

District of Ontario  
Division No. 09 - Toronto  
Court No. 31-2805914  
Estate No. 31-2805914

FORM 68  
Notice of Bankruptcy, First Meeting of Creditors  
(Subsection 102(1) of the Act)

Original  Amended

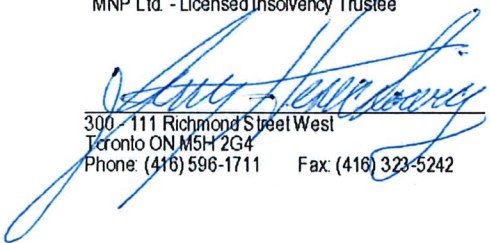
In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario

Take notice that:

1. Beyond Print Mounting & Die Cutting Inc. filed (or was deemed to have filed) an assignment (or a bankruptcy order was made against Beyond Print Mounting & Die Cutting Inc.) on the 18th day of February 2022 and the undersigned, MNP Ltd., 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 7th day of March 2022 at 10:00 AM at Tel: 1-877-252-9279; Conference ID: 590 737 825#.
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.
6. The Trustee does not anticipate a distribution of the proceeds from realizations to creditors.
7. Additional information regarding this proceeding is available at [www.mnpdebt.ca/beyondprint](http://www.mnpdebt.ca/beyondprint)

Dated at the City of Toronto in the Province of Ontario, this 22nd day of February 2022.

MNP Ltd. - Licensed Insolvency Trustee

  
300 - 111 Richmond Street West  
Toronto ON M5H 2G4  
Phone: (416) 596-1711 Fax: (416) 323-5242

District of:  
 Division No. -  
 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  
 Beyond Print Mounting & Die Cutting Inc.  
 of the Greater Toronto Area  
 in the Province of Ontario

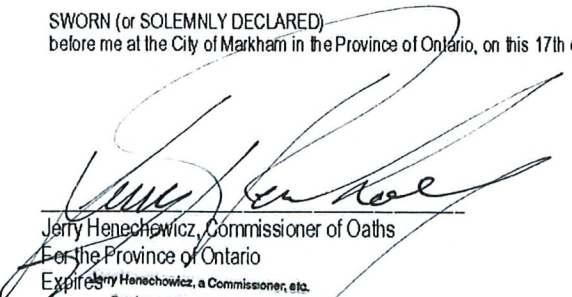
To the bankrupt  
 You are required to carefully and accurately complete this form and the applicable attachments showing the state of your affairs on the date of the bankruptcy, on the 17th day of February 2022. When completed, this form and the applicable attachments will constitute the Statement of 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" .....	1. Inventory .....
62,102.18	0.00
Balance of secured claims as per list "B" .....	2. Trade fixtures, etc. ....
0.00	0.00
Total unsecured creditors .....	3. Accounts receivable and other receivables, as per list "E"
62,102.18	Good .....
2. Secured creditors as per list "B" .....	1,000.00
1.00	Doubtful .....
3. Preferred creditors as per list "C" .....	0.00
0.00	Bad .....
4. Contingent, trust claims or other liabilities as per list "D"	0.00
estimated to be reclaimable for .....	Estimated to produce .....
0.00	1,000.00
Total liabilities .....	4. Bills of exchange, promissory note, etc., as per list "F" .....
62,103.18	0.00
Surplus .....	5. Deposits in financial institutions .....
NIL	1,000.00
	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, RRFs, 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" .....
	0.00
	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 .....
	2,000.00
	Deficiency .....
	60,103.18

*Town of Newmarket*

I, Paul Urquhart, of the City of Pickering in the Province of Ontario, 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 17th day of February 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 Markham in the Province of Ontario, on this 17th day of February 2022.

  
 \_\_\_\_\_  
 Jerry Henechawicz, Commissioner of Oaths  
 For the Province of Ontario

Expires   
 \_\_\_\_\_  
 Paul Urquhart

Province of Ontario, for MNP Ltd,  
 Expires November 2, 2023

District of:  
 Division No. -  
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 Estate No.

FORM 78 – Continued

In the Matter of the Bankruptcy of  
 Beyond Print Mounting & Die Cutting Inc.  
 of the Greater Toronto Area  
 in the Province of Ontario


List "A"  
 Unsecured Creditors

Beyond Print Mounting & Die Cutting Inc.

No.	Name of creditor	Address	Unsecured claim	Balance of claim	Total claim
1	Aquarius Mechanical Contractors Inc. Invoice 17963	7-200 Edgely Blvd Concord ON L4K 3Y8	118.65	0.00	118.65
2	Canadian Emergency Business Account c/o CIBC (TR# 7142) 07942008008752	985 Brock Road South Pickering ON L1W 3A4	35,000.00	0.00	35,000.00
3	CRA - Tax - Ontario 86574 2134 RT0001	Shawinigan-Sud National Verification and Collection Centre 4695 Shawinigan-Sud Blvd Shawinigan-Sud QC G9P 5H9	4,019.47	0.00	4,019.47
4	DCD & Tooling Inc. 7470 and 7572 Invoices	515 Milner Avenue, Unit 8 Scarborough ON M1B 2K4	372.90	0.00	372.90
5	Esso 0000193790	Imperial Oil, P.O.Box 1700 Don Mills ON M3C 4J4	449.86	0.00	449.86
6	Four Points Express Ltd Sept 15/21 to Dec 15/21 Invoices	10 Alden Road, Units 7 + 8 Markham ON L3R 2S1	1,661.45	0.00	1,661.45
7	Independent Corrugator Attn: Marco Studor Invoices 313295 and 314251	1177 Aerowood Drive Mississauga ON L4W 1Y6	1,671.80	0.00	1,671.80
8	M&R Holdings Invoice No. 22595 and 22600	3520 Pharmacy Avenue, Unit 1 Toronto ON M1W 2T8	1,361.65	0.00	1,361.65
9	Marilyn Quemi Termination pay	120-75 Havenbrook Blvd Toronto ON M2J 1A8	5,000.00	0.00	5,000.00
10	Mohsina (Tina) Kahn Termination pay	15 Jarwick Drive Toronto ON M1H 2H1	5,000.00	0.00	5,000.00
11	Pillar Tapes Limited Attn: Brooke Sept 22 to Nov 9/21 Invoices	163 Jardin Drive Concord ON L4K 1X5	1,355.41	0.00	1,355.41
12	PMJA Die Cutting Inc. Attn: pAUL Invoice 2114753	7453 Victoria Park Avenue, Unit 2 Markham ON L3R 2Y7	1,017.00	0.00	1,017.00
13	Rogers 6-8336-9177	P.O.Box 9100 Don Mills ON M3C 3P9	364.00	0.00	364.00
14	Slax Die Cutting Inc. Attn: Tony Invoice 17479	39 Riviera Drive, Units 2+3 Markham ON L3R 8N4	610.20	0.00	610.20
15	Technical Adhesives Limited Invoices 38640 and 38861	3035 Jarrow Ave. Mississauga ON L4X 2C6	1,624.74	0.00	1,624.74
16	Toronto Hydro Attn: Josephine Pernarell / Mary Degroot 1291140000	P.O.Box 4490 STN A Toronto ON M5W 4H3	292.50	0.00	292.50
17	Unique Pak Ltd. Invoice 10098	123 Rexdale Blvd, P.O. Box 30208 Etobicoke ON M9W 0B1	844.29	0.00	844.29
18	United Precision Cutting Technologies Inc. Invoice 38958 and 39148	52 Torbay Road Markham ON L3R 1G6	287.02	0.00	287.02

17-Feb-2022

Date



Paul Urquhart

District of:  
Division No. -  
Court No.  
Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario  
List "A"  
Unsecured Creditors

Beyond Print Mounting & Die Cutting Inc.

No.	Name of creditor	Address	Unsecured claim	Balance of claim	Total claim
19	Waste Connections of Canada Inc. 2200029, 2206851 and 2213679	650 Creditstone Rd Concord ON L4K 5C8	1,051.24	0.00	1,051.24
<b>Total:</b>			<b>62,102.18</b>	<b>0.00</b>	<b>62,102.18</b>

17-Feb-2022

Date



Paul Urquart

District of:  
Division No. -  
Court No.  
Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario  
List "B"  
Secured Creditors

Beyond Print Mounting & Die Cutting Inc.

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	Canadian Imperial Bank of Commerce (TR#7142) General Security Agreement	985 Brock Road South Pickering ON L1W 3A4	1.00	Cash on Hand - Cash in Bank - 1502115 - CIBC Bank - General Security Agreement		1.00	999.00	
<b>Total:</b>			<b>1.00</b>			<b>1.00</b>	<b>999.00</b>	<b>0.00</b>

17-Feb-2022

Date



Paul Urquhart

District of:  
Division No. -  
Court No.  
Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario  
List "C"  
Preferred Creditors for Wages, Rent, etc.

Beyond Print Mounting & Die Cutting Inc.

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
Total:					0.00	0.00	0.00

17-Feb-2022

Date



Paul Urquhart

District of:  
Division No. -  
Court No.  
Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario  
List "D"  
Contingent or Other Liabilities

Beyond Print Mounting & Die Cutting Inc.

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		

17-Feb-2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Paul Orquart

District of:  
 Division No. -  
 Court No.  
 Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
 Beyond Print Mounting & Die Cutting Inc.  
 of the Greater Toronto Area  
 in the Province of Ontario  
 List "E"  
 Debts Due to the Bankrupt  
 Beyond Print Mounting & Die Cutting Inc.

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
1	Various book debts	Various Toronto ON	Accounts Receivable	1,000.00 0.00 0.00		16-Feb-2022	1,000.00	Accounts Receivable
Total:				1,000.00 0.00 0.00			1,000.00	

17-Feb-2022

\_\_\_\_\_  
 Dale

  
 \_\_\_\_\_  
 Paul Urquhart



District of:  
Division No. -  
Court No.  
Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario  
List "F"


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

Beyond Print Mounting & Die Cutting Inc.

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	

17-Feb-2022

Date



Paul Morgan

District of:  
Division No. -  
Court No.  
Estate No.

FORM 78 - Continued

In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario  
List "G"  
Real Property or Immovables Owned by Bankrupt  
Beyond Print Mounting & Die Cutting Inc.

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

17-Feb-2022

Date



Paul Urquhart

District of:  
Division No. -  
Court No.  
Estate No.

FORM 78 - Concluded

In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario  
List "H"  
Property

Beyond Print Mounting & Die Cutting Inc.  
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	CIBC Bank - General Security Agreement	1502115	1,000.00	1,000.00
(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			0.00	0.00
(l) Taxes			0.00	0.00
(m) Other			0.00	0.00
			<b>Total:</b>	<b>1,000.00</b>

17-Feb-2022

Date

  
Paul Urquhart

Court No.

File No.

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**In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario**

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

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**MNP Ltd. - Licensed Insolvency Trustee  
300 - 111 Richmond Street West  
Toronto ON M5H 2G4  
Phone: (416) 596-1711 Fax: (416) 323-5242**

District of: Ontario  
Division No. 09 - Toronto  
Court No. 31-2805914  
Estate No. 31-2805914

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  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario

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

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

In the matter of the bankruptcy of Beyond Print Mounting & Die Cutting Inc. of the City of Toronto in the Province of Ontario 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 18th day of February 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 Ontario  
Division No. 09 - Toronto  
Court No. 31-2805914  
Estate No. 31-2805914

FORM 31 --- Concluded  
In the Matter of the Bankruptcy of  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario

- 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: Ontario  
Division No. 09 - Toronto  
Court No. 31-2805914  
Estate No. 31-2805914

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  
Beyond Print Mounting & Die Cutting Inc.  
of the Greater Toronto Area  
in the Province of Ontario

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:  
MNP Ltd. - Licensed Insolvency Trustee

300 - 111 Richmond Street West  
Toronto ON M5H 2G4  
Fax: (416) 323-5242

**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.