

February 19, 2016

TO THE FORMER EMPLOYEES OF:

**Advance Engineered Products
In Bankruptcy**

Dear Sir or Madam:

This letter is intended to provide you with information and instructions regarding your claim against the Company for unpaid payroll to the date of termination of your employment, _____, 201_. (Insert last date worked here)

While your claim represents an unsecured claim against the Company, you may be eligible to receive a payment of all or a portion of your claim under the *Wage Earner Protection Program Act* (“*WEPPA*”). Please note that there is a maximum amount that you can receive from the program.

In order to be eligible for a payment under *WEPPA*, the legislation requires you to complete the following steps within 56 days of the date of bankruptcy which February 17, 2016.

STEP 1:

File a duly completed proof of claim form 31 with the Trustee/Receiver. Attached to this letter is a completed proof of claim form 31 for your review and signature where indicated. Once signed, dated and witnessed, please promptly return the proof of claim form 31 in its entirety to the Trustee’s office by fax or mail as provided below to the attention of Ian Schofield.

Upon receipt of your proof of claim form 31 the Trustee/Receiver will submit your information to the WEPP electronic site. The Trustee/Receiver will also at this time provide you with copies for your records of the Trustee/Receiver Information Form proving that the bankruptcy/receivership has been registered with WEPP, and your Employee Information Form proving that your information has been entered by the Trustee/Receiver into the WEPP database thus enabling you to complete STEP 2 below.

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STEP 2:

Once confirmation from the Trustee/Receiver has been received as per STEP 1 above, **you must apply for your potential payment under WEPPA with Service Canada.** This can be done online at: <http://www.servicecanada.gc.ca/eng/sc/wepp/index.shtml> or in person at your nearest Service Canada Centre. The general inquiry line at 1-866-683-6516 should be contacted for any assistance. You will require the Estate ID number which is 23-2089092 (this number is the estate number with no hyphen), and the date of the Bankruptcy which is February 17, 2016.

IT IS VERY IMPORTANT THAT YOU COMPLETE STEP 1 PROMPTLY AS YOU WILL BE UNABLE TO MOVE TO STEP 2 UNTIL THE TRUSTEE CAN CONFIRM WITH WEPP OUR RECEIPT OF YOUR SIGNED PROOF OF CLAIM FORM 31.

Should you have any questions please contact Ian Schofield at 306-790-7904 or via email at Ian.Schofield@mnp.ca.

Yours truly,

MNP Ltd.

In its capacity as Trustee of Advance Engineered Products Ltd.
and not in its personal capacity

Per: Ian Schofield, CA, CPA, CIRP, CBV/Pamela Meger, CIRP
Senior Vice President/Vice President