

A GUIDE ON HOW TO COMPLETE THE PROOF OF CLAIM FORM AGAINST THE DIRECTORS AND OFFICERS OF THE DEBTOR COMPANIES, THE CHIEF RESTRUCTURING OFFICER AND THE BENEFICIARIES

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

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 *Second Claims Procedure Order* dated August 30, 2021 (the “**Order**”), the terms of the Order will prevail.

The Debtor Companies (each of which is, individually, a Debtor Company) are:

- Atis Group Inc.;
- 10422916 Canada Inc.;
- 8528853 Canada Inc. (d.b.a. Altek Windows & Doors);
- 9060642 Canada Inc. (d.b.a. Les entreprises SDI);
- 9092455 Canada Inc. (d.b.a. Alweather Windows & Doors);
- Distributeur Vitro Clair Inc.;
- Solarcan Architectural Holding Limited;
- Vitrierie Lévis Inc.;
- Vitrotec Portes & Fenêtres Inc.;
- Atis LP (also d.b.a. Allsco Windows and Doors, Atis Windows and Doors, Alweather Windows & Doors, Extrusion S.P., Fenestration Pro-Tech, Portes et Fenêtres J.M. Ferron, Groupe Astral, Groupe J.L Racine, Groupe Racine, Laflamme Windows & Doors, Melco Portes et Fenêtres, Vimat Doors and Windows, VinylBilt Windows & Doors).

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 directors and/or officers, the CRO and the Beneficiaries of the Debtor Companies (each, a “**Claim**”) must complete a separate form;
2. The Creditor must write his 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 related to the directors and/or officers, the CRO and the Beneficiaries against which he holds a Claim;
2. The Creditor who holds distinct Claims against the directors and/or officers, the CRO and the Beneficiaries different Debtor Companies must file a separate Proof of Claim for each of these Claims.

SECTION C - CLAIM AGAINST THE DIRECTORS AND OFFICERS, FILING OF CLAIM

1. Creditor must indicate, in the sections provided for this purpose, the Claim that could engage the liability of the Directors and Officers of the relevant Debtor Companies as defined in paragraph 11.03(1) of the CCAA as well as any right of any Person against any of the Directors and Officers in connection with any indebtedness or obligation of any kind of the Directors and Officers.

SECTION D - CLAIM AGAINST THE CHIEF RESTRUCTURING OFFICER, FILING OF CLAIM

1. Creditor must indicate, in the sections provided for this purpose, the Claim that could engage the liability of the Chief Restructuring Officer of the relevant Debtor Companies in connection with any indebtedness or obligation of the Chief Restructuring Officer with respect to any matter, action or cause, which indebtedness, liability or obligation is based in whole or in part on the performance of the CRO's mandate or the Initial Order.

SECTION E - CLAIM AGAINST THE BENEFICIARIES, FILING OF CLAIM

1. Creditor must indicate, in the sections provided for this purpose, the Claim that could engage the liability of the Bank of Nova Scotia in its capacity as interim lender, Raymond Chabot Inc., in its capacity as Receiver and/or Monitor, the Receiver's counsel, the Monitor's counsel or the Debtors' counsel (collectively the "**Beneficiaries**") of the relevant Debtor Companies in connection with any indebtedness or obligation of the Beneficiaries with respect to any matter, action or cause, which indebtedness, liability or obligation based in whole or in part on any act or omission, transaction, offer, investment, proposal, or dealings in connection with the Debtor Companies, their assets, business or affairs, or prior dealings with the Debtor Companies, wherever or however conducted or governed, the administration and/or management of the Debtor Companies and the CCAA Proceedings.

GENERAL

1. In order for the Proof of Claim to be valid, the following documents must be attached:
 - a. A complete statement of account;
 - b. A copy of the invoices detailed in the statement of account;
 - c. All other relevant supporting documentation.
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 4:00 p.m. (Montréal Time) on October 12, 2021** (the "**Claims Bar Date**") by mail, courier, email or fax at the following address:

RAYMOND CHABOT INC.,
Monitor
c/o Mr. Dominic Deslandes, CPA, CA, CIRP, LIT
National Bank Tower
600 de La Gauchetière Street West, Suite 2000
Montreal (Quebec) H3B 4L8
Email: atis@rcgt.com
Fax: 514 878-2100

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