

**Notice To Creditors Of Victorian Order Of Nurses For Canada**

**NOTICE OF CLAIMS PROCESS FOR VICTORIAN ORDER OF NURSES FOR CANADA (“VON CANADA”)  
PURSUANT TO THE COMPANIES’ CREDITORS ARRANGEMENT ACT (THE “CCAA”)**

By Order of the Ontario Superior Court of Justice (Commercial List) (the “**Court**”) dated November 25, 2015 (as amended, the “**Initial Order**”), VON Canada, among others, filed for and obtained relief from its creditors under the *Companies’ Creditors Arrangement Act* (the “**CCAA**”). Pursuant to the Initial Order, Collins Barrow Toronto Limited was appointed by the Court as monitor in VON Canada’s CCAA proceeding (the “**Monitor**”).

PLEASE TAKE NOTICE that on February 24, 2016, the Court issued an order (the “**Claims Procedure Order**”), a copy of which can be found on the Monitor’s Website: <http://www.collinsbarrow.com/en/cbn/restructuring-and-recovery-engagements/v-o-n>, requiring that all Persons who assert:

- a Pre-Filing Claim and/or a Director/Officer Claim (capitalized terms used in this notice and not otherwise defined have the meaning given to them in the Claims Procedure Order) against VON Canada and/or the Directors and/or the Officers of VON Canada **must file a Proof of Claim with the Monitor on or before 4:00 p.m. (Toronto time) on April 29, 2016 (the “Pre-Filing Claims Bar Date”)**; or
- a Restructuring Claim against VON Canada **must file a Proof of Claim with the Monitor by the later of:**
  - a) **in the case of Restructuring Claims arising before the date of the Claims Procedure Order, the Pre-Filing Claims Bar Date; and**
  - b) **in the case of Restructuring Claims arising on or after the date of the Claims Procedure Order, the later of:**
    - (1) **the Pre-Filing Claims Bar Date; and**
    - (2) **4:00 p.m. (Toronto Time) on the date that is 20 Business Days after the Monitor sends a Proof of Claim Document Package with respect to a Restructuring Claim in accordance with paragraph 9 of the Claims Procedure Order;**

**(the “Restructuring Claims Bar Date”)**

**by sending the Proof of Claim to the Monitor by prepaid ordinary mail, registered mail, courier, personal delivery, facsimile or other electronic transmission at the address of the Monitor listed below.**

Proof of Claim Document Packages including the Proof of Claim may be obtained from the Monitor’s website or by contacting the Monitor by prepaid ordinary mail, registered mail, courier or by telephone or email at the address of the Monitor listed below.

**IF YOUR PROOF OF CLAIM IS NOT RECEIVED BY THE MONITOR BY THE PRE-FILING CLAIMS BAR DATE OR THE RESTRUCTURING CLAIMS BAR DATE, AS APPLICABLE, YOUR CLAIM AGAINST VON CANADA AND/OR THE OFFICERS AND/OR THE DIRECTORS WILL BE BARRED AND EXTINGUISHED FOREVER.**

**Address of the Monitor:**

Collins Barrow Toronto Limited  
Court-appointed Monitor of Victorian Order Of Nurses For Canada  
Collins Barrow Place  
11 King Street West, Suite 700, Toronto, Ontario M5H 4C7

Attention: Jeffrey Berger  
Telephone: (647) 726-0496  
Facsimile: (416) 480-2646  
E-mail: [cbtlmonitor@collinsbarrow.com](mailto:cbtlmonitor@collinsbarrow.com)

## INSTRUCTION LETTER

Pursuant to an Order of the Ontario Superior Court of Justice dated February 24, 2016, (the “**Claims Procedure Order**”), Victorian Order Of Nurses For Canada (“**VON Canada**”) has been authorized to conduct a claims procedure. A copy of the Claims Procedure Order is available on the Monitor’s website at <http://www.collinsbarrow.com/en/cbn/restructuring-and-recovery-engagements/v-o-n>.

This Guide has been prepared to assist Persons asserting a Claim in filling out the Proof of Claim form with respect to VON Canada. If you have any additional questions regarding completion of the Proof of Claim form, please consult the Monitor’s website or contact the Monitor at the coordinates shown below.

In the event of any inconsistency between the terms of this guide and the terms of the Claims Procedure Order, the terms of the Claims Procedure Order will govern. Capitalized terms used herein and not otherwise defined have the meanings ascribed to them in the Claims Procedure Order.

Additional copies of the Proof of Claim form may be found at the Monitor’s website address noted above.

### **Section 1 – Particulars of Creditor**

- A separate Proof of Claim form must be filed by each legal entity or person asserting a Claim.
- A Person asserting a Claim shall include any and all Claims it asserts in a single Proof of Claim.
- The full legal name of the Person asserting the Claim must be provided.
- If the Person asserting the Claim operates under a different name, or names, please indicate this in a separate schedule in the supporting documentation.
- If the Claim has been assigned or transferred to another party, the steps in Section 2 must also be completed.
- Unless the Claim is assigned or transferred, all future correspondence, notices, etc. regarding the Claim will be directed to the address and contact indicated in the Proof of Claim.

### **Section 2 – Particulars of Original Creditor in case of Assignment**

- If the holder of a Claim is the assignee of its Claim, then the steps in this Section 2 must be completed.
- The full legal name of the original creditor must be provided.
- If the assignor operates under a different name, or names, please indicate this in a separate schedule in the supporting documentation.
- Please provide particulars of assignment in a separate schedule.

- If the Monitor is satisfied that an assignment or transfer has occurred, all future correspondence, notices, etc. regarding the Claim will be directed to the assignee at the address and contact indicated in the Proof of Claim.

### **Section 3 – Amount of Claim**

- Indicate the amount VON Canada or the Officer(s) or Director(s) was and still is indebted to the Person asserting the Claim.

#### *Currency, Original Currency Amount*

- The amount of the Claim must be provided in the currency in which it arose.
- Indicate the appropriate currency in the Currency column.
- If the Claim is denominated in multiple currencies, use a separate line to indicate the Claim amount in each such currency. If there are insufficient lines to record these amounts, attach a separate schedule indicating the required information.
- Claims denominated in a currency other than Canadian dollars will be converted into Canadian dollars by the Monitor using the Bank of Canada noon spot exchange rate on the Filing Date.

#### *Secured*

- Complete this section ONLY if the Claim recorded on that line is secured. Do not complete this section if your Claim is unsecured.
- If the value of the collateral securing your Claim is less than the amount of your Claim, enter the shortfall portion on a separate line as an unsecured claim.
- Evidence supporting the security you hold must be submitted with the Proof of Claim form. Provide full particulars of the nature of the security, including the date on which the security was given and the value you attribute to the collateral securing your Claim. Attach a copy of all related security documents.

#### *Priority*

- Complete this section ONLY if the amount of your Claim has a right to priority pursuant to Section 136 of the Bankruptcy and Insolvency Act (Canada) (the “**BIA**”) or would be entitled to claim such a priority if this Proof of Claim were being filed in accordance the provisions of the BIA.
- If a priority claim is being asserted, please provide details as to the nature of the claim being asserted, and the basis for priority on which you rely.

#### *Restructuring*

- Complete this section ONLY if the amount of the Claim against VON Canada arose out of the restructuring, termination, repudiation, or disclaimer or breach of any lease, contract, employment agreement or other agreement or obligation after the Filing Date .

#### *Officers and Directors*

- Complete this section only if the Claim you are making is being asserted against an Officer or Director of VON Canada.
- You must identify the individual Officer(s) or Director(s) against whom you are asserting the Claim.

### **Section 4 – Particulars of Claim**

- Attach to the Proof of Claim form all particulars of the Claim and supporting documentation, including amount, description of transaction(s) or agreement(s) giving rise to the Claim, name of any guarantor which has guaranteed the Claim and amount of

invoices, particulars of all credits, discounts, etc. claimed, description of the security, if any, granted by VON Canada or any Officer or Director to the holder of the Claim and estimated value of such security and particulars of any restructuring claim.

### **Certification**

- The person signing the Proof of Claim form should
  - be the holder of the Claim, or authorized Representative of the holder of the Claim.
  - have knowledge of all the circumstances connected with this Claim.
- By signing and submitting the Proof of Claim, the Creditor is asserting the Claim against VON Canada and / or the indicated Officer(s) or Director(s)

### **Filing of Claim**

- For Persons wishing to assert a Pre-Filing Claim and/or a Director/Officer Claim, this Proof of Claim **must be received** by the Monitor by no later than 4:00 p.m. (Toronto time) on April 29, 2016 (the “**Pre-Filing Claims Bar Date**”). For Persons wishing to assert a Restructuring Claim, this Proof of Claim **must be received** by the Monitor by the later of:
  - a) in the case of Restructuring Claims arising before the date of the Claims Procedure Order, the Pre-Filing Claims Bar Date; and
  - b) in the case of Restructuring Claims arising on or after the date of the Claims Procedure Order, the later of:
    - (1) the Pre-Filing Claims Bar Date; and
    - (2) 4:00 p.m. (Toronto Time) on the date that is 20 Business Days after the Monitor sends a Proof of Claim Document Package with respect to a Restructuring Claim in accordance with paragraph 9 of the Claims Procedure Order;
- Proofs of Claim should be sent by prepaid ordinary mail, registered mail, courier, personal delivery, facsimile or other electronic transmission to the following address:

Collins Barrow Toronto Limited  
Court-appointed Monitor of Victorian Order Of Nurses For Canada  
11 King Street West, Suite 700  
Toronto, Ontario M5H 4C7

Attention: Jeffrey Berger  
Telephone: (647) 726-0496  
Facsimile: (416) 480-2646  
E-mail: [cbtlmonitor@collinsbarrow.com](mailto:cbtlmonitor@collinsbarrow.com)

**Failure to file your Proof of Claim so that it is received by the Monitor by 4:00 p.m. Toronto time on the applicable claims bar date will result in your claim being barred and you will be prevented from making or enforcing a Claim against VON Canada or any current or former Officer or Director of VON Canada. In addition, you shall not be entitled to further notice in and shall not be entitled to participate as a Creditor in these proceedings.**

**In the Matter of Proceedings under the Companies' Creditors Arrangement Act  
in respect of Victorian Order Of Nurses For Canada**

**PROOF OF CLAIM**

**1. Particulars of Creditor:**

- (1) Full Legal Name of Creditor: \_\_\_\_\_
- (2) Full Mailing Address of Creditor: \_\_\_\_\_
- (3) Telephone Number of Creditor: \_\_\_\_\_
- (4) Facsimile Number of Creditor: \_\_\_\_\_
- (5) E-mail Address of Creditor: \_\_\_\_\_
- (6) Attention (Contact Person): \_\_\_\_\_

**2. Particulars of Original Creditor from Whom You Acquired Claim, if Applicable:**

- (1) Have you acquired this Claim by assignment?

Yes [  ] No [  ]

(if yes, attach documents evidencing assignment)

- (2) Full Legal Name of original creditor(s): \_\_\_\_\_

**3. Claim:**

I, ....., [*name of Creditor or authorized representative of the Creditor*], do hereby certify that I am the Creditor/hold the position of ..... of the Creditor and have knowledge of all the circumstances connected with the Claim described herein; and

The Creditor makes the following Claim against Victorian Order Of Nurses For Canada and/or the Directors/Officers of Victorian Order Of Nurses For Canada:

Nature of Claim	Claim Amount	Currency*	Claim as at
Pre-Filing Claim			November 25, 2015
Restructuring Claim			
Priority Claim			November 25, 2015
Secured Claim			November 25, 2015
Director/Officer Claim			November 25, 2015

\* Assumes Canadian funds unless indicated otherwise.

**4. Particulars of Claim:**

The particulars of the undersigned's total Claim are attached.

*(Attach a schedule setting forth full particulars of the Claim(s) against VON Canada and/or the Directors and/or the Officers of VON Canada and supporting documentation, including amount, description of transaction(s) or agreement(s) giving rise to the Claim(s), name of any guarantor(s) which has guaranteed the Claim(s), and amount of Claim(s) allocated thereto, date and number of all invoices, particulars of all credits, discounts, etc. claimed, description of the security, if any, granted by VON Canada to the Creditor or title retention arrangement with VON Canada and estimated value of such security or title retention arrangement).*

**THIS PROOF OF CLAIM MUST BE RETURNED TO AND RECEIVED BY THE MONITOR BY 4:00 P.M. (TORONTO TIME) ON THE CLAIMS BAR DATE (FOR PRE-FILING CLAIMS, APRIL 29, 2016) AT THE FOLLOWING ADDRESS:**

COLLINS BARROW TORONTO LIMITED  
11 King Street West, Suite 700  
PO Box 27  
Toronto, Ontario M5H 4C7

Attention: Jeffrey Berger  
Telephone: (647) 726-0496  
Facsimile: (416) 480-2646  
E-mail: cbtlmonitor@collinsbarrow.com

**DATED** at ..... this ..... day of ....., 2016.

Witnessed by:

*[If Creditor is individual]*

\_\_\_\_\_

*(sign)*

\_\_\_\_\_

\_\_\_\_\_  
Print Name

*[If Creditor is corporation]*

\_\_\_\_\_  
[Print name of Creditor]

Per: *(sign)*

\_\_\_\_\_  
Authorized Signing Officer