

## Appendix A

### Checklist for Proof of Claims

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

#### General

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

#### Paragraph I

- 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.

#### Paragraph II

- The statement of account must be complete.
- A detailed statement of account of the last three months 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.

**Paragraph IV**

- 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 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 proposal, in the case where the claimant and the debtor are related.

**Paragraph V**

- All claimants must indicate if he or she is related or not to the debtor, as defined in Section 4 of the Bankruptcy Act.