

## INSTRUCTION LETTER TO EMPLOYEES HOLDING A CLAIM

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**Object:** *In the matter of the Plan of Arrangement and Compromise of FlightHub Group Inc., FlightHub Service Inc., SSFP Corp, JustFly Inc., JustFly Corp. and 11644670 Canada Inc. (the "Debtors") – Instruction letter to employees*

Dear Sir or Madam,

This letter provides instructions on how to complete the **Proof of Claim** form with the Monitor, with respect to any employee Claim against any of the Debtors or its Directors or Officers, in accordance with the Claims Process Order issued by the Superior Court of Québec on June 19, 2020 (the "**Claims Process Order**"). Please note that this letter is only a guide. In case of any discrepancy between the terms of this letter and those of the Claims Process Order, the terms of the Claims Process Order shall prevail.

Capitalized terms in this letter have the meanings ascribed to them in the Claims Process Order, which can be found on the Monitor's website, along with all documentation relating to the restructuring process, at the following address:

<https://mnpdebt.ca/en/corporate/engagements/flighthub-group>

Please note that salaries, vacations and expenses, incurred as part of your employment with the Debtors, were paid to you. Severance has not been paid and is considered as an unsecured claim against the Debtors.

The Monitor has determined that your termination was part of a collective dismissal. Pursuant to section 84.0.4 of the Labour Standards in Quebec (Standards to which your employment was subject), you should be eligible to receive a severance corresponding to 8 weeks of gross salaries and vacations computed on the severance. In order to facilitate the process of producing your claim, a Proof of Claim form was completed by the Monitor in your name. It includes the amount of the severance as per the information provided by the Debtors.

We invite you to review the Proof of Claim form, attached to this letter, and validate the following information:

1. Debtor
2. Last name, first name
3. Address
4. Phone, email address
5. Amount claimed

Please note that supporting documents or any other document than the Proof of Claim are not required.

If the information included in the form is valid, please sign the Proof of Claim form and email it to the Monitor at [Montreal.FlightHubGroup@mnp.ca](mailto:Montreal.FlightHubGroup@mnp.ca) or by regular or registered mail or by courier to the address indicated on page 2. The completed Proof of Claim Form must be sent and received by the Monitor no later than **July 30, 2020, at 5:00 PM**.

If the information included on your form is not correct, please modify the information on the Proof of Claim Form and provide explanation if the amounts should be modified.

Additional blank Proof of Claim Forms may be downloaded from the Monitor's website or may be sent to you if you contact the Monitor using the contact information below and provide your name, mailing address, email address, and fax number.

Summary of the steps to produce your claim:

Steps	What you receive	What you need to do	✓
1	Instruction Letter to Employees	Read and visit the website	
2	Proof of Claim	Validate the information (name, address, etc.)	
		Date and sign the form in front of a witness and obtain the witness' signature	
		Return the signed form to the Monitor by email ( <a href="mailto:Montreal.FlightHubGroup@mp.ca">Montreal.FlightHubGroup@mp.ca</a> ), Fax (514-932-9195) or mail	

If you have any questions regarding the Claims Process or the attached documents, please contact the Monitor at:

**MNP Ltd.**  
Monitor of FlightHub Group inc. et al.  
1155, René-Lévesque Blvd. W.  
19th Floor  
Montréal, Québec H3B 4V2

Attention: Mr. Pierre Marchand  
Tel: 514-906-4645  
Email: [Montreal.FlightHubGroup@mp.ca](mailto:Montreal.FlightHubGroup@mp.ca)

Yours truly,

Montréal, July 10, 2020.

**MNP LTD.**

In its capacity as Monitor of FlightHub Group Inc. et al.,  
and not in its personal capacity