

## SCHEDULE “B”

### PROOF OF CLAIM INSTRUCTION LETTER

This instruction letter has been prepared to assist Claimants in filling out the Proof of Claim form for Claims against the Nordstrom Canada Entities<sup>1</sup>. If you have any additional questions regarding completion of the Proof of Claim, please contact the Monitor, whose contact information is set out below.

If you have received a Statement of Negative Notice Claim or Employee Letter, your Claim will be deemed to be accepted at the amount specified or referred to therein for voting and distribution purposes, and you do not need to take any further steps with respect to such Claim unless you disagree with the amount specified therein. A Proof of Claim package is intended only to be used by Claimants who wish to assert a Claim that is not captured in a Statement of Negative Notice Claim or Employee Letter.

Additional copies of the Proof of Claim may be found at the Monitor’s website at <https://www.alvarezandmarsal.com/NordstromCanada>.

Please note that this is a guide only, and that in the event of any inconsistency between the terms of this guide and the terms of the Claims Procedure Order made on [May 30], 2023 (the “**Claims Procedure Order**”), the terms of the Claims Procedure Order will govern. Capitalized terms used in this Proof of Claim Instruction Letter and not otherwise defined herein have the meanings ascribed to them in the Claims Procedure Order.

#### SECTION 1 – DEBTOR(S)

1. The full name of each Nordstrom Canada Entity against which the Claim is asserted must be listed (see footnote 1 for a complete list of Nordstrom Canada Entities), including the full name of any Nordstrom Canada Entity that provided a guarantee in respect of the Claim. If there are insufficient lines to record each such name, attach a separate schedule indicating the required information.

#### SECTION 2A – ORIGINAL CLAIMANT

2. A separate Proof of Claim must be filed by each legal entity or person asserting a Claim against the Nordstrom Canada Entities, or any of them.
3. The Claimant shall include any and all Claims that it asserts against the Nordstrom Canada Entities, or any of them, in a single Proof of Claim filed, except for Claims described in any Statement of Negative Notice Claim or referred to in any Employee Letter sent to such Claimant by the Monitor. **Claims included in a Proof of Claim that are already captured in such Claimant’s Statement of Negative Notice Claim or referred to in a Employee Letter will not be accepted by the Nordstrom Canada Entities.** Any Claimant who wishes to dispute any Claim set out in a Statement of Negative Notice Claim

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<sup>1</sup> The “**Nordstrom Canada Entities**” are Nordstrom Canada Retail, Inc., Nordstrom Canada Holdings, LLC, Nordstrom Canada Holding II, LLC and Nordstrom Canada Leasing LP.

or referred to in a Employee Letter shall file a Notice of Dispute of Negative Notice Claim in respect of such Claim.

4. The full legal name of the Claimant must be provided.
5. If the Claimant operates under a different name or names, please indicate this in a separate schedule in the supporting documentation.
6. If the Claim has been assigned or transferred to another party, Section 2B must also be completed.
7. Unless the Claim is validly assigned or transferred, all future correspondence, notices, etc., regarding the Claim will be directed to the address and contact indicated in this section.

#### **SECTION 2B – ASSIGNEE, IF APPLICABLE**

8. If the Claimant has assigned or otherwise transferred its Claim, then Section 2B must be completed, and all documents evidencing such assignment or transfer must be attached.
9. The full legal name of the Assignee must be provided.
10. If the Assignee operates under a different name or names, please indicate this in a separate schedule in the supporting documentation.
11. If the Nordstrom Canada Entities, in consultation with the Monitor, are satisfied that an assignment or transfer has occurred, all future correspondence, notices, etc., regarding the Claim will be directed to the Assignee at the address and contact indicated in this section.

#### **SECTION 3 - AMOUNT AND TYPE OF CLAIM**

12. If the Claim is a Pre-Filing Claim within the meaning of the Claims Procedure Order, then indicate the amount each Nordstrom Canada Entity was and still is indebted to the Claimant in the Amount of Claim column, including interest, if applicable, up to and including March 2, 2023.
13. If the Claim is a Restructuring Period Claim within the meaning of the Claims Procedure Order, then indicate the Claim amount each Nordstrom Canada Entity was and still is indebted to the Claimant in the space reserved for Restructuring Period Claims (which is below the space reserved for Pre-Filing Claims).

For reference, a “**Restructuring Period Claim**” means any right or claim of any Person against any of the Nordstrom Canada Entities in connection with any indebtedness, liability or obligation of any kind whatsoever of any such Nordstrom Canada Entity to such Person arising out of the restructuring, disclaimer, resiliation, termination or breach by such Nordstrom Canada Entity on or after the Filing Date of any contract, lease or other agreement, whether written or oral, and including any right or claim with respect to any Assessment.

14. If there are insufficient lines to record each Claim amount, attach a separate schedule indicating the required information.

15. Indicate if the Claim is guaranteed by any other Nordstrom Canada Entity.

**Currency**

16. The amount of the Claim must be provided in the currency in which it arose.
17. Indicate the appropriate currency in the Currency column.
18. If the Claim is denominated in multiple currencies, use a separate line to indicate the Claim amount in each such currency. If there are insufficient lines to record these amounts, attach a separate schedule indicating the required information.

**Priority Claim**

19. Check this box ONLY if the Claim recorded on that line is a secured, priority, property or trust Claim.
20. If the Claim is a secured, priority, property or trust Claim, on a separate schedule provide full particulars describing such security, priority, right of ownership of or title to property or assets, or nature of trust (deemed, statutory, express, implied, resulting, constructive or otherwise), as applicable. You should also attach a copy of the relevant documents evidencing your priority Claim.

**SECTION 4 - DOCUMENTATION**

21. Attach to the Proof of Claim form all particulars of the Claim and all available supporting documentation, including any calculation of the amount, and description of transaction(s) or agreement(s), or legal breach(es) giving rise to the Claim, including any claim assignment/transfer agreement or similar document, if applicable, the name of any guarantor(s) which has guaranteed the Claim and a copy of such guarantee documentation, the amount of invoices, particulars of all credits, discounts, etc. claimed, as well as a description of the priority (if any) in accordance with paragraph 19 above, as applicable.

**SECTION 5 - CERTIFICATION**

22. The person signing the Proof of Claim should:
- (a) be the Claimant or an authorized representative of the Claimant;
  - (b) have knowledge of all the circumstances connected with this Claim;
  - (c) assert the Claim against Debtor(s) as set out in the Proof of Claim and certify all available supporting documentation is attached; and
  - (d) if an individual is submitting the Proof of Claim form, have a witness to its certification.
23. By signing and submitting the Proof of Claim, the Claimant is asserting the Claim against each Nordstrom Canada Entity named as a "Debtor" in the Proof of Claim.

## SECTION 6 - FILING OF CLAIM AND APPLICABLE DEADLINES

24. If your Claim is a Pre-Filing Claim within the meaning of the Claims Procedure Order (excluding any Negative Notice Claim that is a Pre-Filing Claim), the Proof of Claim MUST be returned to and received by the Monitor on or before 5:00 p.m. (Toronto time) on August 4, 2023 (the “Claims Bar Date”).
25. If your Claim is a Restructuring Period Claim within the meaning of the Claims Procedure Order (excluding any Negative Notice Claim that is a Restructuring Period Claim), the Proof of Claim MUST be returned to and received by the Monitor by 5:00 p.m. (Toronto Time) on the date (the “Restructuring Period Claims Bar Date”) that is the later of (i) the date that is 30 days after the date on which the Monitor sends a General Claims Package or Negative Notice Claims Package with respect to a Restructuring Period Claim and (ii) the Claims Bar Date.
26. Proofs of Claim must be delivered to the Monitor by prepaid ordinary mail, registered mail, courier, personal delivery or email at the address below:

Alvarez & Marsal Canada Inc.  
in its capacity as Court-appointed Monitor of the Nordstrom Canada Entities  
Royal Bank Plaza, South Tower  
200 Bay Street, Suite 2900  
P.O. Box 22  
Toronto ON M5J 2J1  
Canada

Attention: Nordstrom Canada Monitor  
Email: [NordstromCanada@alvarezandmarsal.com](mailto:NordstromCanada@alvarezandmarsal.com)

In accordance with the Claims Procedure Order, notices shall be deemed to be received by the Monitor upon actual receipt thereof by the Monitor during normal business hours on a Business Day, or if delivered outside of normal business hours, on the next Business Day.

**Failure to file your Proof of Claim so that it is actually received by the Monitor on or before 5:00 p.m. on the Claims Bar Date or the Restructuring Period Claims Bar Date, as applicable, WILL result in your Claims (except for any Claim outlined in any Statement of Negative Notice Claim that may have been addressed to you) being forever barred and you will be prevented from making or enforcing such Claims against the Nordstrom Canada Entities. In addition, unless you have separately received a Statement of Negative Notice Claim from the Monitor in respect of any other Claim, you shall not be entitled to further notice of and shall not be entitled to participate as a creditor in the Nordstrom Canada Entities' CCAA proceedings with respect to any such Claims.**