

Form 39
GENERAL PROXY

In the Matter of the Bankruptcy (or Proposal or consumer proposal) of _____,

a bankrupt (or insolvent person or a consumer debtor), I/We, _____
Name of Creditor

of _____
(name of city, town or village)

a creditor in the above matter, hereby appoint _____
to by my (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 _____ A.D., 20 _____

(witness)

(individual creditor)

Corporate Name

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.

GENERAL

- The claim must be signed.
- The signature of a witness is required.
- The form must be signed personally by the individual completing this declaration.
- Give 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.

PARAGRAPH (1) OF THE PROOF OF CLAIM

- 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 must state his position or title, i.e. Credit Manager, Authorized Agent, Secretary,

PARAGRAPH (3) OF THE PROOF OF CLAIM

- A detailed statement of account must be attached.
- The statement of account must be complete.

NOTE: 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 amount of all credits or payments. A statement of account is not complete if it begins with an amount brought forward.

PARAGRAPH (4) OF THE PROOF OF CLAIM

- An unsecured creditor must complete sub-paragraph (A).
- A preferred creditor must complete sub-paragraph (A) and provide details to support priority.
- A secured creditor must complete sub-paragraph (B) and provide a certified true copy of the security instrument as registered.
- Farmers, Fisherman, or Aquaculturists must complete sub-paragraph (C) and provide details of the unpaid amount.

PARAGRAPH (5) OF THE PROOF OF CLAIM

- All claimants must indicate if he/she is related to the debtor, as defined in Section 4 of the Bankruptcy and Insolvency Act, by striking out "is or is not".

PARAGRAPH (6) OF THE PROOF OF CLAIM

- All claimants attach a detailed list of all payments or credits received or granted, as follows:
 - a) within the three (3) months preceding the bankruptcy or the proposal, in the case where the claimant and the debtor are not related.
 - b) within the twelve (12) months preceding

CHECKLIST FOR PROXY

NOTE: The Bankruptcy and Insolvency Act permits a proof of claim to be made by a duly authorized agent of a creditor but this does not give such a person power to vote at the first meeting of creditors or to act as the proxy of the creditors.

GENERAL

- A creditor may vote either in person or by proxy.
- A debtor may not be appointed by proxy to vote at any meeting of creditors.
- A corporation may vote by an authorized agent at meeting of creditors.
- In order for a duly authorized person to have a right to vote he must himself be a creditor or be the holder of a properly executed proxy. The name of the creditor must appear in the proxy
- The trustee in bankruptcy may be named to exercise proxy.