

September 28, 2012

### To the Creditors of U&Me Beverage Company ("U&Me"):

Please be advised that on September 22, 2012, U&Me was deemed a bankrupt corporation, and MNP Ltd. was appointed as Trustee of the bankruptcy estate.

We enclose the following:

- i) Notice of Bankruptcy;
- ii) Creditor Mailing List;
- iii) Proof of Claim Form; and
- iv) Proxy.

Please note that the Trustee has not been provided with a sworn Statement of Affairs from U&Me's Officer.

Please refer to MNP's website <a href="http://www.mnpdebt.ca/en/corporate/corporate-engagements/ume-beverage-company">http://www.mnpdebt.ca/en/corporate-engagements/ume-beverage-company</a> for updates in respect of U&Me's bankruptcy

Should you have any questions, please contact Ms. Liz Khan at (416) 263-6946.

Yours very truly,

MNP LTD.

Trustee of the Estate of

U&Me Beverage Company, a bankrupt

Per:

Sheldon Title, C.A., CIRP

Encl.





District of: Division No. Court No.

Ontario 07 - Hamilton 32-1652926

Estate No.

32-1652926

### \_FORM 67\_ Notice of Bankruptcy and First Meeting of Creditors (Subsection 102(1) of the Act)

In the Matter of the Bankruptcy of
U&ME Beverage Company
Of the City of Mississauga, In the Province of Ontario
in the Province of Ontario

#### Take notice that:

- 1. U&ME BEVERAGE COMPANY filed (or was deemed to have filed) an assignment on the 22nd day of September 2012, 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 10th day of October 2012, at 10:00 o'clock AM, at the office of the Trustee, at 701-85 Richmond St. West, Toronto, Ontario.
- 3. To be entitled to vote at the meeting, a creditor must lodge with the trustee, before the meeting, a proof of claim and, where necessary, a proxy.
- 4. Enclosed with this notice is 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 in order to share in any distribution of the proceeds realized from the estate.

Dated at the City of Toronto in the Province of Ontario, this 28th day of September 2012.

MNP LTD. - Trustee

Per:

Sheldon Title

701 - 85 Richmond Street West

Toronto ON M5H 2C9

Phone: (416) 596-1711 Fax: (416) 323-5242

Creditor Type	Name	Attention	Address	Claim \$
Director	Darryl McDaniel		6 Hewitt Dr. Grimsby ON L4M 0A4	
Preferred	Employees		450 Export Blvd. Mississauga ON L5S 2A4	1.00
Secured	Royal Bank Lease		82898-22145 320 Front Street, 9th Floor Toronto ON M5V 3B6	2,027,451.00
Unsecured	1825219 Ontario Inc o/a BM & M Mechanical	1	1153 34 Lofthouse Dr Whitby ON L1R 1V7	4,546.40
	2287887 Ontario Inc		1237 3434 Spirea Terrace Mississauga ON L7N 7N4	15,690.05
	3M Canada Company		E526161 PO Box 3616, Commerce Court Postal Station Toronto ON M5L 1K1	1,216.50
	864815 Ontario Limited		2730 1520 Creditstone Road Concord ON L4K 5W2	847.50
	A-1 Shipping		275813 40 Audia Court Concord ON L4K 3N4	7,255.43
	Abell Pest Control		07953128 3075 Ridge Drive, Unit 27 Mississauga ON L5L 5M6	1,429.73
	Accordia Global Compliance		10030 PO Box 864830 Orlando FL 32886 USA	950.00
	Acklands Granger		0348 0447542 7111 Kennedy Road, Unit 1 Mississauga ON L5S 0A4	839.59
	Advance Precision Manufacturing		3464 70 Monarch Road, Unit I Guelph ON NIK 1S3	1,670.71
	AGT Electric		583839 10 Sunrise Avenue, Suite 210 Toronto ON M4A 2R1	1,186.50
	Air Liquide Canada Incorporated-Ontario	Zelia Deazevedo	46872205 1700 Steeles Ave E Brampton ON L6T 1A6	361.49
	Allied Tooling Technologies Inc		IV-3284 1199 Cardiff Boulevard, Unit 2 Mississauga ON L5S 1P8	34,284.20
	AMH Services		122 222 Fleming Drive Milton ON L9T 5X9	4,915.50
	Aztec Electrical Supply Inc		0290415 25 North Rivermede Road, #8-10 Concord ON L4K 5V4	4,630.76

Creditor Type	Name	Attention	Address	Claim \$														
Unsecured	Band Collective		12039 39 Lakeshore East, Suite 300 Mississauga ON L5G 1C9	7,910.00														
	Basic Security		12-10752 1200 Speers Road, Unit 12 OAKVILLE ON L6L 2X4	462.17														
	BDO Canada LLP		87174486 3115 Harvester Road, Suite 400 Burlington ON L7N 3N8	79,524.88														
	Bell Canada F-88 - Business	Insolvency Department	05252012 1 Carr. Alexandre-Graham-Bell, Aile E3 Verdun QC H3E 3B3	448.57														
	Bell Conferencing Inc		108506076 5099 Creekbank Road, B4 Mississauga ON L4W 5N2	99.04														
	Bitwise Micro Inc.		5534 Guelph Line Guelph ON L7P 0A7	2,440.80														
	Bonnie & Don Flavours inc		010237 919 Kamato Road Mississauga ON L4W 2R5	30,676.85														
	Brampton Bramalea Kwik Lab		U001-01072012 160 Wilkison Road, Unit 37 Brampton ON L6T 4Z4	106.50														
	Canadian Bearings		29165803-00 1600 Drew Road Mississauga ON L5S 1S5	2,939.55														
	Canadian Liquid Processors Limited		PD12801 15 Biggar Avenue Hamilton ON L8L 3Z3	5,159.36														
	Canadian Springs		9906355222 PO Box 4514, Station A Toronto ON M5W 4L7	2,293.02														
	Canadian Waste Management Inc		53252 5425 Dixie Road, Suite 16 Mississauga ON L4W 1E6	15,680.20														
	Carol Kerley-Rimmer																5139 2005 Cavendish Drive Burlington ON L7P 1Y9	61.53
	CCM Inc						161-A 1373 Selkirk Avenue OAKVILLE ON L6L 2V5	70,881.01										
	Checkpoint Canada Inc		901121804 710 Cochrane Drive Markham ON L3R 5N7	713.53														
	CHEP Canada Inc		5101104140 7400 East Dambo Crescent Mississauga ON L5N 8C6	1,014.98														
	Cheque Direct Co		5342 2 Tall Grass Trail, Unit 2 Vaughan ON L4L 3Y9	190.41														
	Chiefton Investments Limited		500 - 6205 Airport Road Mississauga ON L4V 1E3	Unknown														

Creditor Type	Name	Attention	Address	Claim \$
Unsecured	Cintas		881980151 23 Torlake Crescent Toronto ON M8Z 1B5	12,593.15
	Cintas Document Management		7040 Davand Dr Mississauga ON L5T 1J5	92.54
	Coca-Cola Sabco		P.O. Box 1734 Atlanta GA 30301 USA	5,000.00
	Compressed Air International		60 Haist Ave, Unit 1 WOODBRIDGE ON L4L 5V4	2,041.46
	cstore life		478 Dundas Street West, PO Box 300700 OAKVILLE ON L6H 7L8	34,000.00
	cstore life		478 Dundas Street West, PO Box 300700 OAKVILLE ON L6H 7L8	7,684.00
	D.J. Industrial SAles		25 North Rivermede Rd., Unit 1-3 Concord ON L4K 5V4	4,493.32
	Dan Lawrie Insurance		105 Main St. E., 14 Floor Hamilton ON L8N 1G6	8,616.24
	Daniel J Calahan		USA	50,416.09
	Darlene Davis		1900 North Sheridan Way Mississauga ON L5K 2R3	10.00
	DTK Automation		19850 Yonge St Holland Landing ON L9N 1A9	19,795.34
	Ecolab Co.		5105 Tomken Rd Mississauga ON L4W 2X5	4,797.69
	Electrical Safety Authority		155 Matheson Blvd. W., Ste 202 Mississauga ON L5R 3L5	348.37
	Electropak		PO Box 1823 Krugersdorp South Africa	10,410.00
	Endress & Hauser Canada		1075 Sutton Dr Burlington ON L7L 5Z8	1,707.43
	Enersource Corporation - Non-Regulated	Arlene Tan, Credit and Collections	19987-30426 3240 Mavis Road Mississauga ON L5C 3K1	18,276.80
	Fanue Robotics Canada		6774 Financial Dr. Mississauga ON L5N 7J6	829.19
	Federal Express Canada Ltd Revenue Recovery Department		5985 Explorer Drive Mississauga ON L4W 5K6	862.66
	Feld Motor Sports		4255 Meridian Parkway Aurora IL 60504 USA	75,000.00
	Fisher Scientific		PO Box 9200, Terminal Ottawa ON K1G 4A9	291.44
	FJG Group Inc		123 Rexdale Blvd., PO Box 30137 Etobicoke ON M9W 0B1	5,387.84
	Garry Machine MFG Inc.		165 Statesman Dr Mississauga ON L5S 1X4	339.00
	Gelda Scientific		6320 Northwest Dr Mississauga ON L4V 1J7	4,087.79
	Gerrie Electric		4104 South Service Rd Burlington ON L7L 4X5	3,246.76
	Graham Muir Sales		1344 Fewster Dr Mississauga ON L4W 1A4	2,444.31

Creditor Type	Name	Attention	Address	Claim \$		
Unsecured	Guelph Food Technology Centre		88 McGilvray St Guelph ON N1G 2W1	1,271.25		
	Hamilton Boiler Works		105 Cascade St Hamilton ON L8E 3B7	16,272.00		
	HRDownloads Inc		195 Dufferin Ave, Ste 500 London ON N6A 1K7	1,515.33		
	Hudson's Bay Company c/o DRN	Insolvency Department	PO Box 2514, Station B London ON N6A 4G9	2,061.46		
	Imbali Srl		Via Ca de Testi 16/3 Sasso Marconi BO 40037 Italy	2,184.24		
	Infinity Asset Solutions		63 Maplecrete Rd Concord ON L4K 1A5	5,650.00		
	International Suntrade Inc.		33 Connel Crt Toronto ON M8Z 1E8	5,440.14		
	Jantz Canada		623 South Service Rd Grimsby ON L3M 4E8	103,591.52		
	Johnston Equipment Co Ltd		5990 Avebury Rd Mississauga ON L5R 2R2	4,402.31		
	Jowat Canada Ltd		PO Box 149 Mississauga ON L5M 2B7	4,054.44		
	Karry Bros. Limited		180 Courtney Park Dr E Mississauga ON L5T 2S5	1,909.70		
	Kelron Logistics Systems Inc.		1355 Meyerside Drive Mississauga ON L5T 1C9	45,071.19		
	Kevin Pelton			21,031.46		
	Kevin Pelton		Unknown Unknown ON	361,470.00		
	Key West Marketing		3622 Briggeman Drive Los Almitos CA 90720 USA	95,608.95		
	Kissner		32 Cherry Blosson Rd. Cambridge ON N3H 4R7	14,302.36		
	Klenzoid		245 Matheson Blvd E #1 Mississauga ON L4Z 3C9	3,992.33		
	KTM Consultants (2289882 Ontario Ltd.)		27 Cathedral Road Brampton ON L6W 2P1			
	Lauren Miller		142 N Glassell Street Orange CA 92866 USA	100,000.00		
	Lauren Miller				142 N Glassel Street Orange CA 92866 USA	7,565.66
	Lee Miller Investments Interest		1 Avalon Vista Newport CA 92657 USA	330,041.00		
	Lee Miller Shareholder Loans		l Avalon Vista Newport CA 92657 USA	8,911,033.93		
	LPMTS Logistics Inc.		498 Eagle Street, Suite 202 Cambridge ON N3H 1C2	20,858.50		
	Mantralogix Inc.		245 Matheson Blvd E, Suite 5A Mississauga ON L4Z 3C9	7,191.32		
	Mattel Inc		333 Continental Blvd El Segundo CA 90245 USA	800,000.00		
	McMaster Carr		PO Box 7690 Chicago IL 60687-690 USA	2,126.58		

Creditor Type	Name	Attention	Address	Claim \$
Unsecured	Miller & Smith Foods		886 Sinclair Rd. OAKVILLE ON L6K 2H3	8,286.78
	Ministry of Finance		Ministry of Revenue - Insolvency Unit 33 King Street West, 6th Floor Oshawa ON L1H 8H5	7,497.19
	Mister Safety Shoes Inc.		2300 Finch Avenue West, Suite 6 Toronto ON M9M 2Y3	4,406.76
	Morheat Inc.		11-63 Galaxy Blvd. Toronto ON M9W 1P7	4,880.47
	Nealanders International Inc.		6980 Creditview Rd. Mississauga ON L5N 8E2	102,998.35
	Nielson		PO Box 4598 Postal Station A Toronto ON M5W 4Y3	9,296.51
	Norampac Lithotech Division		655 Creditstone Road Vaughan ON L4K 5P9	6,159.66
	Orchard County Beverages		PO BOX HB 459 NASSAU FL USA	2,800.00
	Orlando Corporation		6205-B Airport Rd., 5th Floor Mississauga ON L4V 1E3	10,542.51
	Packall Packaging		2 Shaftsbury Lane Brampton ON L6T 3X7	2,786.58
	Pak Tek Packaging Inc.		1-2299 Drew Road Mississauga ON L5S 1A3	1,300.29
	Poweron Control Systems Ltd.		23-8888 Keele Street Concord ON L4K 2N2	1,569.29
	Praxair Canada Inc.	Credit Department	1200 - 1 City Centre Crive Mississauga ON L5B 1M2	219.20
	Pricewaterhouse Cooper		111 5th Ave. S.W., Suite 3100 Calgary ON T2P 5L3	871.49
	Prolamina Bright Solutions		1055 Winchester Drive, PO Box 568 Neenah WI 54956 USA	164,779.31
	RBC Royal Bank Visa c/o BankruptcyHighway.com		PO Box 57100 Etobicoke ON M8Y 3Y2	22,512.41
	RBC Royal Bank Visa c/o BankruptcyHighway.com		PO Box 57100 Etobicoke ON M8Y 3Y2	3,152.82
	RBC Royal Bank Visa c/o BankruptcyHighway.com		PO Box 57100 Etobicoke ON M8Y 3Y2	2,283.35
	Redemac Inc.		2777 Thamesgate Drive Mississauga ON L4T 1G5	881.40
	Redirack		1303 North Service Road East, Unit 3 OAKVILLE ON L6H 1A7	339.00
	Renown Electric motors & Repair		99 Ortona court Concord ON L4K 3M3	6,120.08
	Ricoh Canada Inc.		300 - 5520 Explorer Drive Mississauga ON L4W 5L1	6,960.01
	Robert C Wolf Defined Benefit Plan		Unknwon Unknown ON	152,863.42
	RockTenn Container Canada	Dean R. Jones	1035 Hodge, Suite A St-Laurent QC H4N 2B4	
	Rocktennn Container Corporation		PO box 4232, Station A Toronto ON M5W 5P4	358,851.35

Creditor Type	Name	Attention	Address	Claim \$
Unsecured	Rogers Communications c/o DRN Commerce Inc.		PO Box 2514, Station B London ON N6A 4G9	853.81
	RTW Enterprises		1 Avalon Vista Newport CA 92657 USA	2,373,467.78
	Scully Scott Murphy & Presser		300-400 Garden City Plaza Garden City NY 11530-0299 USA	36,404.37
	SDI Solutions		10310 Ray Lawson Blvd Anjou QC H1J 1M1	1,867.08
	Shahbaz Employment Agency		2-2575 Steeles Avenue East Brampton ON L6T 5T1	1,050.34
	Sharpe & Associates		54 Bolshelm Court Mississauga ON L5N 1K1	21,809.00
	Sherman Brown, Barristers & Solicitors		900-5075 Yonge Street Toronto ON M2N 6C6	14,997.95
	Shrink Packaging Systems Corp		85 Northeastern Blvd NASHUA NH 03062 USA	3,520.28
	Silliker Inc.		90 Gough Markham ON L3R 5V5	1,847.56
	Silverstar Supplies Inc.		215 Carlingview Dr Unit 210 Etobicoke ON M9W 5X8	3,549.40
	Simmtech Process Engineering Limited		72 Devon Road, Unit 5 Brampton ON L6T 5B4	57,153.32
	Singer Traynor & Company		515-6055 E Washington Blvd Los Angeles CA 90040 USA	42,795.40
	Sonoco Products Company		Haynsworth Sinkler Boyd, P.A., T.E. Nauful Post Office Box 340 Charleston SC 29402-0340 USA	426,651.81
	Speedy Transport		265 Rutherford Rd S Brampton ON L6W 1V9	410.81
	Summit Sales		6440 Flying Cloud Dr, Suite 145 Eden Prarie MN 55344 USA	85,414.00
	Suntrade		33 Connell Court Toronto ON M8Z 1E8	45,651.39
	Teffl-Line Ltd		4415 North Service Rd Burlington ON L7L 4X7	166.40
	Teglaco Electric Inc.		111 Ashbrook Ct Milton ON L9T 2K9	768.40
	Toronto Pallet & Skid		7384 Tranmere Dr Mississauga ON L5S 1K4	2,542.50
	Tower Hose & Hydraulics		17 McEwan Dr West Bolton ON L7E 1H5	4,864.33
	TST Overland Express		PO Box 3000, Station A Mississauga ON L5A 3S3	204.22
	Uline Shipping Supply		PO Box 3500 StREETSVILLE ON L5A 3S3	6,586.33
	UPS Canada c/o Credit Department	Receivables Department	77 Foundry Street Moncton NB E1C 5H7	1,271.06
	Webvconvert Ltd		11-21 Godrich Rd Toronto ON M8Z 6A3	5,311.00
	Wecon Systems		11-4635 Burgoyne Street Mississauga ON L4W 1V9	4,951.66

Creditor Type	Name	Attention	Address	Claim \$
Unsecured	Wild Flavours Inc.		PO Box 631765 CINCINNATI OH 45263-176 USA	15,704.90
	World International Patents & Trademarks		PO Box 52 814 99 Bratislava 1 Slovak Republic	2,738.00
	Worldwide Database of Trademarks & Patents	;	Rohacova 188/37 Praha, Czech Republic 13000	2,256.00
	WSIB	Collections Branch	120 King St. W., PO Box 2099, Stn. LCD1 Hamilton ON L8N 4C5	66,430.81

District of: Ontario
Division No. 07 - Hamilton
Court No. 32-1652926
Estate No. 32-1652926

#### 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 U&ME Beverage Company Of the City of Mississauga, In the Province of Ontario in the Province of Ontario

All notices o	or correspondence regarding this claim must be forwa	rded to the following address:		
-				
	matter of the bankruptcy of U&ME BEVERAGE COM	PANY of the of Mississauga in the	Province of Ontario and the claim	m of
I, _ province of	(name of cred	tor or representative of the credit	or), of the city of	in the
1. The creditor).	at I am a creditor of the above named debtor (or I am _	(posi	tion/title) of	
2. Tha	at I have knowledge of all the circumstances connecte	d with the claim referred to below.		
	at the debtor was, at the date of bankruptcy, namely the			
counterclair support of t	ms to which the debtor is entitled. (The attached stathe claim.)	ement of account or affidavit mus	t specify the vouchers or other	evidence in
4. (Ch	neck and complete appropriate category.)			
	A. UNSECURED CLAIM OF \$			
	(other than as a customer contemplated by Section			
Th	nat in respect of this debt, I do not hold any assets of t (Che	ne debtor as security and ck appropriate description.)		
	Regarding the amount of \$	, I claim a right to a priority t	under section 136 of the Act.	
0	Regarding the amount of \$(Set out on an at	, I do not claim a right to a prached sheet details to support prio		
	B. CLAIM OF LESSOR FOR DISCLAIMER OF A L	EASE \$		
Tha	at I hereby make a claim under subsection 65.2(4) of t (Give full particulars of the claim, in			
	C. SECURED CLAIM OF \$	non-t-proceeding or anim		
(Gir and	at in respect of this debt, I hold assets of the debtor valve full particulars of the security, including the date of attach a copy of the security documents.)	n which the security was given and	I the value at which you assess	
	D. CLAIM BY FARMER, FISHERMAN OR AQUAC			
Tha	at I hereby make a claim under subsection 81.2(1) of t	he Act for the unpaid amount of \$		

(Attach a copy of sales agreement and delivery receipts.)

#### FORM 31 --- Concluded

0	]	E. CLAIM BY WAGE EARNER OF \$		
	3	That I hereby make a claim under subsection 81.3(8) of the Act in the amount of	of \$	
	3	That I hereby make a claim under subsection 81.4(8) of the Act in the amount of	of \$	
	)	F. CLAIM BY EMPLOYEE FOR UNPAID AMOUNT REGARDING PENSION P	LAN OF \$_	
		That I hereby make a claim under subsection 81.5 of the Act in the amount of \$		_i
	]	That I hereby make a claim under subsection 81.6 of the Act in the amount of \$		_1
[	3	G. CLAIM AGAINST DIRECTOR \$		
-	That	be completed when a proposal provides for the compromise of claims against dia at I hereby make a claim under subsection 50(13) of the Act, particulars of which a ve full particulars of the claim, including the calculations upon which the claim is b	are as follow	s:
	<b>-</b>	H. CLAIM OF A CUSTOMER OF A BANKRUPT SECURITIES FIRM \$		
		at I hereby make a claim as a customer for net equity as contemplated by section we full particulars of the claim, including the calculations upon which the claim is b		ct, particulars of which are as follows:
5. debtor w	That ithin	at, to the best of my knowledge, I(am/am not) (or the above-nam in the meaning of section 4 of the Act, and(have/has/have not/has not)	ed creditor dealt with th	(is/is not)) related to the e debtor in a non-arm's-length manner.
within the and the d immedia	e me debte tely l	at the following are the payments that I have received from, and the credits that neaning of subsection 2(1) of the Act that I have been privy to or a party to with the tor are related within the meaning of section 4 of the Act or were not dealing with a before the date of the initial bankruptcy event within the meaning of Section 2 of undervalue.)	e debtor wit each other	hin the three months (or, if the creditor at arm's length, within the 12 months)
7. (	Appl	plicable only in the case of the bankruptcy of an individual.)		
	pa	Whenever the trustee reviews the financial situation of a bankrupt to redetermine payments under section 68 of the Act, I request to be informed, pursuant to paraging the fact that there is no longer surplus income.		
C		request that a copy of the report filed by the trustee regarding the bankrupt's app 170(1) of the Act be sent to the above address.	lication for d	ischarge pursuant to subsection
Dated at _		, this day	of	
		Witness		Creditor
		Phone	Number:	
		Fax Nu	ımber :	
		E-mail	Address :	
NOTE	If an	an affidavit is attached, it must have been made before a person qualified to take affidavits.		
WARNINGS:		trustee may, pursuant to subsection 128(3) of the Act, redeem a security on payment to the secured creditor of the debt o scurity, by the secured creditor.	r the value of the s	ecurity as assessed, in a proof of

Subsection 201(1) of the Act provides severe penalties for making any false claim, proof, declaration or statement of account.

District of: Division No. Ontario

Court No.

07 - Hamilton 32-1652926

Estate No.

32-1652926

### 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 **U&ME** Beverage Company Of the City of Mississauga, In the Province of Ontario in the Province of Ontario

I,	, of		, a creditor in the above mat	ter, hereby
appoint the trustee identified	d below □ or			, of
receipt of dividends,	(with or withou	be my proxyf ut) power to ar	older in the above matter, exception of the properties of the proxyholder in his	ept as to the is or her place
Dated at		, this	day of	
Witness		Ind	vidual Creditor	
Witness		Na	me of Corporate Creditor	·
		Per		A
		Nai	me and Title of Signing Officer	
Return To:				
MNP LTD Trustee				
701 - 85 Richmond Street W	est			

Toronto ON M5H 2C9

Phone: (416) 596-1711 Fax: (416) 323-5242

### Appendix A

#### **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.

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.

A quorum at any meeting of creditors consists of at least one creditor with a valid proof of claim in attendance in person or by proxy.

A corporation may vote through an authorized agent or mandatory 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

The creditor must state the 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.