

**In the Matter of the bankruptcy of Newgen Restaurant Services Inc.**  
**Wage Earners Protection Program (“WEPP”) Frequently Asked Questions**

**1. What is WEPP?**

The Wage Earner Protection Program (WEPP) is a government program that helps former employees who are owed wages by an employer that is bankrupt or in receivership. Former employees may apply to the WEPP and receive a payment for eligible outstanding wages up to an amount equal to 7 times the maximum weekly insurable earnings under the [Employment Insurance Act](#) (\$7,296.17 for 2020).

**2. What is the Trustee’s involvement in the WEPP process?**

On June 26, 2020, Newgen Restaurant Services Inc. (“**Newgen**”) filed for bankruptcy and RSM Canada Limited (the “**Trustee**”) was appointed as the Trustee of the estate.

The Trustee mailed an information package to all eligible employees on June 30, 2020, which included the following:

- Letter explaining how the WEPP works;
- Proof of Claim form; and
- Schedule “A” summarizing the amounts owed to the employee.

The Trustee has partially completed the Proof of Claim form. Each employee must review the form and if you agree with the numbers, sign and date the form and have someone witness it.

If you have not received your WEPP information package, please contact Ms. Echa Odeh:

**Email:** [echa.odeh@rsmcanada.com](mailto:echa.odeh@rsmcanada.com).

**Phone:** 647-730-3728

**3. How do I apply for WEPP?**

Please follow these instructions to apply for WEPP: Both Step 1 and Step 2 must be completed to apply for WEPP.

Step 1      Submit the completed Proof of Claim form to the Trustee.

Step 2      After you have submitted your Proof of Claim form to the Trustee, go to the WEPP website to fill out your WEPP forms online:

<https://www.canada.ca/en/employment-social-development/services/wage-earner-protection/employee/apply.html>

- Under section “5. Apply”, choose the “[apply online for the WEPP](#)” in the first line of the webpage.
- Follow the steps to submit your WEPP Eligible Wage Claim. The information you need to apply is on Schedule “A” that was sent to you by the Trustee.

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- If you need assistance in completing or submitting the WEPP form online, please contact the WEPP at:

**Phone:** 1-866-683-6516

**Website:** [www.servicecanada.gc.ca/en/sc/wepp/apply/how.shtml](http://www.servicecanada.gc.ca/en/sc/wepp/apply/how.shtml)

If you do not wish to apply online, you can obtain a paper application form at a [Service Canada Centre](#).

### **4. What is the deadline to apply for WEPP?**

The deadline to apply is **September 15, 2020**.

### **5. What happens if I submit my application late?**

If you apply after the deadline, you are required to provide a written explanation giving the reason for the delay. If you do not have a good explanation for the delay in applying for WEPP, Service Canada may refuse to consider your late application.

### **6. What happens after I have applied for WEPP?**

Service Canada will send a letter to you within 35 days of receiving all the necessary information to process your application and let you know how much your WEPP payment will be or if your application is denied.

If you do not receive your letter from Service Canada within 35 days of applying, please contact the Wage Earner Protection Program at 1-866-683-6516 to check the status of your application. You will need to provide your Social Insurance Number.