

INSTRUCTION LETTER FOR THE CLAIMS PROCEDURE OF  
**QUATTRO EXPLORATION AND PRODUCTION LTD. ("Quattro")**

By order of the Honourable Mr. Justice C.M. Jones of the Court of Queen's Bench of Alberta dated November 23, 2016 (the "**Claims Procedure Order**"), under the *Companies' Creditors Arrangement Act*, RSC 1985, c C-36, as amended (the "**CCAA**"), Quattro has been authorized to conduct a claims procedure (the "**Claims Procedure**"). A copy of the Claims Procedure Order may be found on the Monitor's website at: [www.insolvency.net/quattro-exploration-production-ltd/](http://www.insolvency.net/quattro-exploration-production-ltd/)

This letter provides instructions for completing a Proof of Claim. For your information, there is currently no proposed plan under the CCAA or any other contemplated distribution. Quattro is still assessing its various restructuring options.

Unless otherwise defined, all capitalized terms used herein shall have the meaning given to those terms in the Claims Procedure Order. Please review the enclosed material for the complete definitions of "Claim", "Pre-Filing Claim", and "Subsequent Claim" to which the Claims Procedure apply.

The Claims Procedure is intended for any Person with any Claims of any kind or nature whatsoever against Quattro and its present and former Directors and Officers ("Directors/Officers"), whether liquidated, unliquidated, contingent or otherwise.

Instructions for completing a Proof of Claim are as follows. Any further enquiries with respect to the Claims Procedure can be addressed to:

THE MONITOR:

**Hardie & Kelly Inc.**

110, 5800 - 2nd Street SW

Calgary, AB T2H 0H2

Attention: Charla Smith

Telephone: 403-536-8506

Fax: 403-640-0591

E-mail: [quattroclaims@insolvency.net](mailto:quattroclaims@insolvency.net)

### **For Creditors submitting a Proof of Claim**

All Proofs of Claim for all **Pre-Filing Claims** (i.e., Claims against Quattro and its Directors and Officers arising prior to the Filing Date) must be received by the Monitor **before 5:00 p.m. (Mountain Time) on December 21, 2016** (the "**Claims Bar Date**").

All Proofs of Claim for **Subsequent Claims** (i.e., Claims against Quattro and its Directors and Officers arising on or after the Filing Date) must be received by the Monitor by the later of the date that is: **(i) 15 days after the date on which the Monitor sends this Claims Package to a Creditor; and (ii) the Claims Bar Date** (the "**Subsequent Claims Bar Date**").

Additional Proof of Claim forms can be found on the Monitor's website at [www.insolvency.net/quattro-exploration-production-ltd/](http://www.insolvency.net/quattro-exploration-production-ltd/) or obtained by contacting the Monitor at the address indicated above and providing particulars as to your name, address, facsimile number and e-mail address. Once the Monitor has this information, you will receive, as soon as practicable, additional Proof of Claim forms.

**PROOFS OF CLAIM WHICH ARE NOT RECEIVED BY THE CLAIMS BAR DATE OR SUBSEQUENT CLAIMS BAR DATE, AS APPLICABLE, WILL BE BARRED AND EXTINGUISHED FOREVER.**

### **Instructions for completing a Proof of Claim form**

In completing the attached form, your attention is directed to the notes on the form and to the following requirements:

#### **Proof of Claim:**

1. The form must be completed by an individual and not by a corporation. If you are acting for a corporation or other person, you must state the capacity in which you are acting, such as, "Credit Manager", "Treasurer", "Authorized Agent", etc., and the full legal name of the party you represent.
2. The person signing the form must have knowledge of the circumstances connected with the claim.
3. A Statement of Account containing details of claims must be attached and marked Schedule "A". It is necessary that all creditors indicate the date and location of the delivery of all goods and/or services. Any amounts claimed as interest should be clearly noted as being for interest.
4. The nature of the claim must be indicated by ticking the type of claim which applies. e.g. -

- i) Ticking (IV) indicates the claim is unsecured; and
- ii) Ticking (V) indicates the claim is secured, such as a mortgage, lease, or other security interest, and the value at which the creditor assesses the security must be inserted, together with the basis of valuation. Details of each item of security held should be attached as Schedule "B" and submitted with a copy of the chattel mortgage, conditional sales contract, security agreement, etc.

A creditor may have separate claims in different categories, in which case a separate claim form must be submitted for each claim.

- 5. The person signing the form must insert the place and date when the form was completed in the space provided, and such individual's signature must be witnessed.

**Filing of Claim:**

Completed forms must be delivered by prepaid ordinary mail, courier, personal delivery or electronic or digital transmission at the following address:

TO THE MONITOR:

**Hardie & Kelly Inc.**

110, 5800 - 2nd Street SW  
Calgary, AB T2H 0H2  
Attention: Charla Smith

Telephone: 403-536-8506

Fax: 403-640-0591

E-mail: [quattroclaims@insolvency.net](mailto:quattroclaims@insolvency.net)

WITH COPY TO THE DEBTOR:

**Quattro Exploration and Production Ltd.**

4110, 825 – 8th Avenue SW  
Calgary, Alberta T2P 2T3  
Attention: Michael Bejerman

Telephone: (403) 984-3917

Fax: (403) 984-3972

Email: michael.b@qxp-petro.com

DATED at 10:00 AM this 25th day of November, 2016.