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**THIS INFORMATION SHEET IS SUPPLIED IN ORDER TO ASSIST YOU IN COMPLETING
THE PROOF OF CLAIM FORM**

- ◇ The proof of claim must be signed by the individual completing the form.
- ◇ The signature of the claimant must be witnessed.
- ◇ Give the complete address (including postal code) where all notices and correspondence are to be forwarded.
- ◇ The amount on the statement of account must agree with the amount claimed on the proof of claim.

PARAGRAPH 1 OF THE PROOF OF CLAIM

- ◇ If the individual completing the proof of claim is not the creditor himself, he must state his position or title.

PARAGRAPH 3 OF THE PROOF OF CLAIM

- ◇ A detailed statement of account together with supporting documentation must accompany the completed proof of claim.

PARAGRAPH 4 OF THE PROOF OF CLAIM

- ◇ An unsecured creditor must check and state whether he/she claims or not a priority rank in virtue of section 136 of the Bankruptcy and Insolvency Act.
- ◇ A landlord must complete sub-paragraph (b).
- ◇ A secured creditor must complete sub-paragraph (c).
- ◇ A farmer, fisherman or aquaculturist must complete sub-paragraph (d).
- ◇ A wage earner must complete sub-paragraph (e).
- ◇ A claimant against director must complete sub-paragraph (f).
- ◇ A customer of a bankrupt securities firm must complete sub-paragraph (g).

PARAGRAPH 5 OF THE PROOF OF CLAIM

- ◇ The claimant must indicate whether he/she is or is not related to the debtor, as defined in the Bankruptcy and Insolvency Act, that is "I am related" or "I am not related".

PARAGRAPH 6 OF THE PROOF OF CLAIM

- ◇ The claimant must attach a detailed list of all payments received and/or credits granted, as follows:
 - a) within the three months preceding the bankruptcy or the proposal, in the case where the claimant and the debtor are not related.
 - b) within the twelve months preceding the bankruptcy or the proposal, in the case where the claimant and the debtor are related.