

**PROOF OF CLAIM INSTRUCTION LETTER OF  
ORIGINAL TRADERS ENERGY LTD., 2496750 ONTARIO INC., OTE LOGISTICS LP AND  
ORIGINAL TRADERS ENERGY LP**

(collectively, the “OTE Group”)

## CLAIMS PROCEDURE

By Order of the Ontario Superior Court of Justice (Commercial List) dated April 27, 2023 (as such Order may be amended from time to time, the “**Claims Procedure Order**”) under the *Companies’ Creditors Arrangement Act*, R.S.C. 1985, c. C-36 (the “**CCAA**”), the OTE Group and KPMG Inc., in its capacity as the Court-appointed monitor of the OTE Group (the “**Monitor**”), have been authorized to conduct a claims procedure (the “**Claims Procedure**”). A copy of the Claims Procedure Order and other public information concerning this proceeding can be obtained from the Monitor’s website at <http://home.kpmg/ca/OTEGroup>.

This letter provides general instructions for completing a Proof of Claim form. Capitalized terms not defined within this instruction letter shall have the meaning ascribed thereto in the Claims Procedure Order.

The Claims Procedure is intended to identify and determine the amount of any claims against the OTE Group or any or all of their respective current or former Directors or Officers, whether unliquidated, contingent or otherwise, that are to be affected in the plan of compromise or arrangement being pursued by the OTE Group under the CCAA. Please review the Claims Procedure Order for the full terms of the Claims Procedure.

All forms and inquiries with respect to the Claims Procedure should be directed to the Monitor by prepaid registered mail, courier, personal delivery, facsimile transmission, email, or telephone at the address below:

KPMG Inc., Court-appointed Monitor of the OTE Group

Claims Process

333 Bay Street, Suite 4600  
Bay Adelaide Centre  
Toronto, ON M5H 2S5

Attention: Chris Gard / Broderick Lomax  
Telephone: 1-833-665-0666 (toll free within North America)  
416-468-7000 (local)  
Fax: 416-777-8818  
Email: [OTEGroup@kpmg.ca](mailto:OTEGroup@kpmg.ca)

## FOR CREDITORS SUBMITTING A PROOF OF CLAIM

If you believe that you have a Pre-Filing Claim against any of the OTE Group, you must complete and file a Proof of Claim form with the Monitor. All Proofs of Claim for Pre-Filing Claims (i.e. Claims against the OTE Group arising prior to the Filing Date) **must be received by the Monitor before 5:00 p.m. (Eastern Time) on June 27, 2023** (the “**Claims Bar Date**”). If you do not file a Proof of Claim in respect of any such Claims by the Claims Bar Date, you shall not be entitled to vote at the meeting of creditors regarding

any plan of compromise or arrangement being proposed by the OTE Group or participate in any distribution under such plan in respect of such Claims and any such Claims shall be forever extinguished and barred.

All Proofs of Claim for Restructuring Period Claims (i.e. Claims arising on or after the Filing Date arising out of the restructuring, disclaimer, repudiation or termination by the OTE Group of any contract, lease, employment agreement or arrangement or other agreement or obligation) **must be received by the Monitor before 5:00 p.m. (Eastern Time) on the later of the Claims Bar Date and the date that is thirty (30) days after the Monitor sends a Claims Package with respect to a Restructuring Period Claim** (the “**Restructuring Period Claims Bar Date**”). If you do not file a Proof of Claim in respect of any such Restructuring Period Claims by the Restructuring Claims Bar Date, you shall not be entitled to vote at the meeting of creditors regarding any plan of compromise or arrangement being proposed by the OTE Group or participate in any distribution under such plan in respect of such Claims and any such Claims you may have against the OTE Group shall be forever extinguished and barred.

### **ADDITIONAL FORMS**

Additional Proof of Claim forms can be obtained from the Monitor’s website at <http://home.kpmg/ca/OTEGroup> or by contacting the Monitor.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.