

**Tyam Civil Constructors Ltd.**  
**Trust Claim Settlement Program**  
**Checklist for Completing Proof of Trust Claim**

This checklist is provided to assist creditors in preparing the proof of trust claim form for the Trust Claim Settlement Program. Please specifically check each requirement.

**General**

- The signature of a witness is required.
- This Proof of Claim must be signed personally by the individual completing the declaration.
- Give the complete and correct address where all notices or correspondence are to be forwarded.
- The amount indicated on the statement of account (Schedule "A") must correspond to the amount indicated in section 4 of the proof of claim.

**Paragraph 1**

- Creditor must state full and complete legal name of the creditor making the claim.
- If the individual completing the proof of claim is not the creditor him/herself, he/she must state his/her position or title with the creditor on whose behalf the claim is being made.

**Paragraph 3**

- The statement of account (Schedule "A") must be complete and agree to the amount in paragraph 4 of the proof of claim.
- The statement of account (Schedule "A") must be accompanied by the supporting vouchers invoices, and/or purchase orders that agree to each amount listed on the statement of account.
- There must be a sufficient amount of evidence stated on the voucher, invoice and or purchaser orders to clearly support that the materials, work and/or the equipment were supplied to a specific job site (project), including applicable dates and any other relevant information supporting the trust claim.

**Paragraph 4**

- The amount claimed must agree to the amount indicated on the statement of account (Schedule "A").
- The claimant must specifically indicate to which project the claim relates. If the claimant performed work on more than one project, then proofs of claim should be completed for each separate project.

**Paragraph 5**

- If the claimant has received any payments from the Debtor or any other party in relation to its trust claim (e.g. bonding company) then the amount of the claim should be reduced by the amount of the payments already received and the amount and party making them should be included for our reference.

**Paragraph 6**

- Please confirm that a claim has not been made against any other party or, if so, indicate who else a claim has been made against and for what amount.