

INSTRUCTION LETTER FOR THE FILING A CLAIM RE:  
**RICHDALE RESOURCES LTD. (“RICHDALE”)**

**CLAIMS WHICH ARE NOT RECEIVED BY THE LIQUIDATOR BY MARCH 15, 2020 MAY NOT BE ELIGIBLE FOR PAYMENT.**

**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:

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. The person signing the form must have knowledge of the circumstances connected with the claim.
2. 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.
3. The nature of the claim must be indicated by ticking the type of claim which applies. e.g. -
  - i) Ticking 2.(I) indicates the claim is unsecured; and
  - ii) Ticking 2.(II) 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.

4. 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 to the Liquidator by prepaid ordinary mail, courier, personal delivery or electronic or digital transmission at the following address:

**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: [csmith@insolvency.net](mailto:csmith@insolvency.net)