

Instructions for Completing a Proof of Claim

This checklist is provided to assist you in preparing the proof of claim 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.
- According to paragraph 12 of the Claims Process Order, all proofs of claim must be submitted in English or translated from French to English by the creditor prior to submission.

Notes

- It is permissible to file a proof of claim by facsimile or email.
- Coordinates for sending claims are:

BDO Canada Limited
5800 2 Street SW
Calgary, AB T2H 0H2

Attn: Charla Smith
Fax: 403-640-0591
Email: chasmith@bdo.ca

-and-

Olympus Food (Canada) Inc.
908 53 Ave NE
Calgary, AB T2E 6N9

Attn: Madeline Chan
Fax: 403-230-2610
Email: inquiry@olympusfood.ca

- A creditor may be eligible to vote either in person or by proxy at any meeting of creditors to consider any Proposal made by Olympus only if the proof of claim is filed with the trustee prior to the Claims Bar Date.
- 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 Claims Bar Date.

Paragraph 1

- 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 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* for specified amounts that became owing during the six months prior to the initial insolvency event. 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 will be eligible only where they 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*.

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, being the date of the filing of the Notice of Intention.
 - (b) within the twelve (12) months preceding the initial bankruptcy event in the case where the claimant and the debtor were not dealing at arm's length.