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CANADA  
PROVINCE OF QUEBEC  
DISTRICT OF MONTREAL  
Court No : 500-11-057458-198

**SUPERIOR COURT**  
Commercial Division

IN THE MATTER OF THE LIQUIDATION OF :                      BRITISH CONTROLLED OILFIELDS LTD.

*Company*

- and -

KPMG INC.

*Liquidator*

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**INSTRUCTIONS ON HOW TO COMPLETE THE PROOF OF CLAIM**

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Reference is made to the Claims Procedure Order rendered by the Court on November 22, 2019 (hereinafter the “**Claims Procedure Order**”), a copy of which is available on the Liquidator’s Website by following this link: [www.kpmg.com/ca/bco](http://www.kpmg.com/ca/bco)

All capitalized terms not otherwise defined herein have the meaning ascribed to them in the Claims Procedure Order.

The present instruction sheet aims to assist Creditors or Holders of Shares in completing their Proof of Claim. If you have other questions on how to complete the Proof of Claim or if you need additional examples, please consult the Liquidator’s Website at the below-mentioned address or contact the Liquidator at the coordinates mentioned at the end of the present document.

Please note that the present document is only a guide and in case of conflict between its content and the Claims Procedure Order, the terms of the latter will prevail.

**CREDITOR / HOLDER OF SHARES**

- Any Creditor or Holder of Shares who wishes to assert a Claim against the Company must complete a Proof of Claim.
- Creditors and Holders of Shares must include all the Claims they assert against the Company in a single Proof of Claim.
- The full legal name of the Creditor or the Holder of Shares must be indicated in **Part A** of the Proof of Claim, as well as the name under which it does business, if different.
- If the Creditor or the Holder of Shares does business under one or many other names, please indicate them on a distinct schedule to be attached in support of your Proof of Claim.
- If the Claim is assigned or transferred to another party, you must also complete **Part B** of the Proof of Claim.
- Unless the Claim has been assigned or transferred, all communications, all notices, etc. regarding the Claim will be sent to the address and to the contact person indicated in **Part A** of the Proof of Claim.

**British Controlled Oilfields Ltd.**

*Instructions on how to complete the proof of claim*

**ASSIGNEE**

- If the Creditor or the Holder of Shares has assigned or otherwise transferred its Claim, he must complete **Part B** of the Proof of Claim.
- The full legal name of the assignee should be given.
- If the assignee does business under one or many names, please indicate them on a distinct schedule to be attached with the supporting documents.
- Proofs of assignment must be provided. If the Liquidator is of the opinion that there has been an assignment or a transfer, all communications, all notices, etc. regarding the Claim will be sent to the address and to the contact person indicated in **Part B** of the Proof of Claim.

**AMOUNT OF CLAIM**

- Creditor: Indicate the value for which the Company is indebted to the Creditor.
- Holder of Shares: Indicate the number of shares held of the Company.

**Currency**

- The amount of the Claim must be indicated in the currency in which the Claim was originated.
- If the Claim is made in different currencies, indicate each amount of Claim made in a different currency on a distinct line. If there is not enough space, provide a schedule with the required information.
- The Liquidator will convert to Canadian dollars the Claims made in another currency by means of the Bank of Canada's spot rate of exchange for exchanging currency to Canadian dollars on the Bar Date.

**DOCUMENTATION**

- In order for the Proof of Claim to be valid, all the supporting documents necessary to prove your Claim, including all relevant originals, must be annexed to the Proof of Claim.
- These documents must include, without limiting the foregoing, all details of the Claim, including the share certificates, the description of the transaction(s) or the agreement(s) giving rise to the Claim, the amount, the invoices, the statements of account and the details regarding all the credits and discounts claimed.

**ATTESTATION**

- The Proof of Claim must be signed by a duly authorized representative of the Creditor or the Holder of Shares and before a witness.
- The person who signs the Proof of Claim must:
  - be the Creditor or the Holder of Shares or their authorized representative;
  - be aware of all circumstances regarding the Claim at issue.
- By signing and submitting the Proof of Claim, the Creditor or the Holder of Shares asserts the Claim against the Company by attesting its accuracy and its compliance to the Claims Procedure Order.

**FILING THE PROOF OF CLAIM**

- The Proof of Claim must be received by the Liquidator at the latest at the Bar Date, which is at **5:00 p.m. EST on January 15, 2020** by email, by fax, by mail, by registered mail, by messenger or in person at the following coordinates:

**KPMG Inc.**

Court-appointed Liquidator of British Controlled Oilfields Ltd.  
Tour KPMG, Suite 1500  
600 de Maisonneuve Blvd. West  
Montreal (Québec) H3A 0A3

Tel: 514-840-2100  
Fax: 514-840-2121  
Email: [bco@kpmg.ca](mailto:bco@kpmg.ca)

**THE CLAIMS THAT ARE NOT RECEIVED AT THE LATEST ON THE BAR DATE WILL BE FOREVER BARRED AND EXTINGUISHED AFTER THE ISSUANCE OF THE DISTRIBUTION ORDER. YOU WILL NOT BE FURTHER NOTIFIED.**