

A GUIDE ON HOW TO COMPLETE THE PROOF OF CLAIM FORM AGAINST THE DEBTOR COMPANIES

and against parties related to the Debtor Companies and/or against directors and officers of the Debtor Companies

This guide is designed to assist parties who wish to file a Proof of Claim against the Debtor Companies listed below and/or directors and officers of Debtor Companies with respect to the obligations of the Debtor Companies. For additional questions about how to complete your Proof of Claim, please refer to the Monitor's website <https://www.raymondchabot.com/en/public-records/java-u/> or contact the Monitor, whose contact information appears below.

Additional copies of the Proof of Claim are available on the Monitor's website at the above address.

Please note that this document is only a guide. In case of disparity between the terms of this document and the terms of the *Claims procedure order* dated **October 6, 2017** (the "**Order**"), a copy of which is available on the Monitor's website, the terms of the Order will prevail.

The Debtor Companies are:

- Java-U Group inc.;
- Java-U Food Services inc.;
- Café Java-U inc.;
- Java-U RTA inc.

SECTION A – PARTICULARS OF CREDITORS

1. Every individual and every legal entity (each, a "**Creditor**") who wishes to make a claim against one or more of the Debtor Companies (each, a "**Claim**") must complete a separate form;
2. The Creditor must write its full legal name;
3. If the Creditor is conducting business with the Debtor Companies under one or more names which are different from the name under which it is registered, that fact must be stated, and copies of the relevant documentation provided as applicable.

SECTION B – PROOF OF CLAIM

1. The Creditor must check the box for the Debtor Company against which it wishes to file a Proof of Claim;
2. The Creditor who holds distinct Claims against different Debtors Companies must file a separate Proof of Claim for each of these Claims.

SECTION C – NATURE OF CLAIM

1. The Creditor must separate the total amount of its Claim between amounts that are secured by a guarantee (security interest, hypothec, mortgage, etc.) and unsecured amounts, and indicate each on the appropriate line;

2. Certain amounts that may be due to Creditors are not Claims and must not be indicated in the Proof of Claim forms, including amounts that may be due under obligations arising on or after October 6, 2017. For more information on this subject, please consult the *Claims procedure order* provided on the Monitor's website;
3. Should any portion of the amount claimed in section B. be considered as a secured claim, the amount of the secured portion of the claim should be entered in section C. 2) of the Proof of Claim. Any unsecured portion of the amount claimed in section B. should be entered in section C. 1) of the Proof of Claim;
4. Should any portion of the amount claimed in section B. be considered as a Restructuring Claim (as defined in the *Claim Procedure Order*) it should be entered in section C. 3).

SECTION D – CLAIM AGAINST THE DIRECTORS AND OFFICERS

1. If any claim is made as against the directors and/or officers of the Debtors for obligations of any such Debtor Companies that arose before the date of the Initial Order (October 6, 2017) and for which any of the Debtor Companies' directors and/or officers are liable according to the Creditor, the box must be checked and the amount must be entered in section D).

GENERAL

1. In order for the Proof of Claim to be valid, the following documents must be attached :
 - a. A complete statement of account; which indicate the date of the statement and the name of the concerned Debtor Company;
 - b. A copy of the invoices detailed in the statement of account;
2. The Proof of Claim must be signed by a duly authorized representative of the Creditor before witness;
3. **The completed Proof of Claim together with supporting documents must be received by Raymond Chabot Inc. no later than 5:00 p.m. (EDT) on November 15, 2017** or, for creditors with Restructuring Claims (as defined in the *Claims Procedure Order*) arising after the Determination Date, the later of November 15, 2017 at 5:00 p.m. or fifteen (15) days after the date of receipt by the Creditor of a notice from the Applicants giving rise to the Restructuring Claim (the "Claims Bar Date")” **by mail, courier, email or fax at the following address:**

RAYMOND CHABOT INC.,
Monitor
c/o Mr. Jean Gagnon, CPA, CA, CIRP. LIT
National Bank Tower
600 de La Gauchetière Street West, Suite 2000
Montréal (Quebec) H3B 4L8
Email : reclamationmtl@rcgt.com
Fax : 514 858-3303

CLAIMS THAT ARE NOT RECEIVED BY THE CLAIMS BAR DATE WILL FOREVER BE BARRED AND EXTINGUISHED.