

**INSTRUCTION LETTER FOR THE CLAIMS PROCEDURE OF
CHESLEY WOOD INDUSTRY CO. INC.**

A. General

By Order of the Ontario Superior Court of Justice (Commercial List) made June 28, 2023 (the “**Claims Procedure Order**”), MNP Ltd. in its capacity as limited-purpose, court-appointed receiver and manager (the “**Claims Officer**”) of Chesley Wood Industry Co. Inc. (the “**Company**”), has been authorized to conduct a claims procedure (the “**Claims Procedure**”) with respect to claims against the Company in accordance with the terms of the Claims Procedure Order.

Unless otherwise defined, all capitalized terms used herein shall have the meanings given to those terms in the Claims Procedure Order.

The Claims Procedure Order, the Claim Document Package, additional Proofs of Claim and related materials may be accessed from the Claims Officer’s website at www.mnpdebt.ca/turuss.

This letter provides instructions for responding to or completing the Proof of Claim. Reference should be made to the Claims Procedure Order for a complete description of the Claims Procedure.

The Claims Procedure is intended for any Person with any Claims of any kind or nature whatsoever against the Company, whether liquidated, unliquidated, contingent or otherwise. Please review the enclosed material for the complete definitions of a “Claim” to which the Claims Procedure applies.

All notices and enquiries with respect to the Claims Procedure should be addressed to:

MNP Ltd., in its capacity as Claims Officer
of Chesley Wood Industry Co. Inc.
1900 – 1 Adelaide St. East
Toronto, ON M5C 2V9
Attention: Jerry Henechowicz
Email: jerry.henechowicz@mnp.ca

B. Particulars of Claimant

Creditor **MUST** state full and complete legal name of individual, company or business.

Creditor **MUST** state full and complete contact information, including, mailing address where all notices or correspondence is to be forwarded, telephone number, facsimile number, if applicable, and email address.

C. Particulars of Assignee

Creditor **MUST** state full and complete legal name of individual, company or business associated with the assignee.

Creditor **MUST** state full and complete contact information, including, mailing address where all notices or correspondence is to be forwarded, telephone number, facsimile number, if applicable, and email address.

D. Claim Amount

Creditor **MUST** state name of the person preparing the Proof of Claim (i.e. the name of Creditor, if an individual or authorized representative of the Creditor, if a company or business), together with the name of the company or business they represent, if applicable.

If the individual completing the Proof of Claim is not the Creditor himself/herself/themselves, he/she/they must state his/her/their position or title of the company or firm they are representing.

E. Submitting a Proof of Claim

If you believe that you have a Claim against the Company, you must file a Proof of Claim with the Claims Officer.

All Proofs of Claim must be received by the Claims Officer by 5:00 p.m. (Toronto, Ontario time) on the Claims Bar Date of August 14, 2023.

PROOFS OF CLAIM MUST BE RECEIVED BY THE CLAIMS BAR DATE OR THE APPLICABLE CLAIM WILL BE FOREVER BARRED AND EXTINGUISHED. If you have a Claim and are required to file a Proof of Claim pursuant to the Claims Procedure but do not file a Proof of Claim in respect of a Claim by the Claims Bar Date you shall not be entitled to participate in any distribution in respect of such Claim and such Claim will be forever barred and extinguished.

Additional Proof of Claim forms can be obtained by contacting the Claims Officer at the telephone numbers and address indicated above and providing particulars as to your name, address and facsimile number or email mail address. Additional Proof of Claim forms and related materials may be accessed from the Claims Officer's web site at www.mnpdebt.ca/turuss.

Where a Creditor files a Proof of Claim with the Claims Officer, the Claims Officer will review the Proof of Claim and, as soon as reasonably practicable, provide to the Creditor a response in writing by registered mail, courier service or email as to whether the Claim set out in the Proof of Claim is accepted, disputed in whole, or disputed in part. Where the Claim is disputed in whole or in part, the Claims Officer will issue a Notice of Revision or Disallowance indicating the reasons for the dispute.

The Claims Procedure Order further provides that where a Creditor objects to a Notice of Revision or Disallowance, the Creditor must notify the Claims Officer of the objection in writing by registered mail, courier service, or email within fifteen (15) days of receipt of the Notice of Revision or Disallowance. The Claims Officer's contact information is below:

MNP Ltd., in its capacity as Claims Officer
of Chesley Wood Industry Co. Inc.
1900 – 1 Adelaide St. East
Toronto, ON M5C 2V9

Attention: Jerry Henechowitz
Email: jerry.henechowitz@mnp.ca

The Creditor shall immediately thereafter serve on the Claims Officer, a Notice of Motion, filed at the Court and made returnable within thirty (30) days after the date that the Claims Officer received the Objection. The Notice of Motion is to be supported by a sworn affidavit setting out the reasons for the dispute.

DATED at Toronto, Ontario this 4th day of July, 2023.
**MNP Ltd., in its capacity as in its capacity as Claims Officer
of Chesley Wood Industry Co. Inc.**



Per: _____
Jerry Henechowitz CPA, CA, CIRP, LIT