

## **GUIDE TO FILLING OUT A PROOF OF CLAIM**

The following guide (this “**Guide**”) is for informational purposes only and should not be relied upon as legal advice. Your specific situation may have different considerations. If you believe you have a unique claim, please contact Miller Thomson (“**Representative Counsel**”) at [quadrigacx@millerthomson.com](mailto:quadrigacx@millerthomson.com). This Guide only relates to claims of Affected Users against 0984750 B.C. Ltd. DBA Quadriga CX and Quadriga Coin Exchange. If you believe you have a separate claim against either of Quadriga Fintech Solutions Corp or Whiteside Capital Corporation, please contact Representative Counsel ([quadrigacx@millerthomson.com](mailto:quadrigacx@millerthomson.com)).

### **Step 1: Visit the Trustee’s Website to View Your Claim**

Ernst & Young Inc. (the “**Trustee**”) has developed a website where Affected Users can check the quantum of their claim according to Quadriga’s books and records. Click here to go to the Trustee’s website: <https://userbalance.quadrigacxtrustee.com/>.

In order to view your claim, you will need to provide your first name and Quadriga Account Number (Customer ID). **You must have your Quadriga Account Number. To protect the privacy rights of Affected Users, Representative Counsel cannot provide you with the information required to view your claim on the Trustee’s website. If you require your Quadriga Account Number, please contact the Trustee at the email address below to seek assistance with obtaining your Quadriga Account Number.**

If you are having issues accessing your claim on the [Trustee’s website](#), please email the Trustee at: [quadriga.trustee@ca.ey.com](mailto:quadriga.trustee@ca.ey.com).

### **Step 2: Do you agree with the quantum of your claim set out on the Trustee’s website?**

If you **AGREE**: Fill out the Affected User Proof of Claim form (see Step 3) and copy and paste or transcribe the amounts listed for your claim on the [Trustee’s website](#) in the appropriate cryptocurrency or cash category listed in Section 1(c) of the Affected User Proof of Claim.

If you **DISAGREE**: Please see our [Guide to Proving Your Claim](#).

### **Step 3: Fill out the Proof of Claim**

#### *Particulars of Affected User*

Fill out all of the requested particulars in this section. **You must ensure** that you include your complete name, address, telephone number and Quadriga Account Number on the Affected User Proof of Claim form. **This information must be the same as the particulars that would be**

**associated with your Quadriga account.** Below is an overview of the information that needs to be included in each section of the Affected User Proof of Claim.

Section A: Proof of Claim

You or your representative should fill in your (or their) name and the City and Province where you (or they) reside. If you reside outside of Canada, please also include the Country in which you reside.

In Section A (a), if you are filling out the Affected User Proof of Claim form on your own behalf, check the box beside “am an Affected User of Quadriga”. If you are filling out the Affected User Proof of Claim as a representative of an Affected User, check the second box in Section A (a) and state the nature of your relationship with the Affected User and the name of the Affected User in the blank spaces.

In Section A (c), insert the amount (in either empty box of the table) of each currency that you allege is the proper quantum of your claim. If you DISAGREE with the quantum of your claim – for example, if your claim as shown on the [Trustee’s website](#) does not reflect a completed withdrawal claim – please see our [Guide to Proving Your Claim](#).

Repeat this step for each currency related to your claim; if you agree with the number for any currency on the [Trustee’s website](#), fill that number into the appropriate row in the table.

Priority. Check the box confirming whether you are claiming any sort of priority. The [Instruction Letter](#) outlines how a claim may have priority under the *Bankruptcy and Insolvency Act* (e.g., secured claim, preferred claim). While any Affected User’s situation may be different, in general, Representative Counsel’s view is that Affected Users’ claims are not secured claims or preferred claims under the *Bankruptcy and Insolvency Act*; rather, Affected Users’ claims generally are unsecured claims that would share *pro rata* in any distribution. Again, your specific situation may be different and you should contact Representative Counsel if you believe you have a unique claim that is entitled to priority over other claims.

Part C: Filing of Affected User Proof of Claim

As stated on the Affected User Proof of Claim form, Affected User Proofs of Claim should be submitted by hand delivery, courier, fax, mail or email to the Trustee by no later than August 31, 2019. Only Affected Users with claims that are determined to be valid will be entitled to participate in any distribution declared to creditors.

The Affected User must include his or her name in the acknowledgment that the filing of a false claim may be an offence under the *Bankruptcy and Insolvency Act*.

The Affected User, or his or her representative, should execute the Affected User Proof of Claim in front of a witness. The witness does not have to be a lawyer, notary or commissioner of oaths. The witness is required to disclose his or her name and address where it is required in this section of the Affected User Proof of Claim, and he or she should sign underneath “Witness Signature”. The Affected User should include their name where it says “Name of Affected User” and sign underneath on the signature line.

If you intend to email your Proof of Claim to, send it to: [quadriga.trustee@ca.ey.com](mailto:quadriga.trustee@ca.ey.com). See below for a sample draft email. The Trustee has advised that a confirming email will be sent to Affected Users once a claim number has been assigned. The confirming email may not be immediately processed after the email is sent.

For answers to frequently asked questions with respect to the claims process, please [click here](#).

**SAMPLE DRAFT EMAIL FOR SUBMITTING PROOF OF CLAIM**

**Subject:** Affected User Proof of Claim –(Insert your name here)

Dear Quadriga Trustee:

Pursuant to Section 124 of the *Bankruptcy and Insolvency Act*, I hereby deliver the attached the Affected User Proof of Claim, together with all supporting documentation, for the following Affected User:

- Full name:
- Quadriga Account Number:
- Address:
- Telephone number:
- Contact person:

Please contact me if you require anything further. Thank you.