

## **CHECKLIST FOR PROOFS OF CLAIM**

This checklist is provided to assist you in preparing the accompanying proof of claim form and, where required, proxy form, in a complete and accurate manner. Please specifically check each requirement.

### **PROOF OF CLAIM**

- The signature of a witness is required.
- The claim must be signed personally by the individuals.
- If the creditor is a corporation, the full and complete legal name of the company or firm must be stated;
- Give the complete address, including postal code, where all notices or correspondence is to be forwarded, the name of the person to contact, the phone number and fax number.

### **PARAGRAPH 1**

- Please state your name, city of residence, and if you are completing the declaration for a corporation or another person, your position or title.

### **PARAGRAPH 3**

- State the amount owing.
- A detailed statement of account must be attached and must show the date, number and amount of all the invoices, and charged credits or payments. The amount of the statement of account must match the amount claimed on the proof of claim.

### **PARAGRAPH 5**

- State the date the debt became due.
- Provide the last day a payment was received (if no payment has been received, leave blank).
- State the date that debtor last acknowledged the debt (if there has been no acknowledgement, leave blank).

### **PARAGRAPH 6**

- An ordinary creditor must check subparagraph A and provide the amount owed. A preferred creditor must set out on an attached schedule the particulars of your priority. If you do not have priority, you must check the sentence immediately following subparagraph A (stating that you don't claim a right to a priority) and restate the amount.
- A secured creditor must check subparagraph C. You must insert the value at which you assess each of your securities and provide a certified true copy of the security documents as registered.

### **PARAGRAPH 7**

- Strike out "am" or "am not" and "have (or has)" or "have not or has not" as applicable to you. You would be considered a related person if:
  - You are related to blood or marriage to the debtor; or
  - If the debtor is a corporation and you were a shareholder or if your company was controlled by the same shareholders as the debtor corporation.

### **PARAGRAPH 8**

- All creditors must attach a detailed list of all payments or credits received or granted, as follows:
  - Within the 3 months preceding the bankruptcy or proposal, if the creditor and the debtor are not related.
  - Within 12 months preceding the bankruptcy or proposal, if the creditor and debtor are related.

### **PARAGRAPH 9**

- This is applicable only to the bankruptcy of an individual, do not check either box.

### **GENERAL PROXY**

- A creditor may appoint a proxy by completing the proxy form. A trustee may be appointed as a proxyholder for any creditor. A corporation cannot be designated as a proxyholder.
- If the creditor is a corporation, the proxy form must be completed in the corporate name and include a witness signature.

### **NOTES**

- Only creditors who have filed claims in the proper manner before the time appointed for the first meeting of creditors are entitled to vote.
- A creditor may vote either in person or by proxy.
- A debtor may not be appointed a proxy at any meeting of his creditors.
- The trustee may be appointed as a proxy to for any creditors.
- A corporation may vote by an authorized agent at the meeting of creditors.
- In order to have the right to vote, a person must themselves be a creditor or be the holder of a properly executed proxy showing the name of the creditor.
- Only creditors who filed claims in the proper form with the trustee are entitled to share in any distribution that may be made.