

## **A GUIDE ON HOW TO COMPLETE THE PROOF OF CLAIM FORM AGAINST THE DEBTOR COMPANIES**

and/or against directors and officers of the Debtor Companies

This guide is designed to assist parties who wish to file a Proof of Claim against the Debtor Companies listed below, and/or directors and officers of Debtor Companies with respect to the obligations of the Debtor Companies.

For additional questions about how to complete your Proof of Claim, please refer to the Monitor's website (<https://www.raymondchabot.com/en/public-records/gestion-eric-savard-inc-et-als/>) or contact the Monitor, whose contact information appear below.

Additional copies of the Proof of Claim form are available on the Monitor's website at the above address.

Please note that this document is only a guide. In case of disparity between the terms of this document and the terms of the Ordonnance relative au traitement des réclamations (*Claims Procedure Order*) dated June 29, 2017 (the “**Order**”), a copy of which is available on the Monitor’s website, the terms of the Order will prevail.

### **SECTION A – PARTICULARS OF CREDITORS**

- Every individual and every legal entity (each, a “**Creditor**”) who wishes to make a claim against one or more of the Debtor Companies (each, a “**Claim**”) must complete a separate form;
- The Creditor must write his full legal name;
- If the Creditor is conducting business with the Debtor Companies under one or more names which are different from the name under which it is registered, that fact must be stated, and copies of the relevant documentation provided as applicable.

### **SECTION B – PROOF OF CLAIM**

- The Creditor must check the box for the Debtor Company against which he wishes to file a Proof of Claim;
- The Creditor who holds distinct Claims against different Debtor Companies must file a separate Proof of Claim for each of these Claims.

### **SECTION C – NATURE OF CLAIM**

- The Creditor must separate the total amount of its Claim between amounts that are secured by a guarantee (security interest, hypothec, mortgage, etc.) and unsecured amounts, and indicate each on the appropriate line;
- Certain amounts that may be due to Creditors are not Claims and must not be indicated in the Proof of Claim forms, including amounts that may be due under obligations arising on or after May 18, 2017. For more information on this subject, please consult the Order provided on the Monitor's website.

## **SECTION D – CLAIMS AGAINST THE DIRECTORS AND OFFICERS**

- Creditor must indicate, in the section provided for this purpose, if the directors and officers of the Debtor Companies are also liable, in whole or in part, for the Claim against a Debtor Company referred to in the Proof of Claim. This denunciation of Claim against the directors and officers applies only to Claims against the Debtor Companies (i.e. it does not apply to claims that are not related to Claims against the Debtors Companies).

### **GENERAL**

- In order for the Proof of Claim to be valid, a complete statement of account must be attached to the Proof of Claim;
- The Proof of Claim must be signed by a duly authorized representative of the Creditor before witness;
- The completed Proof of Claim together with supporting documents must be received by Raymond Chabot Inc. **no later than 5:00 p.m. (EDT) on July 19, 2017** (the “Claims Bar Date”) by mail, courier, fax or email at the following address:

RAYMOND CHABOT INC.,  
Monitor of the business and financial affairs of the Debtor Companies  
Attention: Benoit Fontaine, CPA, CA, CIRP, SAI  
National Bank Tower  
600 de La Gauchetière Street West, Suite 2000  
Montréal (Quebec) H3B 4L8  
Fax : 514 858-3303  
Email: [reclamationMtl@rcgt.com](mailto:reclamationMtl@rcgt.com)

**CLAIMS THAT ARE NOT RECEIVED BY THE CLAIMS BAR DATE WILL FOREVER BE BARRED AND EXTINGUISHED.**