



BDO Dunwoody Limited
Trustee in Bankruptcy

305 King Street West Suite 401
Kitchener Ontario Canada N2G 1B9
Telephone: 519 570 4000
Fax: 519 576 5227

www.bdo.ca

July 17, 2009

Dear Employee

Bankruptcy of Kids Link Adoption Agency.

As you may be aware, Kids Link Adoption Agency was deemed bankrupt on July 14, 2009, and BDO Dunwoody Limited was appointed as Trustee in the Bankruptcy.

We are writing with respect to outstanding wages and vacation pay plus severance or termination that may be due to you as at July 14th. We understand that all wage and vacation pay amounts were paid to you; however, you should file paperwork if you believe any amounts remain outstanding.

A legislation, *Wage Earner Protection Program Act* (WEPP), has been established for employees regarding wages owed by a company in bankruptcy or receivership. Enclosed is information/instructions pertaining to the program for your review and remittance. You must complete some paperwork quickly to be considered for any payment from the government for WEPP claims.

Yours very truly,

BDO DUNWOODY LIMITED
Trustee in the Bankruptcy of
Kids Link International Adoption Agency

Susan E. Taves, CA-CIRP
Senior Vice-President

SET/mh

Encl

Wage Earner Protection Program (WEPP) – Information

Toll-Free 1 (866) 683-6516

TTY 1 (866) 926-9105

<http://www.servicecanada.gc.ca/en/sc/wepp/index.shtml>

In order to receive payment of any outstanding wages and vacation pay pursuant to WEPP, if any, you must complete the following:

- A proof of claim form in accordance with the *Bankruptcy and Insolvency Act* for wages and vacation pay outstanding as at July 14, 2009 (enclosed) plus possible severance and termination amounts. To assist you, we have highlighted the areas requiring your completion for the WEPP. Please note that although your proof of claim may include other monies owed to you, only outstanding wages and vacation pay may be included in the total amount at section E of the proof of claim.
- A summary of the amount in your claim including supporting documents (i.e. pay rate, hours unpaid, days of vacation unpaid etc).. Enclosed is a copy of pay information outlining your outstanding pay and vacation pay claim according to the company's records.
- A WEPP application form. Available at your local Service Canada office or on line at <http://www.servicecanada.gc.ca/en/sc/wepp/index.shtml>.

Additional information you require in completing the paperwork:

Estate Number: 32-1232404

Name of Trustee administering your employer's bankruptcy: BDO Dunwoody Limited,
Licence No. 2294

After we receive your completed proof of claim, BDO will submit your information to Service Canada. A copy of any materials provided by us as Trustee to Service Canada, in accordance with the WEPP, for your wage claim, if any, will be provided to you. Payment of your outstanding wages and vacation pay, subject to prescribed limitations and restrictions will be issued to you by Service Canada. Any follow-up by you regarding payment of your claim should be directed to Service Canada at the telephone number above.

Please be advised that your application must be submitted to Service Canada within 56 days of the date of the bankruptcy.