

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

.....)

In the matter of the bankruptcy (or the proposal, or the receivership) of **CREATIVE BUILDING MAINTENANCE INC.** (name of debtor), of **Mississauga, Ontario** (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 **26<sup>th</sup> day of May, 2006** and still is, indebted to the creditor in the sum of \$....., as specified in the statement of account (or affidavit or solemn declaration) attached and marked Schedule "A", after deducting any counterclaims to which the debtor is entitled. (The attached statement of account, or affidavit or solemn declaration must specify the vouchers or other evidence in support of the claim.)

4. (Check and complete appropriate category.)

A. UNSECURED CLAIM OF \$ \_\_\_\_\_  
 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 LANDLORD 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 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 as follows:

*(Give full particulars of the claim, including the calculations upon which the claim is based.)*

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.
6. That the following are the payments that I have received from, and the credits that I have allowed to, the debtor within the three months (or, if the creditor and the debtor are related within the meaning of section 4 of the Act, within the 12 months) immediately before the date of the initial bankruptcy event within the meaning of Section 2 of the Act: (Provide details of payments and credits.)

*(Applicable ONLY in the case of the bankruptcy of an INDIVIDUAL)*

- I request to be advised of any material change in the financial situation of the bankrupt, pursuant to subparagraph 102 (3) (b) (i) of the Act.
- I request to be advised of any amendment made regarding the amount that the bankrupt is required to pay, pursuant to subsection 68 (4) of the Act.
- 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 .....

Phone Number : \_\_\_\_\_  
 Fax Number : \_\_\_\_\_  
 E-Mail Address : \_\_\_\_\_

**NOTE:** If an affidavit or solemn declaration is attached, it must have been made before a person qualified to take affidavits or solemn declarations.

**WARNINGS:** 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.

**General Proxy**

In the matter of the bankruptcy (or proposal or consumer proposal) of CREATIVE BUILDING MAINTENANCE INC. a bankrupt (or an insolvent person or a consumer debtor).

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 (city and province) ..... this ..... day of ....., .....

..... Witness	Individual Creditor ..... Signature
..... Witness	Name of Corporate Creditor ..... Name and Title of Signing Officer Per ..... ..... Signature

**CHECKLIST FOR PROOFS 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.

**GENERAL**

- The claim must be signed.
- The signature of a witness is required.
- The claim must be signed personally by the individual completing this declaration.
- Give the complete address where all notices or correspondence is to be forwarded.
- Give the amount of the statement of account or affidavit must correspond to the amount indicated on the proof of claim.
- The creditor must state the full and complete legal name of the company or firm.
- If the individual completing the proof of claim is not the creditor himself, he must state his position or title.

**SECTION 3 - STATEMENT OF DEBT**

- A detailed statement of account or affidavit must be attached.
- The statement of account must be complete and must include copies of original billings, invoices and/or other supporting documents.

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

**SECTION 4 - PRIORITY CLAIM**

- An unsecured creditor must complete part "A" and check appropriate description.
- A creditor claiming priority under section 136 must complete part "A" and check appropriate description.
- A secured creditor must complete part "B" and provide a copy of the security instrument as registered.
- Farmers, fishermen or aquaculturists must complete part "C".

**SECTION 5 - RELATIONSHIP OF THE CREDITOR/DEBTOR**

- All claimants must indicate if he or she is related to the debtor as defined in section 4(2) of the Bankruptcy and Insolvency Act, striking out "ARE" or "ARE NOT".

**SECTION 6 - COPIES OF ORIGINAL INVOICES, BILLINGS, ETC. ARE REQUIRED**

- All claimants must attach a detailed list of all payments or credits received or granted, as follows in a) or b):
  - 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 the bankruptcy or the proposal in the case where the claimant and the debtor are related.

**PROXY**

**GENERAL**

- A creditor may vote either in person or by proxy.
- A debtor may not be appointed a proxy to vote at any meeting of his creditors.
- The trustee may be appointed as a proxy for any creditor.
- A corporation may vote by an authorized agent only at the meeting of creditors.
- 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 unless a proxy has been given to the said agent.
- In order for a duly authorized person to have a right to vote he must himself be a creditor or be the holder of the properly executed proxy. The name of the creditor must appear in the proxy.
- Proofs of claim and related documents may be faxed to the Trustee's office.  
 Fax: 1-613-569-1116; Telephone: Ottawa, 613-569-4444