

INSOLVENCY CONSULTANTS & TRUSTEE IN BANKRUPTCY

1140 - 800 W Pender Street Vancouver, BC V6C 2V6 Tel 604 605 3335

Fax 604 605 3359 www.boalewood.ca

District of:

British Columbia

Division No: 3

Court No:

Estate No: 11-1753987

## FORM 67

# Notice of Bankruptcy and First Meeting of Creditors

(Subsection 102(1) of the Act)

In the Matter of the Bankruptcy of PACIFIC WOODWORKING LTD.

## Take notice that:

- 1. PACIFIC WOODWORKING LTD, filed an assignment on the 31st day of May, 2013, and the undersigned, Boale, Wood & Company Ltd., was appointed as Trustee of the estate of the bankrupt by the official receiver. 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 20th day of June, 2013, at 02:00 PM o'clock, at the office of 2nd Floor Boardroom, at 230 - 830 West Pender Street, Vancouver, British Columbia.
- 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 form of proof of claim, a form of proxy, and a list of creditors with claims amounting to 25 dollars 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 Vancouver, this 3rd day of June, 2013.

Boale, Wood & Company Ltd.

Trustee



Industry Canada

Industrie Canada

Office of the Superintendent of Bankruptcy Canada

Bureau du surintendant des faillites Canada

District of: Division No.: Court No.:

Estate No .:

British Columbia 03 - Vancouver 11-1753987

11-1753987

In the Matter of the Bankruptcy of:

PACIFIC WOODWORKING LTD.

Debtor

BOALE, WOOD & COMPANY LTD.

Trustee

Ordinary Administration

Date and time of bankruptcy:

May 31, 2013, 11:35

Security:

\$0.00

Date of trustee appointment:

May 31, 2013

Meeting of creditors:

June 20, 2013, 14:00

230 - 830 WEST PENDER STREET VANCOUVER, British Columbia

Canada,

Chair:

Trustee

## CERTIFICATE OF APPOINTMENT - Section 49 of the Act; Rule 85

I, the undersigned, official receiver in and for this bankruptcy district, do hereby certify that:

- the aforenamed debtor filed an assignment under section 49 of the Bankruptcy and Insolvency Act;
- the aforenamed trustee was duly appointed trustee of the estate of the debtor.

## The said trustee is required:

- to provide to me, without delay, security in the aforementioned amount;
- to send to all creditors, within five days after the date of the trustee's appointment, a notice of the bankruptcy; and
- when applicable, to call in the prescribed manner a first meeting of creditors, to be held at the
  aforementioned time and place or at any other time and place that may be later requested by the official
  receiver.

Date: May 31, 2013, 14:39

E-File/Dépôt Electronique

Official Receiver

#2000 - 300 W. Georgia St., Vancouver, British Columbia, Canada, V6B6E1, (877)376-9902



District of:

British Columbia

Division No:

Court No: Estate No:

## FORM 78

# Statement of Affairs (Business Bankruptcy)

(Subsection 49(2) and Paragraph 158(d) of the Act) In the Matter of the Bankruptcy of PACIFIC WOODWORKING LTD.

**Original** 

Amended

To the Bankrupt:

- 80X 909 1568 PENINSULA ROAS

TOTAL BUTTON

You are required to carefully and accurately complete this Form and the applicable attachments, showing the state of your affairs on the date of your bankruptcy, on the 31st day of May, 2013. When completed, this Form and the applicable attached lists will constitute your Statement of Affairs and must be verified by oath or solemn declaration.

an	I must be verified by dail or solemin	ueciai aucii.					
	LIABILIT		;	ASSETS	٥		
	(As stated and estima			(As stated and estimated by Bankrup			
1.	Unsecured creditors as per list "A"	\$117,282.94	1.	Inventory	\$0.00		
2.	Secured creditors as per list "B"	\$710,087.74	2.	Trade fixtures, etc	\$0.00		
3.	Preferred creditors as per list "C"	\$0.00	3.	Accounts receivable and other receivables, as per List "E"			
4.	Contingent, trust claims or other lia per list "D"	abilities as \$25,236.00		Good	\$7,614.96		
	estimated to be reclaimable for	\$0.00		Doubtful	\$0.00		
Total Liabilities \$852,606.68				Bad	\$1,968.50		
	irplus	\$0.00		Estimated to produce	\$7.614.96		
				Bills of exchange, promissory note, etc., as per List "F"	\$0.00		
			5.	Deposits in Financial Institutions	\$0.00		
1.	Simon Johan HARSKAMP, of PACII	FIC WOODWORKING LTD. of the	6.	Cash	\$0.00		
City of North Vancouver in the Province of British Columbia, do swear (or solemnly declare) that this statement and the attached lists are to the best of my knowledge a full, true and complete statement of my			7.	Livestock	\$0.00		
				Machinery, equipment and plant	\$341,500.00		
() 8	ffairs on the 31st day of May, 2013	3 and fully disclose all property of		Real property or immovable as per List "G"	\$0.00		
e	very description that is in my posses	ssion or that may devolve on me in		Furniture	\$28,000.00		
8	ccordance with the Act.			RRSPs, RRIFs, Life insurance, etc.	\$0.00		
[	SWORN (or SOLEMNLY DECLARED) before me at		12.	On william /Charan Banda Dahanturas	\$0.00		
	/ancouver in the Province of British Columbia, on this 31st day		13.	Interests under wills	\$0.00		
	of May, 2013		14.	Vehicles	\$4,250.00		
	New Holl	An 40		Other property, as per List "H"	\$0.00		
7				If Bankrupt is a corporation, add:			
μ.		Signature of Bankrupt		Amount of subscribed capital	\$0.00		
	Commissioner of Oaths	Sunar HARSKAMA		Amount paid on capital	\$0.00		
ī	or the Province of	and Charles		Balance subscribed and unpaid	\$0.00		
	Jun 11 24 Pro Proj Branching			Estimated to produce	\$0.00		
	MYRON E. PLETT ARRISTER & SOLICITOR		Total Assets \$381,				
(2)	W GOD LINES PENINSULA ROAS			A CAMPAGE OF A CAM	0 154 V 11 20		

Deficiency

\$471,241.72

Date of Report: 03/06/2013

PACIFIC WOODWORKING LTD. OSB 11-1753987 File 11-1753987

VANCOUVER

Claim Status:

							(	Generated B	y: Kevin Owens	3
T	Creditor's Name and Address	Ref №	170 Report	Material Change	Amended Payments	Meeting Requested	Amount Declared	Amount Filed	Amount Admitted CS	}
S	DIANE & SIMON HARSKAMP 5270 Aspen Crescent, West Vancouver, British Columbia, V7W 2Z6, Canada	S/H Loan					\$421,605.49	\$0.00	\$0.00 · N	
S	DS HARSKAMP HOLDINGS LTD. 5270 Aspen Crescent, West Vancouver, British Columbia, V7W 2Z6, Canada	S/H Loan					\$90,079.03	\$0.00	\$0.00 N	
S	DS HARSKAMP HOLDINGS LTD. 5270 Aspen Crescent, West Vancouver, British Columbia, V7W 2Z6, Canada	A/P					\$6,040.83	\$0.00	\$0.00 N	
Ş	THE BANK OF NOVA SCOTIA 1357 Lonsdale Avenue, North Vancouver, British Columbia, V7L 1X5, Canada			П			\$192,362.39	\$0.00	* \$0.00 N	
Se	cured	Sub count of c	reditors	4	;	Sub Total	\$710,087.74	\$0.00	\$0.00	
U	ALFONSE KUAN #206 - 3768 Hastings Street, Burnaby, British Columbia, V5C 2H5, Canada						\$0.00	\$0.00	\$0.00 N	
U	ALLEN MCGILL 2887 Mara Drive, Coquitlam, British Columbia, V3C 5L4, Canada						\$0.00	\$0.00	\$0.00 N	
U	BANK OF NOVA SCOTIA c/o BankruptcyHighway						\$0.00	\$0.00	\$0.00 N	
U	PO Box 57100, Etobicoke, Onlario, M8Y 3Y2, Canada BC HYDRO & POWER AUTHORITY Attn: CREDIT ADMINISTRATION DEPT. 6900 Southpoint Drive, Podium C-01, Burnaby, British Columbia, V3N 4X8, Canada						\$2,501.86	\$0.00	\$0.00 N	
U	BERNARDO CASPE 4351 Windjammer Dr., Richmond, British Columbia, V7E 4L5, Canada						\$0.00	\$0.00	\$0.00 N	
U	BRONCO INDUSTRIES INC 7988 - 82nd Street, Delta, British Columbia, V4G 1L8, Canada		. []				\$166.18	\$0.00	\$0.00 N	
U	BUYERS PACKAGING GROUP LTD. #5 - 7533 Progress Way, Della, British Columbia, V4G 1E7, Canada						\$930.60	\$0.00	\$0.00 N	
U	CANADA REVENUE AGENCY - BFTSO Regional Intake Centre for Insolvency RO Rev 14675 Station Main Surroy Politich Columbia 1/27 055 Consider	GST/HST					\$20,600.00	\$0.00	\$0.00 N	
U	PO Box 11575, Station Main, Surrey, British Columbia, V3T 0E5, Canada CANADA REVENUE AGENCY - BFTSO Regional Intake Centre for Insolvency PO Box 11575, Station Main, Surrey, British Columbia, V3T 0E5, Canada	PST					\$2,009.00	\$0.00	\$0.00 N	
U	CODY MILLER 22567 Lee Avenue, Maple Ridge, British Columbia, V2X 4G6, Canada			Ċ			\$0.00	\$0.00	\$0.00 N	
U	CULLUM JONES 21435 - 93B Avenue, Langley, British Columbia, V1M 1R3, Canada						\$0.00	\$0.00	\$0.00 N	
U	DICK'S LUMBER 2580 Gilmore Avenue, Burnaby, British Columbia, V5C 4T5, Canada						\$48.01	\$0.00	\$0.00 N	
U	E. ROKO DISTRIBUTORS LTD. 3150 Lake City Way, Burnaby, British Columbia, V5A 3A4, Canada						\$4,001.10	\$0.00	\$0.00 N	
U	EMANUELA ROSSI 4804 Georgia Street, Burnaby, British Columbia, V5C 2V9, Canada						\$0.00	\$0.00	\$0.00 N	
U	FEDERAL EXPRESS CANADA LTD. Attn: Revenue Recovery Department 5985 Explorere Drive, Mississauga, Ontario, L4W 5K6, Canada						\$26.43	\$0.00	\$0.00 N	
U	GALEN BENSON #1503 - 2041 Bellwood Ave, Burnaby, British Columbia, V5B 4V5, Canada						\$0.00	\$0.00	\$0.00 N	
U	GLC SOLUTIONS INC. 16511 - 86th Avenue, Surrey, British Columbia, V4N 3G9, Canada						\$462.00	\$0.00	\$0.00 N	
U	GLENDA HARSKAMP c/o Boale, Wood & Company Ltd. 1140 - 800 West Pender Street, Vancouver, British Columbia, V6C 2V6, Canada	;				. 🔲 .	\$0.00	\$0.00	\$0.00 N	
U	HAFELE CANADA INC. 5323 John Lucas Drive, Burlington, Ontario, L7L 6A8, Canada						\$278.19	\$0.00	\$0.00 N	
U	HOME DEPOT c/o Citi Commerce Solutions 5900 Huronatrio Street, Mississauga, Ontario, L5C 0B8, Canada						\$306.64	\$0.00	\$0.00 N	
U	IAIN NICOL-SMITH 8280 Spires Road, Richmond, British Columbia, V6Y 1V9, Canada						\$0.00	\$0.00	\$0.00 N	
U	JOHN VAN VLIET 18321 - 66 Avenue, Surrey, British Columbia, V3S 9A1, Canada					[ ]	\$0.00	\$0.00	\$0.00 N	
	The second secon	and the second s	Victoria conferenti di dal-	and and the other states are sent to						

Date of Report: 03/06/2013

PACIFIC WOODWORKING LTD. OSB 11-1753987 File 11-1753987

VANCOUVER

Claim Status:

Generated By: Kevin Owens

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Т	Creditor's Name and Address	Ref №	170 Report	Material Change	Amended Payments	Meeting Requested	Amount Declared	Amount Filed	Amount Admitted	cs
U	JSCT HOLDINGS INC. 18321 66 Avenue, Surrey, British Columbia, V3S 9A1, Canada	A CO.					\$0.00	\$0.00	\$0.00	Ν
U	KEN DEMOSKY #2 - 1215 Brunette Avenue, Coquitlam, British Columbia, V3K 6W2, Canada	4.4.4.	. []				\$0.00	\$0.00	\$0.00	Ν
U	KEVIN CHENG 3055 East 8th Avenue, Vancouver, British Columbia, V5M 1X4, Canada						\$0.00	\$0.00	\$0.00	Ν
U	KIRK HOLLAND #903 - 1485 W 6th Avenue, Vancouver, British Columbia, V6H 4G1, Canada						\$0.00	\$0.00	\$0.00	Ν
U	LORNA HOMUTH 120 Kamloops Street, Vancouver, British Columbia, V5K 3T8, Canada						\$0.00	\$0.00	\$0.00	Ν
U	MIKE & GLENDA HARSKAMP c/o Boale, Wood & Company Ltd. 1140 - 800 West Pender Street, Vancouver, British Columbia, V6C 2V6, Canada	S/H Loan					\$72,500.00	\$0.00	\$0.00	Ν
U	MIKE HARSKAMP c/o Boale Wood & Company Ltd. 1140 - 800 West Pender Street, Vancouver, British Columbia, V6C 2V6, Canada		(man)				\$0.00	\$0.00	\$0.00	N
U	MOHAWK WESTERN FINISHING 1565 East Kent, Vancouver, British Columbia, V5P 4Y7, Canada						\$4.48	\$0.00	\$0.00	Ν
U	NXT STP HOLDINGS INC. 15860 91 Avenue, Surrey, British Columbia, V4N 2X2, Canada						\$0.00	\$0.00	\$0.00	Ν
U	PETRO CANADA PRODUCTS LTD. c/o Citi Cards Canada Inc. PO Box 2051, Station B. Mississauga, Ontario, L4Y 0B4, Canada						\$1,072.10	\$0.00	\$0.00	N
U	PROPANE DEPOT INC. 3390 Lake City Way, Burnaby, British Columbia, V5A 3A6, Canada						\$68.04	\$0.00	\$0.00	N
U	PROSE BUILDING MAINTENANCE LTD. #101 8251 120 Street, Delta, British Columbia, V4C 6R1, Canada						\$205.07	\$0.00	\$0.00	Ν
U	QUALITY SAW & KNIFE LTD. 2005 Quebec Street, Vancouver, British Columbia, V5T 2Z6, Canada						\$151.89	\$0.00	\$0.00	Ν
U	RICHELIEU #150 - 12851 Rowan Place, Richmond, British Columbia, V6V 2K5, Canada						\$964.86	\$0.00	\$0.00	Ν
U	SAFETY-KLEEN P. O. Box 15221 Station A, Toronto, Ontario, V5W 1C1, Canada						\$270.78	\$0.00	\$0.00	N
U	SANDRA BAINE 1770 - 29th Street, West Vancouver, British Columbia, V7V 4M8, Canada						\$7,080.00	\$0.00	\$0.00	N
U	SEAD DUGIC #704 220 - 11th Street, New Westminster, British Columbia, V3M 6N9, Canada						\$0.00	\$0.00	\$0.00	N
U	SHANAHAN'S LTD. 8400 124 Street, Surrey, British Columbia, V3W 6K1, Canada						\$40.32	\$0.00	\$0.00	N
U	SHANNON MOUNCE #403 - 160 Keith Road West, North Vancouver, British Columbia, V7M 3M2, Canada						\$0.00	\$0.00	\$0.00	N
U	SONIC TRANSPORT LTD. 7311 Vantage Way, Delta, British Columbia, V4G 1C9, Canada						\$43.75	\$0.00	\$0.00	Ν
U	SUZANNE EVANS 444 Wilson Street, New Westminster, British Columbia, V3L 3R8, Canada						\$0.00	\$0.00	\$0.00	N
U	TELUS COMMUNICATIONS INC. Attn: Settlement Desk 4th Floor - 4519 Canada Way, Burnaby, British Columbia, V5G 4S4, Canada						\$1,025.61	\$0.00	\$0.00	N
U	TUAN TAC LU 22486 Brickwood Close, Maple Ridge, British Columbia, V2X 2E5, Canada						\$0.00	\$0.00	\$0.00	N
U	WASTE MANAGEMENT P.O. Box 15259 Station A, Toronto, Ontario, M5W 1C1, Canada						\$1,321.91	\$0.00	\$0.00	N
Ú	WESTERN SAFETY PRODUCTS LTD. 2920 Murray Street, Coquitlam, British Columbia, V3H 1X2, Canada						\$67.92	\$0.00	\$0.00	N
U	WHITE & PETERS LTD. Unit 101, 1368 United Blvd, Coquitlam, British Columbia, V3K 6Y2, Canada						\$885.32	\$0.00	\$0.00	N
U	WHITE-WOOD DISTRIBUTION 27222 - 58th Crescent, Langley, British Columbia, V4W 3W7, Canada						\$250.88	\$0.00	\$0.00	Ν
Ur	secured	Sub count of cr	editors	49	S	ub Total	\$117,282.94	\$0.00	\$0.00	

Date of Report: 03/06/2013

PACIFIC WOODWORKING LTD. OSB 11-1753987 File 11-1753987

VANCOUVER

Claim Status:

Generated By: Kevin Owens

T	Creditor's Name and Address	Ref №	170 Report	Material Change	Amended Payments	Meeting Requested	Amount Declared	Amount Filed	Amount Admitted CS
	KE LONG 47 McGill Street, Burnaby, British Columbia, V5C 1M7, Canada	Small Claims #ROB-P- C-1344004					\$25,236.00	\$0.00	\$0.00 N
Cont	tingent	Sub count of c	reditors	1	8	Sub Total	\$25,236.00	\$0.00	\$0.00
	Tot	al count for all c	reditors	54	Gra	ınd Total	\$852,606.68	\$0.00	\$0.00



TRUSTEE IN BANKRUPTCY #1140 – 800 West Pender Street Vancouver, BC V6C 2V6

Tel: (604) 605-3335 Fax: (604) 605-3359 www.boalewood.ca

FORM 31
Proof of Claim
(Section 50.1, Subsections 65.2(4), 81.2(1), 81.3(8), 81.4(8), 81.5, 81.6, 102(2), 124(2), 128(1), and Paragraphs 51(1)(e) and 66.14(b) of the Act)

Ini	the M	latter of the Bankruntov (ar Proposal or Pecaivarchin) of
(Na	ame of	latter of the Bankruptcy (or Proposal, or Receivership) of
1,_		(name of creditor or representative of the creditor), of(city and province), do hereby certify:
1.	That (state	I am a creditor of the above-named debtor (or that I am position or title) of (name of creditor or representative of the creditor)).
		I have knowledge of all the circumstances connected with the claim referred to below.
- :	date o	the debtor was, at the date of bankruptcy (or the date of the receivership, or in the case of a proposal, the off the notice of intention or of the proposal, if no notice of intention was filed), namely the day of, 2012, and still is, indebted to the creditor in the sum of \$, as specified in the nent of account (or affidavit) attached and marked Schedule "A", after deducting any counterclaims to a the debtor is entitled. (The attached statement of account or affidavit must specify the vouchers or other nice in support of the claim.)
4. (	Chec	k and complete appropriate category.)
( )	)	A. UNSECURED CLAIM OF \$
		(Other than a securities firm customer as contemplated by Section 262 of the Act)
		That in respect of this debt, I do not hold any assets of the debtor as security and (Check appropriate description)
( )		Regarding the amount of \$, I claim a right to a priority under section 136 of the Act.  Regarding the amount of \$, I do not claim a right to a priority.  (Set out on an attached sheet details to support priority claim.)
( )	)	B. CLAIM OF LESSOR FOR DISCLAIMER OF A LEASE \$
		That I hereby make a claim under subsection 65.2(4) of the Act, particulars of which are as follows: (Give full particulars of the claim, including the calculations upon which the claim is based.)
( )	)	C. SECURED CLAIM OF \$
		That in respect of this debt, 1 hold assets of the debtor valued at \$ as security, particulars of which are as follows:  (Give full particulars of the security, including the date on which the security was given and the value at which you assess the security, and attach a copy of the security documents.)
( )	)	D. CLAIM BY FARMER, FISHERMAN OR AQUACULTURIST OF \$,
		That I hereby make a claim under subsection 81.2(1) of the Act for the unpaid amount of \$, (Attach a copy of sales agreement and delivery receipts.)
( )	+	E. CLAIM BY WAGE EARNER OF \$
( )	) }	That I hereby make a claim under subsection 81.3(8) of the Act in the amount of \$,  That I hereby make a claim under subsection 81.4(8) of the Act in the amount of \$,
( )	١	F. CLAIM BY EMPLOYEE FOR UNPAID AMOUNT REGARDING PENSION PLAN OF \$
		That I hereby make a claim under subsection 81.5 of the Act in the amount of \$  That I hereby make a claim under subsection 81.6 of the Act in the amount of \$
( )		G. CLAIM AGAINST DIRECTOR \$,
		(To be completed when a proposal provides for the compromise of claims against directors.)
		That I hereby make a claim under subsection 50(13) of the Act, particulars of which are as follows:

(Give full particulars of the claim, including the calculations upon which the claim is based.)

(	)	H. CLAIM OF A	CUSTOMER OF A	BANKRUPT	SECURITIES	FIRM \$				
		particulars of whic	ke a claim as a cus h are as follows: urs of the claim, inch		. ,		•			
5	That									
	That, to the best of my knowledge, I am ( $or$ the above-named creditor is) ( $or$ am not $or$ is not) related to the debtor within the meaning of section 4 of the Act, and have ( $or$ has) ( $or$ have not $or$ has not) dealt with the debtor in a non-arm's-length manner.									
	at und debto <i>the Ad</i> the in	dervalue within the r within the three n ct or were not deali	ne payments that I has meaning of subsect nonths (or, if the creany with each other as went within the mean ndervalue.)	ion 2(1) of the ditor and the da t arm's length, v	Act that I have ebtor are relate within the 12 me	e been privy to or a ed within the means onths) immediately	party to with the ing of Section 4 of before the date of			
	(Appl ( )	I request that a cop	ase of the bankrupto by of the report filed tion 170(1) of the Ac	by the trustee re	garding the bar	nkrupt's application	for discharge			
Da	ted at		, this	day o	of	, 2012.				
Cre	editor			Witness		<u> </u>				
Ph	one N	umber:								
W/	ARNII debt o	NGS: A trustee may,	hed, it must have been pursuant to subsection wity as assessed, in a provides severe penalties	1 128(3) of the Acroof of security, b	ct, redeem a secu	rity on payment to the				
NO	TE:	If a copy of this For	m is sent electronically added at the end of the	by means such a						
INS fort	STRU ns tab	CTIONS: Instruction	ns on how to complete	the proof of cla	aim form can be	e found at www boals	ewood ca under the			
				FORM 36						
	(V	Where A Creditor is	a Corporation, the P	GENERAL PRO		Signed in the Corpor	rate Name)			
		IN THE MA	ATTER OF THE BA	NKRUPTCY/I	PROPOSAL/F	RECEIVERSHIP OI	₹;			
			····	(Name of Debte	or)		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
	_									
WŁ	Ē,	Name of Corporation	······································	, of the	e City of	in the P	rovince of			
			, 	, ;	a creditor in the	above matter, herel	by appoint			
			of the							
	(Nan	ne of Proxy)	(()	ity & Province)						
		general proxy in teneral proxy in our	the above matter exc place.	ept as to the re	eceipt of divide	ends with / without	power to appoint			
Dat	ted at	the City of	in the	Province of	this	day of	,2012.			
		(Corporate Name)			(Signature o	of Witness)				
_		(Address)			(Signature of	Proxy Grantor)				



TRUSTEE IN BANKRUPTCY #1140 – 800 West Pender Street Vancouver, BC V6C 2V6 www.boalewood.ca

## Tel: (604) 605-3335 Fax: (604) 605-3359

## INSTRUCTIONS FOR COMPLETEING PROOFS OF CLAIM

This checklist is provided to assist you in preparing a proof of claim form, and where required, proxy form in a complete and accurate manner. Please specifically check each requirement. CLAIMS NOT COMPLETED CORRECTLY IN EVERY RESPECT WILL BE RETURNED.

#### **GENERAL**

- \* The signature of a witness is required.
- \* The claim must be signed personally by the **individual** completing this declaration.
- \* Give the complete address where all notices or correspondence is to be forwarded.
- \* The amount on the Statement of Account must correspond to the amount on the proof of claim.

## PARAGRAPH (1)

- \* The creditor must state full and complete legal name of company or firm.
- \* If the individual completing the proof of claim is not the creditor himself, he must state his position or title.

### PARAGRAPH (3)

- \* A detailed statement of account must be attached. If the claim is for a guarantee, a copy of the guarantee must be attached.
- \* The Schedule A or Statement of Account must be complete and detailed and must show the date, the number and the amount of all the invoices or charges, together with the date, the number and the amount of all credits or payments. A statement of account is **not** complete if it begins with an amount brought forward.

## PARAGRAPH (4)

- \* An unsecured creditor must strike out sub-paragraphs B, C, D and E.
- \* A preferred creditor (as allowed by section 136 of the *Bankruptcy and Insolvency Act*) must strike out sub-paragraphs B, C, D and E and must complete sub-paragraph A by checking the appropriate description.
- \* A secured creditor must strike out sub-paragraphs A, B, D and E and must complete sub-paragraph C and provide a certified true copy of the security instrument as registered.
- \* A farmer, fisherman or aquaculturist must strike out sub-paragraphs A, B, C and E. A claim by a farmer, fisherman or aquaculturist must attach a copy of the sales agreement and delivery documents.

## PARAGRAPH (5)

\* All claimants must indicate if he or she is related or not to the debtor, as defined in Section 4 of the *Bankruptcy and Insolvency Act*, by striking out "AM" or "AM NOT".

## 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 bankruptcy or the proposal, in the case where the claimant and the debtor are not related.
  - (b) within the twelve (12) months preceding the bankruptcy or the proposal, in the case where the claimant and the debtor are related.

## Excerpt from the Bankruptcy and Insolvency Act

## PREFERRED CLAIMS SECTION 136 (CONDENSED)

## ORDER OF DISTRIBUTION (Subject to secured creditors)

- (1) The cost of administration of the estate.
  - (a) The expenses and fees of the Trustee
  - (b) Legal costs of the estate
- (2) Wages, salaries and commissions for services rendered in the six months preceding the bankruptcy, to a maximum of \$2,000 per person, together with expenses of a traveling salesman incurred in this same period to a maximum of \$1,000.
- (3) Municipal taxes assessed within two years preceding the bankruptcy which do not constitute a charge on real property, restricted to the value of the bankrupt's interest in the property.
- (4) The Landlord for arrears of rent for a period of three months preceding the bankruptcy, and accelerated rent for a period not exceeding three months subsequent to the bankruptcy, if provision is made in the lease. The Landlord's preferred claim is limited to the proceeds from the sale of the assets on the premises under lease at the date of the bankruptcy and any payments made by the Trustee on account of accelerated rent shall be credited by the Landlord against the amount payable by the Trustee for occupation rent.
- (5) One solicitor's bill of costs, including sheriff's fees and land registration fees, shall be payable to the creditor who has first attached by way of garnishment or lodged with the sheriff an attachment, execution or other process against the property of the Bankrupt.
- (6) Claims resulting from injuries to employees of the Bankrupt to which the provision of Workers' Compensation Act do not apply, but only to the extent of monies received from persons or companies guaranteeing the Bankrupt against damages resulting from such injuries, such as liability insurance policies.
- A creditor whose rights are restricted by this Section is entitled to rank as an unsecured creditor for any balance of his claim.