

No.	Name of creditor	Address	Unsecured claim	Balance of claim	Total claim
1	1200921 BC LTD.	1685 WEST 5TH AVENUE Vancouver BC V6J 1N5	682,747.23	0.00	682,747.23
2	1299732 ALBERTA LTD.	1105 HENSON CLOSE ATTENTION: BRAD GILEWICH Edmonton BC T6R 2M2	477,923.06	0.00	477,923.06
3	6928382 CANADA INC.	902-510 BURRARD STREET Vancouver BC V6C 3A8	341,373.62	0.00	341,373.62
4	ADVENTUS HOLDINGS LP	1660 - 999 West Hastings Street Vancouver BC V6C 2W2	26,869,557.28	0.00	26,869,557.28
5	ADVENTUS OPPORTUNITY SERVICES INC.	1660 - 999 West Hastings Street Vancouver BC V6C 2W2	9,473,118.96	0.00	9,473,118.96
6	ADVENTUS REALTY CANADA HOLDINGS LP	1660 - 999 West Hastings Street Vancouver BC V6C 2W2	844,619.76	0.00	844,619.76
7	BRENT JAMES CHILDREN'S TRUST	6116 SOUTHLANDS PLACE Vancouver BC V6N 1N1	204,824.17	0.00	204,824.17
8	Brewster, Anthony	981 Anderson Crescent West Vancouver BC V7T 1S8	2,057,334.41	0.00	2,057,334.41
9	BRIAN KENNING	#211-2102 W. 48TH AVENUE Vancouver BC V6M 2P5	102,412.08	0.00	102,412.08
10	CAID LAW LLC - CHQ 1330	328 Paragon Way Castle Rock CO 80108 USA	329.25	0.00	329.25
11	Carolyn Broady	1755 Roseberry Ave West Vancouver BC V7V 2Z5	685,778.14	0.00	685,778.14
12	CHASE MANAGEMENT LTD.	STE 1305 1090 W. GEORGIA STREET Vancouver BC V6E 3V7	40,964.84	0.00	40,964.84
13	CRAIG BERG	1910 SHANNON POINT PLACE Nelson BC V1L 6K1	68,274.73	0.00	68,274.73
14	CT CORPORATION	PO BOX 4349 CAROL STREAM IL 60197-4349 USA	2,354.80	0.00	2,354.80
15	DAK CAPITAL INC.	2700 EDMONTON TOWER 10111 - 104 AVENUE ATTENTION: BRAD GILEWICH Edmonton BC T5J 0J4	4,984,054.80	0.00	4,984,054.80
16	DAVID CAMERON	9208 141 Street NW Edmonton BC T5R 0L4	68,274.73	0.00	68,274.73
17	DEBRA L. JOHNSTON	#208-2102 W. 48TH AVENUE Vancouver BC V6M 2P5	136,549.44	0.00	136,549.44
18	DNG CAPITAL CORP.	STE 1305 1090 W. GEORGIA STREET Vancouver BC V6E 3V7	20,482.42	0.00	20,482.42
19	DNN INVESTMENTS LTD.	STE 1305 1090 W. GEORGIA STREET Vancouver BC V6E 3V7	27,309.89	0.00	27,309.89
20	DORI MCFARLANE	#1005-10523 UNIVERSITY DRIVE Surrey BC V3T 5T8	13,654.95	0.00	13,654.95

21-Jul-2023

Rick Charlton

In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "A" Unsecured Creditors

Adventus Realty Trust

No.	Name of creditor	Address		Unsecured claim	Balance of claim	Total claim
21	FARRIS LLP	25th Floor, 700 W. Georgia Street Vancouver BC V7Y 1B3			0.00	258.13
22	GAIL THOMPSON	3337 WESTHAM ISLAND ROAD Delta BC V4K 3N2		136,549.44	0.00	136,549.44
23	GREG CAMERON	14627 89A AVENUE N.W. Edmonton BC T5R 4S9		682,747.23	0.00	682,747.23
24	grofondi inc.	3055 Kingsway Vancouver BC V5R 5J8		0.00	48,276,106.89	48,276,106.89
25	HENRY KETCHAM	3695 ANGUS DRIVE Vancouver BC V6J 4H6		682,747.23	0.00	682,747.23
26	IAN NORMAN MACINTOSH	3471 SEMLIN DRIVE Richmond BC V7C 5W8		68,274.73	0.00	68,274.73
27	JENNIFER AND STEFAN LEHMANN	724 SEVENTH STREET Nelson BC V1L 229		68,274.73	0.00	68,274.73
28	JIM STEWART	810 HOWATT PLACE Edmonton BC T6W 2T7		273,098.89	0.00	273,098.89
29	K.J. Brewster	981 Anderson Crescent West Vancouver BC V7T 1S8		2,057,334.41	0.00	2,057,334.41
30	KEN WOIDEN	1860 WEST 1ST AVENUE Vancouver BC V6J 1G5		68,274.73	0.00	68,274.73
31	Kennick Enterprises Ltd.	1755 Roseberry Ave West Vancouver BC V7V 2Z5		2,743,112.55	0.00	2,743,112.55
32	LISA SIRLIN	6116 SOUTHLANDS PLACE Vancouver BC V6N 1N1		204,824.17	0.00	204,824.17
33	LOCH MOIGH CAPITAL INC.	3471 SEMLIN DRIVE Richmond BC V7C 5W8		68,274.73	0.00	68,274.73
34	MARK CAMERON	PH03 9939 109 STREET, N.W. Edmonton BC T5K 1H6		68,274.73	0.00	68,274.73
35	MEE INVESTMENTS LTD.	638 BEACHVIEW DRIVE North Vancouver BC V7G 1R1		136,549.44	0.00	136,549.44
36	NICK DEMARE	STE 1305 1090 W. GEORGIA STREET Vancouver BC V6E 3V7		13,654.95	0.00	13,654.95
37	RBJ INVESTMENTS LTD.	#208-2102 W. 48TH AVENUE Vancouver BC V6M 2P5		16,385.93	0.00	16,385.93
38	RON AND DIANE ANDERSON	3953 W. 38TH AVENUE Vancouver BC V6N 2Y7		136,549.44	0.00	136,549.44
39	SHIRLEY IANNACONE	7639 STANLEY CRESCENT Burnaby BC V5E 1V9		68,274.73	0.00	68,274.73
			Total:	54,595,398.75	48,276,106.89	102,871,505.64

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Rick Charlton

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FORM 78 -- Continued

In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "B" Secured Creditors

Adventus Realty Trust

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	GROFONDI INC.	3055 Kingsway Vancouver BC V5R 5J8	51,610,958.90	Promissory Notes - Business - ADVENTUS HOLDINGS LP		3,300,000.00		
				Cash on Hand - 020 807678 001 - HSBC		34,236.55		
				Cash on Hand - 020 807678 070 - HSBC		615.46		
				Other - Due from Mezz GP LLC		0.00		
				Other - Investment in ACP - Merger		0.00		
				Other - Investment in REIT 2 - Merger		0.00		
				Other - Investment in subsidiary entity		0.00		
				Other - Other Assets		0.00		
				Other - Due from ARSI		0.00		
				Other - Equity Interest in Subsidiaries		0.00		48,276,106.89
		Total:	51,610,958.90			3,334,852.01	0.00	48,276,106.89

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

In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "C" Preferred Creditors for Wages, Rent, etc.

Adventus Realty Trust

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
		0.00	0.00	0.00			

21-Jul-2023

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

In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "D" Contingent or Other Liabilities

Adventus Realty Trust

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		

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In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "E" Debts Due to the Bankrupt

Adventus Realty Trust

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
	Total:						0.00	

21-Jul-2023

Date

Rick Charlton

In the Matter of the Bankruptcy of Adventus Realty Trust 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

Adventus Realty Trust

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.
1	ADVENTUS HOLDINGS LP	1660 - 999 West Hastings Street Vancouver BC V6C 2W2		3,300,000.00	31-Dec-2023	73,500,000.00	NA
			3,300,000.00		73,500,000.00		

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Rick Charlton

1	District of: Division No. Court No. Estate No.	British Columbia 03 - Vancouver NA NA		FORM 78 Continued						
	In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "G" Real Property or Immovables Owned by Bankrupt Adventus Realty Trust									
	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			
ľ				Total:	0.00		0.00			

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Rick Charlton

FORM 78 -- Concluded

In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia List "H" Property Adventus Realty Trust 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	HSBC 6th Floor, 885 West Georgia Street Vancouver BC V6C 3G1	020 807678 001	34,236.55	34,236.55
	HSBC 6th Floor, 885 West Georgia Street Vancouver BC V6C 3G1	020 807678 070	615.46	615.46
(d) Cash on hand			0.00	0.00
(e) Livestock			0.00	0.00
(f) Machinery, equipment and plant			0.00	0.00
(g) Furniture			0.00	0.00
(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		and the second	0.00	0.00
(I) Taxes			0.00	0.00
(m) Other		Other Assets	0.00	0.00
		Due from Mezz GP LLC	34,163.00	0.00
		Investment in REIT 2 - Merger	39,527,619.00	0.00
		Investment in subsidiary entity	150,412,873.00	0.00
		Investment in ACP - Merger	3,227,270.00	0.00
		Due from ARSI	82,733.90	0.00
		Equity Interest in Subsidiaries	1.00	0.00
			Total:	34,852.01

21-Jul-2023

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Rick Charlton

Court No. NA

File No. NA

In the Matter of the Bankruptcy of Adventus Realty Trust of the city of Vancouver in the Province of British Columbia

Form 78 (Bill C-12) Statement of affairs (Business bankruptcy)

FTI Consulting Canada Inc. - Licensed Insolvency Trustee

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

District of:British ColumbiaDivision No.03 - VancouverCourt No.11-2967952Estate No.11-2967952

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 Adventus Realty Trust 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 Adventus Realty Trust 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.

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.	11-2967952
Estate No.	11-2967952

FORM 31 --- Concluded

In the Matter of the Bankruptcy of Adventus Realty Trust 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		Phone Number: Fax Number : E-mail Address :	Creditor
NOTE: WARNINGS:	If an affidavit is attached, it must have been made b A trustee may, pursuant to subsection 128(3) of the security, by the secured creditor.	sfore a person qualified to take affidavits. Act, redeem a security on payment to the secured credito	r of the debt or the value of the security as assessed, in	a proof of
		ies for making any false claim, proof, declaration or stater	nent of account.	

District of:British ColumbiaDivision No.03 - VancouverCourt No.11-2967952Estate No.11-2967952

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 Adventus Realty Trust of the city of Vancouver in the Province of British Columbia

l,	, of, a cre	editor in the above matter, hereby
appoint	, of	, to be my
proxyholder in the above matter, ex appoint another proxyholder in his	xcept as to the receipt of dividends, or her place.	(with or without) power to

Dated at	_, this	_ day of	,	·
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Witness

Witness

Individual Creditor

Name of Corporate Creditor

Per _

Name and Title of Signing Officer

Return To:

FTI Consulting Canada Inc. - Licensed Insolvency Trustee

1450 – 701 W. Georgia Vancouver BC V7Y 1B6

E-mail: adventus@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 <u>signature of a witness</u> is required.
- The document must be signed by the individual completing the declaration.
- <u>Provide the complete address</u> 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 <u>detailed statement of</u> account must be attached to the proof of claim and marked "Schedule A" and <u>must</u> 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:

- <u>Paragraph A</u> 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.
- <u>Paragraph B</u> 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.
- <u>Paragraph C</u> 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.
- <u>Paragraph D</u> 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.
- <u>Paragraph E</u> 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.
- <u>Paragraph F</u> 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.
- <u>Paragraph G</u> 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.
- <u>Paragraph H</u> 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) <u>within the three (3) months preceding</u> the initial bankruptcy event (including the bankruptcy or the proposal);

(b) <u>within the twelve (12) months preceding</u> the initial bankruptcy event (including the bankruptcy or the proposal) in the case where the claimant and the debtor <u>were not</u> dealing at arm's length.

-PROXYHOLDER-

<u>NOTE</u>

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.