

IN THE SUPREME COURT OF BRITISH COLUMBIA

IN THE MATTER OF THE *LAW AND EQUITY ACT*, R.S.B.C. 1996, c. 253, AS
AMENDED

AND IN THE MATTER OF THE PROCEEDINGS OF SVC-MOUNTAINSIDE ULC
AND SHELL OWNERS ASSOCIATION – PACIFIC

PETITIONERS

NON-MEMBER PROOF OF CLAIM INSTRUCTION LETTER

A. Non-Member Claims Process

Pursuant to an Amended and Restated Appointment Order dated May 8, 2025 (the “**A&R Appointment Order**”), BDO Canada Limited was appointed as Receiver (in such capacity, the “**Receiver**”) of SVC-MountainSide ULC and Shell Owners Association – Pacific (together, the “**Petitioners**”). This letter is being delivered pursuant to the Order of the British Columbia Supreme Court made on September 25, 2026 (the “**Non-Member Claims Process Order**”). Capitalized terms used but not defined herein have the meaning given to them in the Non-Member Claims Process Order.

A claims process is a structured procedure used to evaluate, validate, and resolve assertions that a claimant has an amount owing by a debtor or suffered a loss. The Non-Member Claims Process is intended for any party with any claim of any kind or nature whatsoever against the Petitioners, whether unliquidated, contingent or otherwise, with the exception of Member Claims that are addressed under the Member Claims Process Order dated September 25, 2026.

Please review the Non-Member Claims Process Order for the complete definition of “Non-Member Claim”.

This letter provides instructions for responding to or completing the enclosed Non-Member Proof of Claim.

Pursuant to the Non-Member Claims Process Order, failure to submit a completed Non-Member Proof of Claim such that it is **received** by the Receiver on or before **5:00 p.m. (Vancouver time) on November 24, 2026** will result in your Non-Member Claim being forever barred and extinguished and you will be prohibited from making or enforcing a Non-Member Claim against the Petitioners, shall not be entitled to further notice or distribution, if any, and shall not be entitled to participate as a Claimant in these proceedings.

B. General Instructions for Completing the Non-Member Proof of Claim

The Non-Member Proof of Claim must be completed by an individual and not a corporation. An individual acting for a corporation or other person must state the capacity in which such individual is acting, such as “Credit Manager”, “Treasurer”, “Authorized Agent”, etc. The individual completing the Non-Member Proof of Claim must have knowledge of the circumstances connected with the Non-Member Claim.

All Non-Member Proof of Claims must be signed, dated and witnessed. A statement of account containing full details of the Non-Member Claim must be attached to the Non-Member Proof of Claim.

If the Claimant holds a contingent or unliquidated Non-Member Claim, reasons for the Non-Member Claim must be provided in addition to the basis upon which the Non-Member Claim has been valued.

If the Non-Member Claim or a portion thereof has been sold or assigned, the name of the party purchasing the Non-Member Claim, the amount of the Non-Member Claim sold or assigned, as well as supporting documentation, must be attached to the Non-Member Proof of Claim submitted. The Non-Member Proof of Claim can be completed by either the original Claimant or by the assignee, but not both. Claimants and assignee(s) must determine amongst themselves who will file the Non-Member Proof of Claim.

Any Claimants who have claims against both of the Petitioners must submit a separate Non-Member Proof of Claim for each of the Petitioners.

C. Important Submission Deadlines

Non-Member Proof of Claims must be completed and submitted so that they are **received** by the Receiver by **5:00 p.m. (Vancouver Time) on November 24, 2026** (the “**Non-Member Claims Bar Date**”). FAILURE TO SUBMIT A NON-MEMBER PROOF OF CLAIM BY THE NON-MEMBER CLAIMS BAR DATE WILL RESULT IN SUCH NON-MEMBER CLAIM BEING BARRED AND EXTINGUISHED, RELEASED AND DISCHARGED FOREVER.

D. Questions

If you have any questions regarding the Non-Member Claims Process, please contact the Receiver at the address provided below. All notices and enquiries with respect to the Non-Member Claims Process should be addressed to:

BDO Canada Limited, in its capacity as
Receiver of SVC-Mountainside ULC and Shell Owners Association – Pacific
20 Wellington Street East, Suite 500
Toronto, ON M5E 1C5

Attention: Shell Mountainside Lodge Claims

Email(s): *MLMA-related matters:* bdo-mountainsideMLMA@bdo.ca
SOAP-related matters: bdo-mountainsideSOAP@bdo.ca