

In the Matter of the Bankruptcy (or Proposal or Receivership) of _____ of _____
(Name of Debtor) (City, Province)

and the claim of: _____ (name of creditor) note - All notices and correspondence regarding this claim are to be forwarded to the following address:

_____	Contact Information:	_____
_____	Name of contact:	_____
_____	Telephone #:	_____
_____	Fax #:	_____
(City, Province, Postal Code)	Email address:	_____

I, _____ (name of creditor or representative of the creditor), of _____ (City, Province),

DO HEREBY CERTIFY:

- That I am a creditor of the above-named debtor or that I am _____ (state position or title) of _____ (name of creditor or representative of the creditor).
- That I have knowledge of all the circumstances connected with the claim referred to below.
- That the debtor was, at the date of bankruptcy (or the date of the receivership, or in the case of a proposal, the date of the notice of intention or the proposal, if no notice of intention was filed), namely the ____ day of _____, 200____, and still is indebted to the creditor in the sum of \$ _____, as specified in the statement of account (or affidavit) attached hereto and marked Schedule "A", after deducting any counterclaims to which the debtor is entitled. (The attached statement of account or affidavit must specify the vouchers or other evidence in support of the claim).
- Check and complete appropriate category:
 - A. UNSECURED CLAIM OF \$ _____ (other than as a customer contemplated by Section 262 of the Act) That in respect of the said debt, I do not hold any assets of the debtor as security and (check appropriate description)
 - Regarding the amount of \$ _____, I do not claim a right to a priority.
 - Regarding the amount of \$ _____, I claim a right to a priority under section 136 of the Act (set out on an attached sheet details to support priority).
 - 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, I 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, particulars of which are as follows: (Attach 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 \$ _____.
 - E. 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):
- That to the best of my knowledge, I am (or the above named creditor is) (or am not or is not) related to 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.
- That the following are the payments that I have received from, and the credits that I have allowed to, and the transfers at undervalue within the meaning of subsection 2(1) of the Act that I have been privy to or a party to with the debtor within the three months (or, if the creditor and the debtor are related within the meaning of section 4 of the Act or were not dealing with each other at arm's length, within the 12 months) immediately before the initial bankruptcy event within the meaning of subsection 2(1) of the Act: (provide details of payments, credits and transfers at undervalue).
- (Applicable only in the case of the bankruptcy of an individual.)
 - I request that a copy of the report filed by the trustee regarding the bankrupt's application for discharge pursuant to subsection 170(1) of the Act be sent to the above address.

Dated at _____ (City, Province), this _____ day of _____ 20 _____

(Signature of Witness)

(Signature of Individual Completing this Certificate)

NOTE: If an affidavit is attached, it must have been sworn to before a person qualified to take affidavits.
 WARNING: A Trustee may, pursuant to subsection 128(3) of the Bankruptcy and Insolvency Act, redeem a security on payment to the secured creditor of the debt or the value of the security as assessed, in a proof of security, by the secured creditor.
 WARNING: Subsection 201(1) of the Bankruptcy and Insolvency Act provides severe penalties for making any false claim, proof, declaration or statement of account.

DIRECTIONS TO COMPLETING PROOF OF CLAIM FORM

The following information is provided to assist you in preparing the proof of claim form and proxy form. Please note the following:

- A proof of claim that is missing information, or has not been completed in every respect, will not be accepted and will be returned for completion.
- Any creditor who does not prove their claim will not be entitled to share in any distributions.
- Any notice or correspondence will be forwarded to the address you designate on the proof of claim form.
- The amount on the statement of account must correspond to the amount indicated on the proof of claim form.
- The signature of a witness is required.
- PARAGRAPH 1:
 - The full and complete legal name of the creditor must be shown (individual, company or firm name).
 - If the individual completing the proof of claim form is not the creditor himself, they must state their position or title.
- PARAGRAPH 3:
 - The statement of account must be complete and must agree with the amount indicated on the proof of claim form.
 - The statement of account should be detailed, showing 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.
- PARAGRAPH 4:
 - Certain unsecured claims can be eligible for "priority" under Section 136 of the Act. The following is a summary of such claims:
 - Costs of administration of the estate (fees and expenses of the trustee and legal expenses of the estate)
 - Wages, salaries, commissions or compensation to a maximum of \$2,000 (in the case of travelling salesmen, and additional claim of \$1,000 for expenses) earned within the six months preceding the date of bankruptcy.
 - Municipal taxes.
 - Landlord for arrears of rent for a period of 3 months preceding the bankruptcy, and accelerated rent for a period not exceeding 3 months subsequent to the bankruptcy, if provision is made for same in the lease (the Landlord's preferred claim is limited to the value of the assets on the premises under lease 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).
 - 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.
 - Claims resulting from injuries to employees of the Bankrupt to which the provisions of any Workers' Compensation Act do not apply.
 - A creditor whose priority rights are restricted by Section 136 is entitled to rank as an unsecured creditor for any balance of their claim.
 - A secured creditor must provide a true copy of the security documents as well as registration documents, and must give full particulars of the security claimed (including the date on which the security was given and the value at which the creditor assesses the security).
 - A copy of the sales agreement and proof of delivery documentation must accompany a claim by Farmer, Fisherman or Aquaculturist.
- PARAGRAPH 5:
 - Every claimant must indicate whether they are related to the debtor, as defined in Section 4 of the Bankruptcy and Insolvency Act, by striking out "I am" and "am not", as applicable. For example, If you are related by blood or marriage to the debtor, you are considered to be a related person pursuant to Section 4. If the debtor is a corporation, you are considered to be related to it if you were a shareholder or if your company was controlled by the same shareholders as the debtor.
- PARAGRAPH 6:
 - Each proof of claim must be accompanied by a detailed list of all payments or credits received or granted, as follows:
 - Within the three (3) months preceding the bankruptcy or the proposal, in the case where the claimant and the debtor are not related.
 - Within the twelve (12) months preceding the bankruptcy or proposal, in the case where the claimant and the debtor are related.
- PROXY
 - In order for a person to have a right to vote at a creditors' meeting, the individual must be a creditor or be the holder of a properly executed proxy.
 - If the creditor is a corporation, it must appoint an individual to be its proxy if it wishes to be represented at any creditors' meetings.
 - The name of the creditor must appear in the proxy.
 - A creditor may vote either in person or by proxy.
 - A debtor may not be appointed a proxy to vote at any meeting of their creditors.
 - The trustee may be appointed as a proxy for any creditor.

GENERAL PROXY (WITH POWER OF SUBSTITUTION)

(where creditor is a corporation, proxy must be completed and signed in the corporate name)

In the Matter of the Bankruptcy (or proposal) of

.....(name of debtor)

I/We, (name of creditor) of(City, Province),

a creditor in the above matter, hereby appointof..... (City, Province), to be my/our general proxy in the above matter except as to the receipt of dividends, with (or without) power to appoint another general proxy in his or her place.

Dated at (City, Province), this..... day of, 200.....

(name of creditor)

(Signature of Witness)

(Signature of proxy grantor or authorized signing officer if a corporation)