

### **Instructions for Completion of Proof of Claim:**

- Ensure that you complete the full name and delivery address, including fax number and/or email address, of the creditor making the claim.
- The Proof of Claim is incomplete unless you include a statement and description of the Claim and attach all supporting documents including statements of accounts and/or invoices in support (item 5). The supporting documents must show the date, number and value of all invoices or charges, and must conform to the amount of the Claim as set out in item 4.
- The Proof of Claim is incomplete unless it is signed and dated by you.
- The signed and completed Proof of Claim, together with all supporting documents, must be returned to the Monitor, Alvarez & Marsal Canada Inc., at the following address **4:00 p.m. Saskatchewan time on March 2, 2020:**

**Alvarez & Marsal Canada Inc.  
Suite 1110, 250 6th Avenue SW  
Calgary, AB T2P 3H7  
Email: [morris.claims@alvarezandmarsal.com](mailto:morris.claims@alvarezandmarsal.com)**

- Pursuant to the order of the Honourable Mr. Justice R.S. Smith, pronounced in the above noted proceedings on January 16, 2020, and as may be amended, restated or supplemented from time to time (the “**Claims Process Order**”), the Monitor, in consultation with the Applicants, is entitled to disallow your Proof of Claim in whole or in part. If your Proof of Claim is disallowed in whole or in part, the Monitor will send you a Notice of Revision or Disallowance along with particulars as to how you may dispute the Notice of Revision or Disallowance. If you do not receive a Notice of Revision or Disallowance in accordance with the timelines set out in the Claims Process Order, the Monitor has accepted your Proof of Claim.
- **Please contact the Monitor at the address and email set out above if you have any questions about completing your Proof of Claim. Unless your Claim appears in a Claim Amount Notice provided with this Proof of Claim, any failure to properly complete or return your Proof of Claim to the Monitor at the above address by 4:00 p.m. Saskatchewan time on March 2, 2020 will result in your Claim being extinguished without any further entitlement to recover your Claim from the Applicant.**