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Estate File No.: 31-2524349

**IN THE MATTER OF THE BANKRUPTCY OF
WILLS & CO. MEDIA STRATEGIES INC.,
OF THE CITY OF TORONTO, IN THE PROVINCE OF ONTARIO**

**NOTICE OF BANKRUPTCY AND FIRST MEETING OF CREDITORS
(Subsection 102(1))**

Take notice that:

1. Wills & Co. Media Strategies Inc. filed an assignment in bankruptcy on the 18th day of June, 2019 and KSV Kofman Inc. was appointed trustee of the estate of the bankrupt by the Office of the Superintendent of Bankruptcy, subject to affirmation by the creditors of the trustee's appointment or the substitution of another trustee by the creditors.
2. The first meeting of creditors of the bankrupt will be held on the 9th day of July, 2019, at 10:00 a.m., at the Hyatt Regency Toronto, 370 King Street West, Toronto, Ontario.
3. To be entitled to vote at the meeting, creditors must lodge with the trustee, prior to the meeting, proofs of claim and, where necessary, proxies.
4. Enclosed with this notice is a form of proof of claim, a form of general proxy, and a list of creditors with claims amounting to twenty-five dollars or more, showing the amounts of their claims.
5. Creditors must prove their claims against the estate of the bankrupt in order to share in any distribution of the proceeds realized from the estate.

DATED at Toronto, Ontario, this 21st day of June, 2019.

**KSV KOFMAN INC.
LICENSED INSOLVENCY TRUSTEE**

District of: Ontario
Division No. 09 - Toronto
Court No.
Estate No.

☒ Original ☐ Amended

- Form 78 -

Statement of Affairs (Business Bankruptcy) made by an entity
(Subsection 49(2) and Paragraph 158(d) of the Act / Subsections 50(2) and 62(1) of the Act)

In the matter of the bankruptcy of
Wills & Co. Media Strategies Inc.
of the City of Toronto, in the Province of Ontario

To the bankrupt:

You are required to carefully and accurately complete this form and the applicable attachments showing the state of your affairs on the date of the bankruptcy, on the 18th day of June 2019. When completed, this form and the applicable attachments will constitute the Statement of Affairs and must be verified by oath or solemn declaration.

LIABILITIES (as stated and estimated by the officer)	
1. Unsecured creditors as per list "A"	2,673,678.51
Balance of secured claims as per list "B"	0.00
Total unsecured creditors	2,673,678.51
2. Secured creditors as per list "B"	0.00
3. Preferred creditors as per list "C"	0.00
4. Contingent, trust claims or other liabilities as per list "D" estimated to be reclaimable for	0.00
Total liabilities	2,673,678.51
Surplus	NIL

ASSETS (as stated and estimated by the officer)	
1. Inventory	0.00
2. Trade fixtures, etc.	0.00
3. Accounts receivable and other receivables, as per list "E"	
Good	125,000.00
Doubtful	0.00
Bad	0.00
Estimated to produce	125,000.00
4. Bills of exchange, promissory note, etc., as per list "F"	0.00
5. Deposits in financial institutions	0.00
6. Cash	357,000.00
7. Livestock	0.00
8. Machinery, equipment and plant	0.00
9. Real property or immovable as per list "G"	0.00
10. Furniture	0.00
11. RRSPs, RRI's, life insurance, etc.	0.00
12. Securities (shares, bonds, debentures, etc.)	0.00
13. Interests under wills	0.00
14. Vehicles	0.00
15. Other property, as per list "H"	0.00
If bankrupt is a corporation, add:	
Amount of subscribed capital	0.00
Amount paid on capital	0.00
Balance subscribed and unpaid	0.00
Estimated to produce	0.00
Total assets	482,000.00
Deficiency	2,291,678.51

I, Jeff Wills, President of Wills & Co. Media Strategies Inc., do swear (or solemnly declare) that the above statement and the attached lists are to the best of my knowledge, based on the information available to me, a full, true and complete statement of the affairs of Wills & Co. Media Strategies Inc. on June 18, 2019, and fully disclose all of its property of every description in its possession or that may devolve on it in accordance with Section 67 of the Bankruptcy and Insolvency Act.

Sworn (or solemnly declared) before me at the City
of Toronto, in the Province of Ontario
this 18th day of June, 2019.

Renee Schwartz
Commissioner

WILLS & CO. MEDIA STRATEGIES INC.

Jeff Wills

Renee Fern Schwartz, a Commissioner, etc.,
Province of Ontario, for KSV Kofman Inc.
Expires January 22, 2021.

IN THE MATTER OF THE BANKRUPTCIES OF
WILLS & CO. MEDIA STRATEGIES INC.
OF THE CITY OF TORONTO, IN THE PROVINCE OF ONTARIO

*Preliminary List of Creditors, as at June 18, 2019,
as submitted by the debtors,
without admission as to any liabilities or privilege herein shown*

		Amount Owed (Cdn. \$) (1)
Unsecured		
104.9 JR FM	87 George Street Ottawa ON K1N 9H7	6,615.93
91.9 THE BEND	220-1600 Main Street Moncton NB E1E 1G5	3,457.80
92.3 THE DOCK	1 Communications Road London ON N6J 4Z1	4,495.14
94.1 THE LOUNGE o/a Clear Sky Radio Inc.	201-910 Fitzgerald Ave. Courtenay BC V9N 2R5	3,342.54
98.3 MAX FM	318 Charlotte St. SYDNEY NS B1P 1C8	5,532.48
98.9 THE DRIVE	87 George Street Ottawa ON K1N 9H7	1,878.73
ACTION o/a Corus Quay	25 Dockside Drive Toronto ON M5A 0B5	11,215.30
Allied REIT	134 Peter Street Ste.1700 Toronto ON M5V 2H2	1.00
B93	220-410 7Th St. South Lethbridge AB T1J 2G6	1,728.90
Bell Canada	F88 Groupe Insolvable - Affaire, 1 Carref A G Bell, Verdun QC H3E 3B3	1.00
Bell Canada	F88 Groupe Insolvable - Affaire, 1 Carref A G Bell, Verdun QC H3E 3B3	1.00
BLACKBURN RADIO INC	102-700 Richmond Street London ON N6A 5C7	34,283.95
Canada Revenue Agency	4695 Shawinigan-Sud Blvd. Shawinigan QC G9P 5H9	1.00
CAPITOL FM	206 Rookwood Avenue Fredericton NB E3B 2M2	5,878.26
CBC CENTRAL REGION NETWORK	CBC Box 500 Station A Toronto ON M5W1E6	15,127.88
CBC RADIO-CANADA	PO Box 220 Station A Toronto ON M5W 1B2	1,129.99
CD 98.9 FM	Box 98, 55 Park Road Simcoe ON N3Y 4K8	2,472.33
CFGO	87 George Street Ottawa ON K1N 9H7	8,269.91
CFLYFM	87 George Street Ottawa ON K1N 9H7	7,046.22
CFRA c/o Bell Media Inc.	9 Channel Nine Court Toronto ON M1S 4B5	11,018.87
CFRVFM	1015-3Rd Ave. South Lethbridge AB T1J 3Z9	2,996.76
CFTO	9 Channel Nine Court Toronto ON M1S 4B5	9,971.91
CHAM	883 Upper Wentworth Street, Suite 401 Hamilton ON L9A 4Y6	852.92
CHMSFM BANCROFT o/a Vista Radio Ltd.	PO Box 960 Haliburton ON K0M 1S0	3,861.21
CHREFM	12 Yates Street St. Catharines ON L2R 5R2	22,775.37
CHSJFM	58 King Street Saint John NB E2L 1G4	4,840.92
CHTZFM	12 Yates Street St. Catharines ON L2R 5R2	16,159.46
CHUCFM	PO Box 520 Cobourg ON K9A 4L3	6,915.60
CHVR-FM	595 Pembroke Street East Pembroke ON K8A 3L7	9,251.52
CHWCFM	PO Box 280 Owen Sound ON N4K 5P5	2,833.48
CHWVFM	58 King Street Saint John NB E2L 1G4	5,301.96
CIMYFM	84 Isabella St 2nd Floor Pembroke ON K8A 5S5	7,684.00
CIOKFM	226 Union Street Saint John NB E2L 1B1	1,152.60
CIXKFM	Box 280, 270 Ninth Street East Owen Sound ON N4K 5P5	10,248.54
CJMJFM	87 George Street Ottawa ON K1N 9H7	14,949.23
CJPTFM	87 George Street Ottawa ON K1N 9H7	7,561.05
CJYCFM	226 Union Street Saint John NB E2L 1B1	1,728.90
CKCWFM	1000 St. George Blvd Moncton NB E1E 4M7	2,074.68
CKKLFM	87 George Street Ottawa ON K1N 9H7	5,532.48
CKLHFM	883 Upper Wentworth Street, Suite 401 Hamilton ON L9A 4Y6	14,261.51
CKTB	12 Yates Street St. Catharines ON L2R 5R2	4,564.30
CKYCFM	Box 280, 270 Ninth Street East Owen Sound ON N4K 5P5	9,432.11
CORUS ENTERTAINMENT INC	25 Dockside Drive Toronto ON M5A0B5	125,691.21
COSMO	25 Dockside Drive Toronto ON M5A 0B5	3,154.28

*Preliminary List of Creditors, as at June 18, 2019,
as submitted by the debtors,
without admission as to any liabilities or privilege herein shown*

		Amount Owed (Cdn. \$) (1)
Unsecured		
COUNTRY 103.9 o/a Blackburn Radio Inc.	700 Richmond Street, Ste 102 London ON N6A 5C7	1,344.90
CP24	9 Channel Nine Court Scarborough ON M1S 4B5	20,441.36
CRIME + INVESTIGATION o/a Corus Quay	25 Dockside Drive Toronto ON M5E 0B5	12,133.72
CTV INC. INTERACTIVE	9 Channel Nine Court Scarborough ON M1S 4B5	10,346.85
De Lage Landen Financial Services Inc.	3450 Superior Court, Unit 1 Oakville ON L6L 0C4	1.00
Direct Office Solutions	225 The East Mall, PO Box 1116 Toronto ON M9B 0A9	1.00
DISTRICT M INC.	730 - 5455 Ave. De Gaspé Montreal QC H2T 3B3	3,748.61
Employees - various		1.00
EYERETURN o/a Eye-Ons Corp.	110 Eglinton Ave. E., Ste 705 Toronto ON M4P 2Y1	65.60
GIANT 101.9	500 Kings Road, Suite 300 Sydney NS B1S 1B1	5,186.70
GLOBAL ONTARIO NETWORK	25 Dockside Drive Toronto ON M5A 0B5	692,844.69
Global Resources Technologies Inc.	4302 Vivian Road Cedar Valley ON L0G 1E0	1.00
GROUPE V MEDIA INC. (MAX)	355 Rue Sainte-Catherine Ouest, Bureau 300 Montreal PQ H3B 1A5	7,391.68
H2 NTKW o/a Corus Quay	25 Dockside Drive Toronto ON M5E 0B5	9,354.33
HEARTFM	223 Norwich Ave. Woodstock ON N4S 3V8	2,353.23
INVESTIGATION (F)	1800 Avenue McGill College, Bureau 1600 Montreal PQ H3A 3J6	9,921.18
Kanhini Inc.	79 Sled Dog Road Brampton ON L6R 0J6	1.00
KICX 91.7	1 Communications Road London ON N6J 4Z1	1.00
KX 94.7	589 Upper Wellington St. Hamilton ON L9A 3P8	4,994.60
LIFETIME	25 Dockside Drive Toronto ON M5A 0B5	6,419.60
METROLAND COMMUNITY NEWSPAPERS	3715 Laird Road Unit 6 Mississauga ON L5L 0A3	107,466.78
MOOSE 106.3 o/a Vista Radio Ltd.	PO Box 960 Haliburton ON K0M 1S0	855.81
MOOSE FM o/a Vista Radio Ltd.	PO Box 960 Haliburton ON K0M 1S0	1,156.44
MOVIE TIME	25 Dockside Drive Toronto ON M5A 0B5	5,005.45
MTV CANADA	9 Channel Nine Court Scarborough ON M1S 4B5	18,981.40
MUCHMUSIC	9 Channel Nine Court Scarborough ON M1S 4B5	45,705.40
MUSIQUE PLUS GROUPE V MEDIA INC.	355 Rue Sainte-Catherine Ouest, Bureau 300 Montreal PQ H3B 1A5	7,015.00
NEW CAP INC	8 Basinview Drive Dartmouth NS B3B 1G4	20,862.06
NEW COUNTRY 92.3	8 Basinview Drive Dartmouth NS B3B 1G4	2,189.94
Pitney Bowes Leasing	5500 Explorer Drive Mississauga ON L4W 5C7	1.00
ROGERS DIGITAL MEDIA	333 Bloor Street East, 6th Floor Toronto ON M4W 1G9	339,531.45
ROGERS MEDIA INC	333 Bloor Street East, 6th Floor Toronto ON M4W 1G9	352,590.37
SPACE NETWORK	9 Channel Nine Court Scarborough ON M1S 4B5	48,892.33
SPARK o/a Corus Quay	25 Dockside Drive Toronto ON M5A 0B5	18,370.61
SPORTSNET	1 Mount Pleasant Road Toronto ON M4Y 2Y5	143,188.69
TALENT SOLUTIONS CANADA	360 Davenport Road Toronto ON M5R 1K6	429.39
TELETOON FRENCH o/a Corus Quay	25 Dockside Drive Toronto ON M5A 0B5	6,745.22
TELETOON o/a Corus Quay	25 Dockside Drive Toronto ON M5A 0B5	47,667.69
THE CAPE 94.9	318 Charlotte St. SYDNEY NS B1P 1C8	3,803.58
THE CHRONICLE JOURNAL	75 S Cumberland Street Thunder Bay ON P7B 1A3	904.00
THE DOCK FM	1 Communications Road London ON N6J 4Z1	4,120.55
THE GLOBE AND MAIL	351 King Street East, Suite 1600 Toronto ON M5A 0N1	213,956.50
Toronto STAR NEWSPAPERS LTD	1 Yonge Street Toronto ON M5E 1E6	56,500.00
UP 93.1	495-A Prospect Street Fredericton NB E3B 9M4	4,840.92
UP 97.7	110-6807 Railway Street SE Calgary AB T2H 2V6	4,840.92
VIRGIN 98.5	1110 Centre Street North, Suite 300 Calgary AB T2E 2R2	9,646.30
VRAK	1800 Avenue McGill College, Bureau 1600 Montreal PQ H3A 3J6	96.54
Z	1800 Avenue McGill College, Bureau 1600 Montreal PQ H3A 3J6	4,468.89

*Preliminary List of Creditors, as at June 18, 2019,
as submitted by the debtors,
without admission as to any liabilities or privilege herein shown*

**Amount Owed
(Cdn. \$) (1)**

Unsecured

Director

Jeff Wills

Note:

1. An amount of \$1.00 reflects that the balance due, if any, is undetermined or unknown.



Bankruptcy and Insolvency Act (“Act”)

Proof of Claim

(Section 50.1, 81.5, 81.6, Subsections 65.2(4), 81.2(1), 81.3(8), 81.4(8), 102(2), 124(2), 128(1),
and Paragraphs 51(1)(e) and 66.14(b) of the Act)

All notices or correspondence regarding this claim must be forwarded to the following address:

Creditor Name:	_____	Telephone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
Account No.:	_____		

In the matter of the bankruptcy (or the proposal, or the receivership) of _____ (name of debtor) of _____ (city and province) and the claim of _____, creditor.

I, _____ (name of creditor or representative of the creditor), of _____ (city and province), do hereby certify:

1.

That I am a creditor of the above-named debtor (or that I am _____ (state position or title) of _____ (name of creditor)).
2.

That I have knowledge of all the circumstances connected with the claim referred to below.
3.

That the debtor was, at the date of bankruptcy, (or the date of the receivership, or in the case of a proposal, the date of the notice of intention or of the proposal, *if no notice of intention was filed*), namely the _____ day of _____, _____, and still is, indebted to the creditor in the sum of \$ _____, as specified in the statement of account (or affidavit) attached and marked Schedule "A", after deducting any counterclaims to which the debtor is entitled. *(The attached statement of account or affidavit must specify the vouchers or other evidence in support of the claim.)*
4.

(Check and complete appropriate category.)

☐ **A. UNSECURED CLAIM OF \$ _____**
(other than as a customer contemplated by Section 262 of the Act)
That in respect of this debt, I do not hold any assets of the debtor as security and
(Check appropriate description.)

☐ Regarding the amount of \$ _____, I do not claim a right to a priority.

☐ Regarding the amount of \$ _____, I claim a right to a priority under Section 136 of the Act.
(Set out on an attached sheet details to support priority claim.)

☐ **B. CLAIM OF LESSOR FOR DISCLAIMER OF A LEASE \$ _____**
That I hereby make a claim under Subsection 65.2(4) of the Act, particulars of which are as follows:
(Give full particulars of the claim, including the calculations upon which the claim is based.)

☐ **C. SECURED CLAIM OF \$ _____**
That in respect of this debt, I hold assets of the debtor valued at \$ _____ as security, particulars of which are as follows:
(Give full particulars of the security, including the date on which the security was given and the value at which you assess the security, and attach a copy of the security documents.)

☐ **D. CLAIM BY FARMER, FISHERMAN OR AQUACULTURIST OF \$ _____**
That I hereby make a claim under Subsection 81.2(1) of the Act for the unpaid amount of \$ _____ (Attach a copy of sales agreement and delivery receipts.)

☐ **E. CLAIM BY WAGE EARNER OF \$ _____**

☐ That I hereby make a claim under Subsection 81.3(8) of the Act in the amount of \$ _____

☐ That I hereby make a claim under Subsection 81.4(8) of the Act in the amount of \$ _____

☐ **F. CLAIM BY EMPLOYEE FOR UNPAID AMOUNT REGARDING PENSION PLAN OF \$ _____**

☐ That I hereby make a claim under Subsection 81.5 of the Act in the amount of \$ _____

☐ That I hereby make a claim under Subsection 81.6 of the Act in the amount of \$ _____

☐ **G. CLAIM AGAINST DIRECTOR \$ _____**
(To be completed when a proposal provides for the compromise of claims against directors.)
That I hereby make a claim under Subsection 50(13) of the Act, particulars of which are set out on the attached sheet(s). (Give full particulars of the claim, including the calculations upon which the claim is based.)

☐ **H. CLAIM OF A CUSTOMER OF A BANKRUPT SECURITIES FIRM \$ _____**
That I hereby make a claim as a customer for net equity as contemplated by Section 262 of the Act, particulars of which are set out on the attached sheet(s).
(Give full particulars of the claim, including the calculations upon which the claim is based.)

Proof of Claim

(Section 50.1, 81.5, 81.6, Subsections 65.2(4), 81.2(1), 81.3(8), 81.4(8), 102(2), 124(2), 128(1), and Paragraphs 51(1)(e) and 66.14(b) of the Act)

5. That, to the best of my knowledge, I am (or the above-named creditor is) (or am not or is not) related to the debtor within the meaning of Section 4 of the Act, and have (or has) (or have not or has not) dealt with the debtor in a non-arm's-length manner.
6. That the following are the payments that I have received from, the credits that I have allowed to, and the transfers at undervalue within the meaning of Subsection 2(1) of the Act that I have been privy to or a party to with the debtor within the three months (or, if the creditor and the debtor are related within the meaning of Section 4 of the Act or were not dealing with each other at arm's length, within the 12 months) immediately before the date of the initial bankruptcy event within the meaning of Subsection 2(1) of the Act: (Provide details of payments, credits and transfers at undervalue.)
7. (Applicable only in the case of the bankruptcy of an individual.)
- ☐ Whenever the trustee reviews the financial situation of a bankrupt to redetermine whether or not the bankrupt is required to make payments under Section 68 of the Act, I request to be informed, pursuant to Paragraph 68(4) of the Act, of the new fixed amount or of the fact that there is no longer surplus income.
- ☐ I request that a copy of the report filed by the trustee regarding the bankrupt's application for discharge pursuant to Subsection 170(1) of the Act be sent to the above address.

Dated at _____, this _____ day of _____, _____

Witness

Creditor

NOTE:
WARNINGS:

If an affidavit is attached, it must have been made before a person qualified to take affidavits.
A trustee may, pursuant to Subsection 128(3) of the Act, redeem a security on payment to the secured creditor of the debt or the value of the security as assessed, in a proof of security, by the secured creditor.
Subsection 201(1) of the Act provides severe penalties for making any false claim, proof, declaration or statement of account.

DIRECTIONS FOR COMPLETION OF THIS FORM ARE ON THE REVERSE SIDE

GENERAL PROXY

(Paragraphs 51(1)(e) and 66.15(3)(b) and Subsection 102(2))

In the matter of the bankruptcy) (or proposal) of _____ a bankrupt (or an insolvent)

I (or We), _____ (name of creditor), of _____. (name of city, town or village), a creditor in the above matter, hereby appoint _____, of _____, to be my (or our) general proxy in the above matter except as to the receipt of dividends, with (or without) power to appoint another general proxy in his or her place.

DATED AT _____ this _____ day of _____, _____

Witness

Individual Creditor OR Name of Corporate Creditor

Witness

Per:
Name and Title of Signing Officer

CHECKLIST FOR PROOF OF CLAIM

This checklist is provided to assist you in preparing the accompanying proof of claim form and, where required, proxy form in a complete and accurate manner. Please specifically check each requirement.

Under Section 109 of the [Bankruptcy and Insolvency Act](#) only those creditors who have filed their claims in the proper form with the trustee, before the time appointed for the meeting, are entitled to vote at the meeting.

Section 124 states that every creditor shall prove his claim and the creditor who does not prove his claim is not entitled to share in any distribution that may be made.

General

- The signature of a witness is required;
- The claim must be signed personally by the individual completing this declaration;
- Provide the complete address where all notices or correspondence are to be forwarded;
- The amount of the statement of account must correspond to the amount indicated on the proof of claim.

Notes:

- It is permissible to file a proof of claim by fax.
- A creditor may vote either in person or by proxy at any meeting of creditors if the proof of claim is filed with the trustee prior to the time appointed for the meeting.
- A quorum at any meeting of creditors consists of at least one creditor with a valid proof of claim in attendance in person or by proxy.
- A corporation may vote through an authorized agent or mandatary at meetings of creditors.
- In order for a duly authorized person to have a right to vote, they must be a creditor or be the holder of a properly executed proxy. The name of the creditor must appear in the proxy.
- A creditor who is participating in any distribution from an estate must have filed a proof of claim prior to the distribution being declared.
- In the case of an individual bankrupt, by checking the appropriate box or boxes at the bottom of the proof of claim form, you may request that the trustee advise you of any material change in the financial situation of the bankrupt or the amount the bankrupt is required to pay into the bankruptcy, and a copy of the trustee's report on the discharge of the bankrupt.

Paragraph 1

- Creditor must state full and complete legal name of company or firm;
- If the individual completing the proof of claim is not the creditor himself, he/she must state his/her position or title.

Paragraph 3

- The amount owing must be set out in paragraph 3.
- A detailed statement of account must be attached to the proof of claim and must show the date, the number and the amount of all the invoices or charges, together with the date, the number and the amount of all credits or payments. A statement of account is not complete if it begins with an amount brought forward.

Paragraph 4

- **Paragraph A** applies to *ordinary unsecured claims*. In addition to recording the amount of the claim, please indicate whether the claim has a priority pursuant to Section 136 of the Act.
- **Paragraph B** applies to lessor claims in a commercial proposal. Please ensure that the claim applies to a commercial proposal and, if so, include the full particulars of the claim.
- **Paragraph C** applies to *secured claims*. Please indicate the dollar value of the security and attach copies of the security document. In addition, please attach copies of the security registration documents, where appropriate.
- **Paragraph D** applies to *inventory claims of farmers, fishermen and aquaculturists*. Please note that such claims apply only to inventory supplied from farmers, fishermen and aquaculturists within 15 (fifteen) days of the date of bankruptcy. In addition, please attach copies of any applicable sales agreements and delivery slips.
- **Paragraph E** applies to *claims by wage earners*. Please note that such claims apply only for unpaid wages owed upon the bankruptcy of an employer or when the employer becomes subject to a receivership.
- **Paragraph F** applies to *claims by employees for unpaid amounts regarding pension plans*. Please note that such claims apply only to unremitted pension contributions outstanding when the sponsoring employer becomes bankrupt or is subject to a receivership.
- **Paragraph G** applies to *claims against directors*. Please note that such claims apply only to directors of corporations that have filed a commercial proposal to creditors that includes a compromise of statutory claims against directors.
- **Paragraph H** applies to *claims of customers of a bankrupt securities firm*. Please ensure that the claim of the customer is for net equity and, if so, include the full particulars of the claim, including the calculations upon which the claim is based.

Paragraph 5

- All claimants must indicate whether or not they are related to the debtor, as defined in Section 4 of the Act, or dealt with the debtor in a non-arm's-length manner.

Paragraph 6

- All claimants must attach a detailed list of [all payments or credits](#) received or granted, as follows:
 - a) Within the three (3) months preceding the initial bankruptcy event (including the bankruptcy or the proposal), in the case where the claimant and the debtor are not related;
 - b) Within the twelve (12) months preceding the initial bankruptcy event (including the bankruptcy or the proposal), in the case where the claimant and the debtor were not dealing at arm's length.

APPOINTING PROXY

Note: The Act permits a proof of claim to be made by a duly authorized representative of a creditor but, in the absence of a properly executed proxy, does not give such an individual the power to vote at the first meeting of creditors nor to act as the proxyholder of the creditors.

General

- In order for duly authorized persons to have a right to vote, they must themselves be creditors or be the holders of a properly executed proxy. The name of the creditor must appear in the proxy.

Notes:

- A creditor may vote either in person or by proxyholder.
- A proxy may be filed at any time prior to a vote at a meeting of creditors.
- A proxy can be filed with the trustee in person, by mail or by any form of telecommunication.
- A proxy does not have to be under the seal of a corporation unless required by its incorporating documents or its bylaws.
- The individual designated in a proxy cannot be substituted unless the proxy provides for a power of substitution.
- Bankrupts/debtors may not be appointed as proxyholders to vote at any meeting of their creditors.
- The trustee may be appointed as a proxyholder for any creditor.
- A corporation cannot be designated as a proxyholder.