

## **CLAIMANT'S GUIDE TO COMPLETING THE PROOF OF CLAIM FORM FOR CLAIMS AGAINST THE EXPRESS CANADA ENTITIES<sup>1</sup>**

This Guide has been prepared to assist Claimants in filling out the Proof of Claim form for Claims against the Express Canada Entities. If you have any additional questions regarding completion of the Proof of Claim, please consult the Monitor's website at [www.alvarezandmarsal.com/expresscanada](http://www.alvarezandmarsal.com/expresscanada) or contact the Monitor, whose contact information is set out below.

Additional copies of the Proof of Claim may be found at the Monitor's website address noted above.

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 29, 2017 (the "**Claims Procedure Order**"), the terms of the Claims Procedure Order will govern.

### **SECTION 1 - DEBTOR**

1. The full name of the Express Canada Entity or Entities against which the Claim is asserted must be listed (see footnote 1 for a list of the three Express Canada Entities).

### **SECTION 2A - ORIGINAL CLAIMANT**

2. A separate Proof of Claim must be filed by each legal entity or person asserting a claim against the Express Canada Entities, or any of them.
3. The Claimant shall include any and all Claims that it asserts against the applicable Express Canada Entity in a single Proof of Claim filed in respect thereof.
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 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**

8. If the Claimant has assigned or otherwise transferred its Claim, then Section 2B must be completed.
9. The full legal name of the Assignee must be provided.

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<sup>1</sup> Express Fashion Apparel Canada Inc., Express Canada GC GP, Inc., and Express Canada GC LP (collectively, the "Express Canada Entities").

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 Monitor, in consultation with the Express Canada Entities, is 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 OF CLAIM OF CLAIMANT AGAINST DEBTOR**

12. Indicate the amount the Express Canada Entity or Entities was and still is indebted to the Claimant in the Amount of Claim column, including interest up to and including May 3, 2017.

#### **Currency**

13. The amount of the Claim must be provided in the currency in which it arose.
14. Indicate the appropriate currency in the Currency column.
15. 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.
16. If necessary, currency will be converted in accordance with the Claims Procedure Order.

#### **Unsecured Claim**

17. Check this box ONLY if the Claim recorded on that line is an unsecured claim.

#### **Secured Claim**

18. Check this box ONLY if the Claim recorded on that line is a secured claim.

### **SECTION 4 - DOCUMENTATION**

19. Attach to the Proof of Claim form all particulars of the Claim and all available supporting documentation, including 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 and amount of invoices, particulars of all credits, discounts, etc., claimed, description of the security, if any, granted by the affected Express Canada Entity to the Claimant and estimated value of such security.

### **SECTION 5 - CERTIFICATION**

20. 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 the Debtor as set out in the Proof of Claim and certify all available supporting documentation is attached; and
  - (d) have a witness to its certification.
21. By signing and submitting the Proof of Claim, the Claimant is asserting the Claim against the Express Canada Entity or Entities.

#### **SECTION 6 - FILING OF CLAIM**

22. **The Proof of Claim must be received by the Monitor on or before 5:00 p.m. (Toronto time) on July 28, 2017 (the “Claims Bar Date”) by prepaid ordinary mail, registered mail, courier, personal delivery or electronic transmission at the following address:**

**Alvarez & Marsal Canada Inc., Express Canada Monitor  
Royal Bank Plaza, South Tower  
200 Bay Street, Suite 2900, P.O. Box 22  
Toronto, ON Canada M5J 2J1**

**Email: [monitor.expresscanada@alvarezandmarsal.com](mailto:monitor.expresscanada@alvarezandmarsal.com)  
Fax No.: 416-847-5201**

**Attention: Josh Nevsky**

**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 will result in your claim being barred and you will be prevented from making or enforcing a Claim against the Express Canada Entities. In addition, you shall not be entitled to further notice in and shall not be entitled to participate as a creditor in the CCAA proceedings of Express Fashion Apparel Canada Inc. and Express Canada GC GP, Inc.**