

SCHEDULE "B"**INSTRUCTION LETTER**

In the matter of the receivership of Siu Kon "Debbie" Wong ("**Wong**"), Siu Mui "Bonnie" Soo ("**Soo**"), Origin Business Park Inc., formerly known as Wheatland Industrial Park Inc. ("**Wheatland**"), 1300302 Alberta Inc. ("**1300302**"), and D & E Arctic Investments Inc. ("**D&E Arctic**").

NOTE: claims not completed correctly will not be accepted

NOTE: to any person wishing to make a claim who does not submit a Proof of Claim on or before the Claims Bar Date of September 15, 2023, your claim will be barred and extinguished forever.

Completing the Proof of Claim

1. If you are completing the Proof of Claim on behalf of a corporation you must state your position or title, e.g. "president" or "credit manager", etc.
2. Each of the following fields must be completed: Name, Address, City, Country, Telephone, and Email.
3. Evidence to support the amounts claimed must be attached to the Proof of Claim and marked as Schedule "A", which should include copies of cancelled cheques or money orders, wire details to payments made to Wheatland, 1300302, or D&E Arctic, screenshots showing payments made online or receipts received
4. Please ensure all items set out in questions 1 to 8 of the Proof of Claim are completed.
5. Please note that for your claim to be accepted you must confirm by checking the appropriate box that the information contained in the Proof of Claim is given by you as if it were made under oath or by solemn declaration.

Submitting the Proof of Claim

You may submit the Proof of Claim in any of the following three ways:

1. You may download the Proof of Claim, complete it by hand or electronically, and then send that completed Proof of Claim along with supporting documents in PDF format to the Receiver at the following email address: Patty.Wood@mnp.ca; or
2. You may download the Proof of Claim, complete it by hand and then send that completed Proof of Claim, along with supporting documents, in hardcopy to the Receiver at the following mailing address:

Suite 1600, MNP Tower
1021 West Hastings Street
Vancouver, BC V6E 0C3
Attention: Patty E. Wood

Adjudication of Claims

The Receiver will only adjudicate all Proof of Claims received prior to the Claims Bar Date.

If the Receiver disallows all or a portion of your claim, the Receiver will send you a Notice of Disallowance. If you disagree with the Receiver's findings, as set out in the Notice of Disallowance, you may appeal the Receiver's decision by following the appeal procedures set out in the Claims Process Order. If you do not appeal the Receiver's decision in the manner and within the time limits set out in the Claims Process Order, then you will be deemed to have accepted the Receiver's decision, as set out in the Notice of Disallowance.