



TRUSTEE IN BANKRUPTCY

PROOF OF CLAIM

In the matter of the bankruptcy (or proposal or receivership of the property) of

(name of debtor)

of

(City and Province)

and the claim of

creditor.

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

(detailed mailing address of creditor, including postal code)

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

Do Hereby Certify:

1. That I am a creditor of the above-named debtor, or that I am _____ of _____ (state position or title) _____ (name 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 (or the date of 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 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).

4. Check and complete appropriate category:

- A. UNSECURED CLAIM OF \$ _____ (Other than as a customer contemplated by Section 262 of the Act)
B. CLAIM OF LESSOR FOR DISCLAIMER OF A LEASE \$ _____
C. SECURED CLAIM OF \$ _____
D. CLAIM BY FARMER, FISHERMAN OR AQUACULTURIST OF \$ _____
G. CLAIM AGAINST DIRECTOR \$ _____

5. That, to the best of my knowledge, (I am) (or I am not) (or the above-named creditor is) (or is not) related to the debtor within the meaning of Section 4 of the the Act, and have (or has) (or have not or 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, 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 subsection 2(1) of the Act: (Provide details of payments, credits and transfers at undervalue within Schedule "A")

Applicable only in the case of the bankruptcy of an individual

- I request to be informed, pursuant to subparagraph 68(4)(a)(ii) of the Act, of the amount fixed under subparagraph 68(4)(a)(i), which is the amount of surplus income that the bankrupt is required to pay to the estate of the bankrupt.
If the Trustee determines that there is no surplus income, I request to be informed of that determination in accordance with paragraph 68(4)(b) 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.

Dated at _____, this _____ day of _____, 201 _____.

Witness

Creditor

General Proxy

In the matter of the bankruptcy (or proposal or consumer proposal) of _____, a bankrupt (or an insolvent person or a consumer debtor) I (or We), _____, (name of creditor), of _____ (name of city, town or village), a creditor in the above matter, hereby appoint _____ of _____, to be my (or our) general proxy in the above matter except as to the receipt of dividends, with (or without) power to appoint another general proxy in his or her place.

Dated at _____ this _____ day of _____, 201 _____.

Witness

Individual Creditor

Witness

Name of Corporate Creditor and Name and Title of Signing Officer

ADVICE TO CREDITORS

General

Creditors are required to file their claims with the Trustee prior to the time appointed for the meeting of creditors in order to be eligible to vote. The proper name of the claimant and complete address, to which all notices or correspondence is to be forwarded, must be shown.

The proof of claim form must be completed by a person, not by a corporation. The person completing the proof of claim form on behalf of a corporation shall indicate his official capacity, such as "Credit Manager", "Secretary", "Authorized Agent", etc.

A proper proof of claim must be supported by a Statement of Account, marked "A", providing details, such as date, invoice numbers and amounts owing, the total of which agrees with the amount indicated on the claim. All sections of the proof of claim must be completed. Any non-applicable wording should be crossed out.

The signature of the creditor or declarant on the claim must be witnessed.

Paragraph 3

A detailed statement of account must be attached to the proof of claim and must show the date, the number and the amount of all the invoices or charges, together with the date, the number and the amount of all credits or payments, for at least the last three months.

Paragraph 4

The individual completing the proof of claim must strike out those subsections which do not apply. The priority referred to in subsection A may include the employees of the bankrupt for wage arrears, commissions or expenses, a landlord for rent arrears and accelerated rent, if included in the lease and municipalities, if their claims are not a charge against title.

All secured creditors must give full particulars of the security, including the date on which the security was given and the value at which the creditor assesses the security, and attach a copy of the security documents.

Paragraph 5

All claimants must indicate whether or not they are related to the debtor, as defined by the Bankruptcy and Insolvency Act, by striking out "AM" or "AM NOT", "IS" or "IS NOT", and whether or not they have dealt with the debtor in a non-arm's-length manner by striking out "HAVE" or "HAVE NOT", "HAS" or "HAS NOT".

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 bankruptcy or proposal, in the case where the claimant and the debtor are not related.
- b) within the twelve (12) months preceding the bankruptcy or proposal, in the case where the claimant and the debtor are related.

Voting/Proxy

Any unsecured creditor may vote in person or by proxy, but when a proxy is attending the meeting, he must be so appointed by the creditor.

When the creditor is a corporation, the person attending the meeting of the creditors, including the declarant, must be appointed proxy by an officer of the corporation having authority to make such an appointment.

NOTE: If an affidavit or solemn declaration 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 Bankruptcy and Insolvency 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 Bankruptcy and Insolvency Act provides severe penalties for making any false claim, proof, declaration or statement of account.