

GUIDE ON HOW TO COMPLETE THE PROOF OF CLAIM FORM AGAINST THE DEBTOR

This guide is designed to assist parties who wish to file a Proof of Claim against the Debtor listed below. For additional questions about how to complete your Proof of Claim, please refer to the Receiver's website (<https://www.raymondchabot.com/en/companies/public-records/s-e-c-le-gatsby-st-constant/>) or contact the Receiver, whose contact information appears below.

Additional copies of the Proof of Claim are available on the Receiver's website at the above address.

Please note that this document is only a guide. In case of disparity between the terms of this document and the terms of the *Claims Procedure Order* dated August 29, 2024 (the "**Order**"), the terms of the Order will prevail.

The Debtor is:

- Société en commandite le Gatsby – St-Constant.

SECTION A – PARTICULARS OF CREDITORS

1. The Creditor must write his full legal name, in the case of a company, its full corporate name;
2. If the Creditor is conducting business with the Debtor under one or more names which are different from the name under which it is registered, that fact must be stated, and copies of the relevant documentation provided as applicable.

SECTION B – NATURE OF CLAIM

1. The Creditor must separate the total amount of its Claim between amounts that are secured by a guarantee (security interest, hypothec, mortgage, etc.) and unsecured amounts;
2. Certain amounts that may be due to Creditors are not Claims and must not be indicated in the Proof of Claim forms, including amounts that may be due under obligations arising on or after the Determination date. For more information on this subject, please consult the *Claims Procedure Order*, available on the Receiver's website at <https://www.raymondchabot.com/en/companies/public-records/s-e-c-le-gatsby-st-constant/>.
3. **The Determination Date means: May 28, 2024.**

GENERAL

1. For the Proof of Claim to be valid, the following documents must be attached:
 - a. Service contract(s) and all notices of change;
 - b. Denunciation with proof of postage;
 - c. Detailed account statement showing all invoices and payments received;
 - d. Breakdown and copies of paid and unpaid invoices with timesheets;
 - e. All submitted partial and final quittances;
 - f. A list of goods and/or services and/or labor invoiced but not delivered, installed or performed, and their costs;
 - g. A list of subcontractors and suppliers who have worked for you on this project and the amounts paid and unpaid;
 - h. All other documents relevant to the contract.

2. The Proof of Claim must be signed by a duly authorized representative of the Creditor before a witness.
3. The completed Proof of Claim together with supporting documents must be received by Raymond Chabot Inc. **no later than 4:30 p.m. (Montreal Time) on September 30, 2024** (the “**Claims Bar Date**”) by mail, courier or email at the following address:

RAYMOND CHABOT INC.,
Receiver
c/o Alexander Lee, CPA
600 de La Gauchetière Street West, Suite 2000
Montreal, Québec H3B 4L8
Email: reclamation-claims@rcgt.com

CLAIMS THAT ARE NOT RECEIVED BY THE CLAIMS BAR DATE WILL FOREVER BE BARRED AND EXTINGUISHED.