

No. B-150646
Vancouver Registry

**IN THE SUPREME COURT OF BRITISH COLUMBIA
IN THE BANKRUPTCY AND INSOLVENCY**

IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF
VICEROY BUILDING SOLUTIONS LTD.

CLAIMS PROCESS ORDER

BEFORE)) THURSDAY, THE 30TH
) THE HONOURABLE JUSTICE VOITH)
) DAY OF JULY, 2015

ON THE APPLICATION of Viceroy Building Solutions Ltd. ("VBS") coming on for hearing at Vancouver on July 30, 2015 and on hearing Katie Mak, counsel for VBS, Marcel Peerson, counsel for the Proposal Trustee and no one else appearing although duly served;

THIS COURT ORDERS that:

1. The time for service of the Notice of Application herein be and is hereby abridged and the Notice of Application is properly returnable today and service hereof upon any interested party other than those parties on the service list maintained by VBS in this matter is hereby dispensed with.
2. For purposes of this Order the following terms shall have the following meanings:
 - (a) "**BIA**" means the *Bankruptcy and Insolvency Act*, R.S.C. 1985,c. B-3, as amended.
 - (b) "**Business Day**" means a day, other than a Saturday or a Sunday.
 - (d) "**Claim**" means a claim provable in bankruptcy and includes any claim or liability provable in proceedings under the BIA by a Creditor and includes any right or claim of any Person against VBS, whether secured or not , in connection with any indebtedness, liability or obligation of any kind of VBS owed to such Person, and any interest accrued thereon or costs payable in respect thereof, including any indebtedness, liability or obligation owed to such Person existing prior to the Filing Date.
 - (e) "**Claims Package**" means the document package which shall consist of a copy of this Order (excluding schedules), the Instruction Letter, the Notice to Creditors, a form of Proof of Claim, and such other materials as the Proposal Trustee considers necessary or appropriate.

- (f) "**Claims Process**" means the procedures outlined in this Order in connection with the assertion of Claims against VBS.
- (g) "**Court**" means the Supreme Court of British Columbia sitting in bankruptcy.
- (h) "**Creditor**" means any Person asserting a Claim against VBS.
- (i) "**Filing Date**" means the date of filing of the Notice of Intention to Make a Proposal at the Office of the Superintendent of Bankruptcy Canada being June 9, 2015.
- (j) "**Instruction Letter**" means the letter to Creditors, which letter shall be substantially in the form attached hereto as Schedule "A".
- (k) "**Known Creditors**" includes all Creditors shown on the books and records of VBS as having a Claim against VBS.
- (l) "**Notice to Creditors**" means the notice substantially in the form attached hereto as Schedule "B", which is to be published in the business section page in local and national editions of daily newspapers.
- (m) "**Notice of Disallowance**" means the notice substantially in the form attached hereto as Schedule "D".
- (n) "**Person**" has the meaning as defined in the BIA.
- (o) "**Proof of Claim**" means the form completed and filed by a Creditor setting forth its Claim (if necessary) with supporting documentation, which proof of claim shall be substantially in the form attached hereto as Schedule "C".
- (p) "**Proposal**" means a plan or proposal presented or to be presented by VBS to the Creditors for approval and approved by the Court in accordance with the BIA.
- (q) "**Proposal Trustee**" means FTI Consulting Canada Inc., the trustee under the Notice of Intention to file a Proposal under the BIA.
- (r) "**Proven Claim**" means a Claim that has been allowed by the Proposal Trustee pursuant to the terms of this Order.

3. For purposes of this Order the following terms are defined to refer to the following dates, subject to agreement of all affected parties or further Order of this Court:

- (a) "**Claims Bar Date**" means the day which is thirty (30) days from the Claims Package Transmittal Date.
- (b) "**Claims Disallowance Date**" means the day which is fourteen (14) days from the Claims Bar Date.
- (c) "**Claims Disallowance Appeal Date**" means the day which is thirty (30) days from the date the Proposal Trustee delivers a Notice of Disallowance.

(d) **"Claims Disallowance Hearing Date"** means the day which is fourteen (14) days from the date a Creditor files and serves the Notice of Application and supporting affidavit materials pursuant to paragraph 13 of this Order.

(e) **"Claims Package Transmittal Date"** means August 6, 2015.

APPROVAL OF CLAIMS PROCESS

4. The Claims Process set out herein is hereby approved.

NOTICE OF CLAIMS PACKAGE

5. On the Claims Package Transmittal Date, the Proposal Trustee, shall:

(a) cause a Claims Package to be sent to all Known Creditors of VBS, by ordinary mail, facsimile transmission, email message, or personal delivery, with such mode of delivery being in the Proposal Trustee's discretion based upon a reasonable belief that delivery in such mode will come to the notice of the recipient;

(b) cause the Notice to Creditors to be published for one (1) Business Day in the Vancouver Sun, the Northumberland News and the Globe and Mail; and

(c) cause the Notice to Creditors, the Claims Package and a list of creditors to be posted on the Proposal Trustee's website, and such posting shall remain in effect until the Claims Bar Date.

6. The Proposal Trustee shall cause a copy of the Claims Package to be sent to any Person requesting such material as soon as practicable.

7. If the Proposal Trustee becomes aware of further Claims of Persons not included in the initial mailing to Known Creditors after the date of initial distribution, the Proposal Trustee shall forthwith distribute copies of the Claims Package to such Persons, but the entitlement of each Person to receive notice is abridged to the date the Claims Package is distributed to each such Person, subject to further Order of this Court.

8. The delivery of the Claims Package and publication of the Notice to Creditors in accordance with this Order shall constitute good and sufficient service of such materials to any Person and no further notice or service need be given or made and no other document or material need be served.

CLAIMS BAR DATE AND CLAIM DISPUTES

9. A Creditor who wishes to assert a Claim must file a Proof of Claim, with supporting documentation, with the Proposal Trustee, by delivering the Proof of Claim, with supporting documentation, by ordinary mail, registered mail, courier, facsimile, e-mail message or personal delivery to the Proposal Trustee by the Claims Bar Date at:

FTI Consulting Canada Inc.
Pacific Centre, Suite 1502
701 West Georgia Street

Vancouver, BC V7Y 1C6

Attention: Scott Gallon

Fax No.: (604) 601-5691

Email: scott.gallon@fticonsulting.com

10. A Creditor who does not file a Proof of Claim on or before the Claims Bar Date shall, be forever barred from advancing any Claim against VBS and shall not be entitled to vote at any meeting of the creditors or be entitled to any distribution under any proposal filed.

11. The Proposal Trustee shall review each Proof of Claim received by the Claims Bar Date and, thereafter, the Proposal Trustee may dispute a Claim in whole or in part by sending the Creditor a Notice of Disallowance by the Claims Disallowance Date by delivering the Notice of Disallowance to the address noted in the subject Proof of Claim, and where an e-mail or facsimile address is provided in the Proof of Claim, delivery in that mode shall be sufficient.

12. The Proposal Trustee:

- (a) shall, upon receipt of a Proof of Claim, provide a copy of the Proof of Claim to VBS, and VBS shall be at liberty to provide the Proposal Trustee with information and documents concerning a Claim asserted in the Proof of Claim; and
- (b) may request further information and documents in respect of a Proof of Claim from the Creditor and VBS as reasonably necessary to review the Proof of Claim.

13. Any Creditor who disputes a Notice of Disallowance may appeal the decision of the Proposal Trustee communicated therein and seek a determination by the Court of the validity and value of and particulars of its Claim by filing at the Courthouse on 800 Smithe Street, Vancouver, B.C. and serving upon (i) counsel for VBS and (ii) counsel for the Proposal Trustee, by the Claims Disallowance Appeal Date, a Notice of Application supported by Affidavit materials, returnable by no later than the Claims Disallowance Hearing Date. The Proposal Trustee shall be at liberty, but not obliged, to respond to or appear on the hearing of such application.

14. A hearing to determine an appeal of a Notice of Disallowance shall be conducted as a hearing *de novo*.

15. Any Creditor who fails to file and serve the Notice of Application and Affidavit material by the deadline set forth in paragraph 13 of this Order shall be deemed to accept the amount of its Claim as set forth in the Notice of Disallowance and such amounts set forth in the Notice of Disallowance shall constitute a Proven Claim.

subject to further court order,
Paw-J

GENERAL PROVISIONS

16. In the event that the day on which any notice or communication required to be delivered pursuant to this Claims Process is not a Business Day, then such notice or communication shall be required to be delivered on the next Business Day.

17. In the event of any strike, lock-out or other event which interrupts postal service in any part of Canada, all notices and communications during such interruption may only be delivered by personal delivery, courier, electronic mail or such other method which the Court on application may specify, and any notice or other communication given or made by prepaid mail within the five (5) Business Day period immediately preceding the commencement of such interruption, unless actually received, shall be deemed not to have been delivered. All such notices and communications shall be deemed to have been received, in the case of notice by personal delivery, courier or electronic mail prior to 5:00 p.m. (local time) on a Business Day, when received, if received after 5:00 p.m. (local time) on a Business Day or at any time on a non-Business Day, on the next following Business Day, and in the case of a notice mailed as aforesaid, on the fourth Business Day following the date on which such notice or other communication is mailed.

18. References in this Order to the singular shall include the plural, references to the plural shall include the singular and to any gender shall include the other gender.

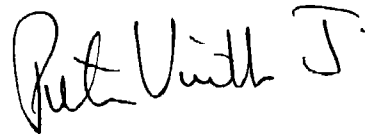
19. Approval as to the form of the Order herein by counsel appearing, other than counsel for VBS, be and is hereby dispensed with.

THE FOLLOWING PARTIES APPROVE THE FORM OF THIS ORDER AND CONSENT TO EACH OF THE ORDERS, IF ANY, THAT ARE INDICATED ABOVE AS BEING BY CONSENT:

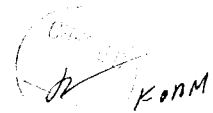
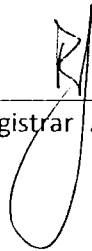


Signature of Lawyer for Viceroy Building Solutions Ltd.
Lawyer: Katie G. Mak

BY THE COURT



Registrar IN BANKRUPTCY



SCHEDULE "A"

INSTRUCTION LETTER

REGARDING CLAIMS AGAINST
VICEROY HOMES LTD. ("VHL") AND VICEROY BUILDING SOLUTIONS LTD. ("VBS")
IN THE BANKRUPTCY PROPOSAL PROCEEDINGS

Dear Creditor:

PLEASE REVIEW THE FOLLOWING CAREFULLY AS YOUR LEGAL RIGHTS AND CLAIMS AGAINST VHL AND VBS MAY BE IMPACTED.

By Orders of the British Columbia Supreme Court pronounced July 30, 2015 (the "**Claims Process Orders**") under the *Bankruptcy and Insolvency Act*, R.S.C. 1985, c. B-3, as amended (the "**BIA**"), FTI Consulting Canada Inc. as the Proposal Trustee has been authorized to conduct a claims process for the determination of any and all claims ("**Claims**") against VHL and VBS (the "**Claims Process**").

Under the Claims Process Order, all Known Creditors are to receive the attached materials (the "**Claims Package**"), consisting of:

- 1) a copy of the Claims Process Orders (without Schedules);
- 2) this Instruction Letter;
- 3) a copy of the Notice to Creditors;
- 4) a form of Proof of Claim; and
- 5) such other material as the Proposal Trustee considers necessary or appropriate.

A copy of the Claims Package can also be obtained from the website of the Proposal Trustee at <http://cfcanada.fticonsulting.com/viceroy/>.

In addition, the Proposal Trustee is required to publish a Notice to Creditors in the Vancouver Sun, the Northumberland News and the Globe and Mail. Subsequently, any other creditors who request a Claims Package will receive one as soon as practicable.

Under the terms of the Claims Process Order, you must file a Proof of Claim, with supporting documentation, in the form attached, with the Proposal Trustee, by delivering the Proof of Claim with supporting documentation by ordinary mail, registered mail, courier, facsimile, e-mail message or personal delivery and be received by the Proposal Trustee, on or before the claims bar date of 4:00 p.m. (Vancouver time) on ● (the "**Claims Bar Date**"), to the Proposal Trustee at:

FTI Consulting Canada Inc.
Pacific Centre, Suite 1502
701 West Georgia Street
Vancouver, BC V7Y 1C6

Attention: Scott Gallon

Fax No.: (604) 601-5691
Email: scott.gallon@fticonsulting.com

If you do NOT file a Proof of Claim on or before the Claims Bar Date, your rights and recoveries against VHL and/or VBS will be extinguished and you will be barred from making any claim against VHL and/or VBS, without any further notice.

In particular, a person who does not file a Proof of Claim with supporting documentation on or before the Claims Bar Date shall be forever barred from voting on and receiving any distribution under the proposals of VHL and VBS under the BIA, and the claim may not be enforced against VHL and/or VBS unless otherwise ordered by the Court.

All enquiries and notices to VHL or VBS with respect to the Claims Process should be addressed to:

Clark Wilson LLP
900-885 West Georgia Street
Vancouver, BC V6C 3H1

Attention: Christopher J. Ramsay
Telephone: (604) 643-3176
Email: CRamsay@cwilson.com

Correspondence to the Proposal Trustee should be addressed to:

FTI Consulting Canada Inc.
Pacific Centre, Suite 1502
701 West Georgia Street
Vancouver, BC V7Y 1C6

Attention: Craig Munro
Fax No.: (604) 601-5699
Email: craig.munro@fticonsulting.com

SCHEDULE "B"

NOTICE TO CREDITORS

**IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF VICEROY HOMES LTD. ("VHL")**

AND

**IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF VICEROY BUILDING SOLUTIONS LTD. ("VBS")**

TAKE NOTICE that by Orders of the Supreme Court of British Columbia pronounced on July 30, 2015 (the "Claims Process Orders"), the Proposal Trustee has been authorized to conduct a claims process for the determination of any and all claims against VHL and VBS.

In order to participate in any voting or distribution associated with VHL and VBS' proceedings under the *Bankruptcy and Insolvency Act* and any proposal thereunder (the "Proposal"), any creditor having a claim against VHL and/or VBS must file a Proof of Claim before ♦ (the "Claims Bar Date") in accordance with the Claims Process Orders.

If a creditor does not file a Proof of Claim by the Claims Bar Date, its claim will be forever barred and it will not be entitled to participate in any way in the Proposal.

Copies of the Proof of Claim form and instructions as to how to make a claim may be obtained from the Proposal Trustee's website at <http://cfcanda.fticonsulting.com/viceroy/> or by sending a written request to the Proposal Trustee at:

FTI Consulting Canada Inc.
Pacific Centre, Suite 1502
701 West Georgia Street
Vancouver, BC V7Y 1C6

Attention: Scott Gallon
Fax No.: (604) 601-5691
Email: scott.gallon@fticonsulting.com

SCHEDULE "C"

PROOF OF CLAIM

**IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF VICEROY HOMES LTD. ("VHL")**

AND

**IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF VICEROY BUILDING SOLUTIONS LTD. ("VBS")**

Please read the Instruction Letter carefully prior to completing this Proof of Claim. Please print legibly.

- 1) Full Legal Name of Creditor _____ (the "Creditor").
- 2) Full Mailing Address of the Creditor *(All notices and correspondence regarding your Claim will be forwarded to this address or to the e-mail address or facsimile address below if appropriate and applicable):*

- 3) Telephone Number: _____
- 4) E-mail: _____
- 5) Facsimile Number: _____
- 6) Attention: _____

CLAIM DETAILS

Amount of Claim (Canadian Dollars): _____

unsecured

secured

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

- 1) I am a Creditor of: Viceroy Homes Ltd.
 Viceroy Building Solutions Ltd.
- 2) I have knowledge of all the circumstances concerning the Claim hereafter referred to.
- 3) Attached as Schedules to this Proof of Claim are:

- (a) documents which establish the validity, amount and particulars of the Claim in Canadian Dollars;
- (b) a description of the transaction or agreement giving rise or relating to the Claim; and
- (c) copies of any documents evidencing security held for the Claim.

DATED at _____ this _____ day of _____, 2015.

Per:

[Name of Creditor- please print]

Signature of Creditor

Note: All relevant documentation on which you rely in making your claim must be attached to this Proof of Claim, as the validity of your claim will be determined solely on this Proof of Claim and attachments thereto.

Schedules:

(to be attached to Proof of Claim)

Schedule "A"

A description of the basis on which the Claim arose is as follows (attach separate sheet if necessary):

Schedule "B"

The following documents are attached and support the basis for the Claim as described above, including any claim for interest or other charges:

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)

Schedule "C"

The following documents are attached and support the basis for my claim that I hold security in respect of this Claim:

(i)

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

INSTRUCTIONS FOR COMPLETION OF PROOF OF CLAIM


- **Address:** Please ensure that you complete the full name and delivery address, including fax number and email address of the creditor making the claim, as all future notices and correspondence regarding your Claim will be forwarded to this address, or to the e-mail address or facsimile address below if appropriate.
- **Amount of the Claim:** The amount of the Claim must be calculated as of June 9, 2015 and cannot include any charges or interest incurred thereafter. If your claim is in currency other than Canadian Dollars, you must convert to Canadian Dollars using the conversion rate in effect on June 9, 2015.
- **Proper Completion:** The Proof of Claim is incomplete and may not be accepted unless you have:
 - (a) Completed your full name and delivery address, and if available, fax number and email address;
 - (b) Included the amount of the claim and checked the box to signify whether the claim is secured or unsecured;
 - (c) Checked the box to signify whether it is a claim against VHL or VBS;
 - (d) Included a statement and description of the Claim as required in the Schedules;
 - (e) Attached all supporting documents including statements of accounts and/or invoices in support, showing the dates and values of the claim, in conformance with the amount of the Claim, and all relevant security as required in the Schedules; and
 - (f) Signed and dated the Proof of Claim.

Failure to properly complete or return your Proof of Claim by the Claims Bar Date set out in the Instruction Letter and the Proof of Claim will result in your Claim being barred and extinguished, without any further entitlement to recover on your Claim from VHL and/or VBS.

- **Delivery:** The duly completed Proof of Claim, together with all schedules and accompanying documents, must be delivered to the Proposal Trustee by ordinary mail, registered mail, courier, facsimile, e-mail message or personal delivery and be received by the Proposal Trustee, on or before the Claims Bar Date at:

FTI Consulting Canada Inc.
Pacific Centre, Suite 1502
701 West Georgia Street
Vancouver, BC V7Y 1C6

Attention: Scott Gallon
Fax No.: (604) 601-5691
Email: scott.gallon@fticonsulting.com

- **Disallowance:** The Proposal Trustee is entitled to disallow your Proof of Claim in whole or in part. **If your Claim is disputed in whole or in part, by  the Proposal Trustee will send you a Notice of Disallowance along with particulars as to how you may dispute the Notice of Disallowance. If you do not receive a Notice of Disallowance by that deadline, the Proposal Trustee has accepted your Claim for the purpose of voting on and receiving any distribution under proposals of VHL and VBS under the BIA.**

SCHEDULE "D"

NOTICE OF DISALLOWANCE

IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF VICEROY HOMES LTD. ("VHL")

AND

IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF VICEROY BUILDING SOLUTIONS LTD. ("VBS")

To: Name of Creditor: _____

Pursuant to the Claims Process Order, FTI Consulting Canada Inc., the Proposal Trustee for VHL and for VBS (the "Proposal Trustee") gives you notice that your Proof of Claim dated _____, 2015 has been reviewed and the Proposal Trustee has rejected/disallowed, either partially or in full, your Claim for the following reasons:

Subject only to an appeal of this disallowance being successfully brought by you in full compliance with the provisions of the Claims Process Order, including the prescribed time for any appeal to be filed, your claim will be allowed as follows:

Amount Claimed	Amount Allowed

DATED at _____, British Columbia, this ____ day of _____, 2015.

Per: _____
Authorized Signatory

If you wish to appeal this Notice of Disallowance you must file a Notice of Application and supporting Affidavit by ♦ in accordance with the terms of the Claims Process Order, a copy of which is available on the Proposal Trustee's website at <http://cfcanada.fticonsulting.com/viceroy/>.

No. **B-150646**
Vancouver Registry

IN THE SUPREME COURT OF BRITISH COLUMBIA

IN THE BANKRUPTCY AND INSOLVENCY

IN THE MATTER OF THE NOTICE OF INTENTION
TO MAKE A PROPOSAL OF
VICEROY BUILDING SOLUTIONS LTD.

Order Made After Application

File No.: 41507-0002

CLARK WILSON LLP

900 – 885 West Georgia Street
Vancouver, BC V6C 3H1
604.687.5700

LAWYER: Katie G. Mak
(Direct #: 604-643-3105)