



**Hudson's Bay Company ULC Compagnie de la Baie D'Hudson SRI ("Hudson's Bay"),  
HBC Canada Parent Holdings Inc., HBC Canada Parent Holdings 2 Inc., HBC Bay  
Holdings I Inc., HBC Bay Holdings II ULC, The Bay Holdings ULC, HBC Centerpoint GP  
Inc., HBC Holdings GP Inc., Snospmis Limited, 2472596 Ontario Inc., and 2472598  
Ontario Inc.  
(collectively, the "Applicants")**

## **Frequently Asked Questions re: Wage Earner Protection Program**

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### **GENERAL**

#### **1. What is the Wage Earner Protection Program ("WEPP")?**

WEPP is a program administered by Service Canada which covers certain unpaid wages, vacation, termination pay, and severance pay (if applicable), up to seven times the maximum weekly insurance earnings under the *Employment Insurance Act* (\$8,844.22 for 2025). WEPP covers these amounts for eligible employees terminated by a company which is bankrupt, in receivership, or other WEPP-qualifying circumstances (which include certain proceedings under the CCAA).

#### **2. Why am I receiving this package?**

Based on a review of your employment history with one or more of the Applicants it has been determined that you may be eligible for WEPP.

#### **3. Am I eligible to apply for payments under WEPP?**

If you have received this package, then that means that you may be eligible for payments under WEPP. Former employees who have been identified by the Applicants as being eligible to apply for WEPP will receive this package with the instructions and necessary information to apply to Service Canada to receive a WEPP payment. Eligibility for payments under WEPP is determined by Service Canada.

#### **4. What are the necessary documents to complete to receive my WEPP payment?**

You must complete:

- i) the WEPP application on the Service Canada website (the "**Service Canada Website**"), which can be accessed here: <https://www.canada.ca/en/employment-social-development/services/wage-earner-protection/employee/apply.html>; and
- ii) Proof of Claim Form 31 (copy enclosed), which must be sent to Alvarez & Marsal Canada Inc. (the "**Monitor**").



**You must complete both documents to be eligible to receive any WEPP payment.**

**5. What happens after I have applied for WEPP?**

After submitting: i) your WEPP application to Service Canada; and ii) Proof of Claim Form 31 to the Monitor, Service Canada will determine whether you are eligible to receive a WEPP payment and if so, the amount you are eligible to receive.

Service Canada aims to issue a decision letter within 35 days of receiving all necessary information to complete your file in accordance with its service standard. Complex files may require additional processing time. Submitting a complete application will help with timely processing.

If you do not receive your decision letter or payment within 2 to 3 months of applying, please contact Service Canada to check the status of your application.

**6. If I have completed my WEPP application on the Service Canada Website and I have sent in my Form 31 to the Monitor, is there anything else I need to do?**

If you have completed both documents, then there are no further actions for you to complete at this time.

**7. Who should I contact if I need assistance or have additional questions?**

If you have read the information in this package and have further questions about your entitlement to WEPP, or your employee claim, non-unionized employees may contact Employee Representative Counsel, Ursel Phillips Fellows Hopkinson LLP:

- Email: [HBCEmployees@upfhlaw.ca](mailto:HBCEmployees@upfhlaw.ca)
- Phone (toll free): 1-800-414-6610.
- Website: <https://upfhlaw.ca/hbcemployees>

Unionized employees should contact their union directly.

**8. Can I apply for Employment Insurance (“EI”) if I apply to receive WEPP?**

Yes, you may also apply for EI if you are applying for WEPP. As any applicable WEPP payment is considered earnings under the Employment Insurance Regulations, you must report any WEPP payment that you receive to Service Canada as it may impact your EI payments.

**9. If I am currently receiving EI payments, can I still apply for WEPP?**



Yes, you may still apply for WEPP, however, if you are currently receiving EI payments, applying for WEPP may result in an EI overpayment, as the WEPP payment is considered earnings for EI purposes. If overpayment does arise, you should expect to receive a letter from Service Canada notifying you of the overpayment balance, if any, that must be paid back by you. Please reach out to your EI representative to confirm that an overpayment would not occur if you choose to apply for WEPP.

## **COMPLETING YOUR WEPP APPLICATION**

### **Non-personal information required to complete your WEPP application:**

Bankruptcy/Receivership, or other WEPP qualifying insolvency proceeding (in this case, proceedings under the CCAA) number (Estate ID)	00-007622025
Corporate name of the Trustee/Receiver (in this case, the Monitor) administering your employer's bankruptcy, receivership or other WEPP qualifying insolvency proceeding	Alvarez & Marsal Canada Inc.
Trustee/Receiver (Monitor) Telephone Number	(416) 847-5157
Business Name of the bankrupt or insolvent employer	Hudson's Bay Company ULC; or The Bay Holdings ULC
Former address of this employer	401 Bay Street, Suite 500 Toronto ON M5H 2Y4
Date of your employer's bankruptcy, or receivership, or date the court determined that all former employees in Canada had been terminated, other than any retained to wind down its business operations	June 21, 2025
Are you applying for a WEPP payment within the 56 day period?	<ul style="list-style-type: none"><li>• If you are applying <i>before</i> August 16, 2025, please select: <b>YES</b>.</li><li>• If you are applying <i>after</i> August 16, 2025, please select: <b>NO</b>.</li><li>• For applications submitted between August 16, 2025, and November 25, 2025, in the box titled "If No, please provide an explanation for the delay", please include the following</li></ul>



	<p>reason: <b>“The Trustee requested an extension”</b>.</p> <ul style="list-style-type: none"><li>• If you are applying after November 25, 2025, please explain the reason for the delay in the box titled “If No, please provide an explanation for the delay”.</li></ul> <p><b>IMPORTANT:</b> Acceptable reasons for a delay are limited to “circumstances beyond your control that prevented you from submitting your application on time”.</p> <p><b><u>We strongly encourage all employees to apply once they receive their Information Package and before November 25, 2025.</u></b></p>
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### **COMPLETING YOUR PROOF OF CLAIM FORM 31**

**1. What section of the Proof of Claim Form 31 do I need to complete and what is the WEPP payment amount that I can claim?**

You should fill in your name and contact information, Section E (Claim by Wage Earner) and date and sign the Form. All other sections can be left blank.

Please refer to the provided example Form 31 with yellow highlights outlining the sections you need to complete.

**2. What do I write in Section E (“CLAIM BY WAGE EARNER OF \$”)?**

Please put the dollar value of your Net WEPP Act Eligible Claim amount found at the bottom of the table on page 4 of your Notice Re: Wage Earner Protection Program.

**3. Can I claim the maximum WEPP amount?**

Please only claim your Net WEPP Act Eligible Claim on your Proof of Claim Form 31.

**4. Who can sign as the witness for the Proof of Claim Form 31?**

The witness can be anyone, and it does not need to be a legal professional.

**5. How do I input my information on the Proof of Claim Form 31?**

A copy of the Proof of Claim Form 31 is included in your information package. You can



also download the form and use an online PDF editor to complete the Proof of Claim Form 31 electronically. A link to the form is included on the Monitor's website ([www.alvarezandmarsal.com/hudsonsbay](http://www.alvarezandmarsal.com/hudsonsbay)). To submit the Proof of Claim Form 31 electronically, you may scan your completed paper form. Alternatively, you may take a picture, however, a digital or scanned copy is preferred for clarity.

**6. How can I send the completed Proof of Claim Form 31 to Alvarez & Marsal Canada Inc.?**

We prefer if you send your completed Proof of Claim Form 31 to the Monitor (PDF, PNG, or JPEG) via email at the following address:  
[HBCemployees@alvarezandmarsal.com](mailto:HBCemployees@alvarezandmarsal.com)

We can also accept physical mail at the address given below:

Alvarez & Marsal Canada Inc.  
Attention: Josh Marks  
Royal Bank Plaza, South Tower  
200 Bay Street, Suite 3501, P.O. Box 22  
Toronto, ON M5J 2J1

Any website links to your Proof of Claim Form 31 are unable to be accepted.