
**INSTRUCTION LETTER FOR THE CLAIMS PROCEDURE
OF MAPLE BANK GmbH, TORONTO BRANCH**

(also known as Maple Bank – Toronto Branch)
(hereinafter referred to as “Maple Bank”)

A. CLAIMS PROCEDURE

By Order of the Superior Court of Justice of Ontario [Commercial List] made June 8, 2016 under the *Winding-Up and Restructuring Act* (the “WURA”), KPMG Inc. in its capacity as court-appointed liquidator of the business in Canada of Maple Bank and its assets as defined in section 618 of the *Bank Act* (the “Liquidator”) has been authorized to conduct a claims procedure under WURA (the “Claims Procedure”).

The Claims Procedure is intended for any Person with: (i) any claims of any kind or nature whatsoever, against Maple Bank, that arose on or prior to February 16, 2016 (the “Winding-Up Date”), liquidated, unliquidated, contingent or otherwise; (ii) any claim arising after the Winding-Up Date to and including as a result of the termination, repudiation or disclaimer of any lease, contract, employment agreement or other agreement; and (iii) any claim against the Principals of Maple Bank for which the Principals are by law liable to pay in such capacity (collectively, the “Claims”). Please review the enclosed material for the complete definition of Claim and Secured Claim.

B. CREDITORS SUBMITTING A PROOF OF CLAIM

If you believe that you have a Claim against Maple Bank, you will have to file a Proof of Claim with the Liquidator. **It is important that the Proof of Claim form be correctly completed and delivered to the Liquidator by September 19, 2016.** The following points are set out to assist you:

- (a) The Proof of Claim form must be completed in its entirety.
- (b) Ensure you include your complete name and address, where all notices or correspondence regarding your claim are to be forwarded.
- (c) If the form is completed by some person on behalf of the creditor, that person must state his or her authority and the capacity in which he or she is acting.
- (d) You are required to provide a calculation of the claim and all supporting documentation.

- (e) The amount of your claim should be calculated to the date of the Winding-Up Date, or as of the date of the termination, repudiation or disclaimer of any lease, contract, employment agreement, or other agreement.
- (f) In Section D chose the appropriate subsection(s) (i), (ii), (iii), (iv) or (v) which properly applies to the status of your claim.
- (g) Ensure the form is dated, witnessed and signed in the appropriate places.
- (h) Mail the completed Proof of Claim form together with Schedule A to:

KPMG Inc. in its capacity as Court-appointed
Liquidator of Maple Bank GmbH, (Toronto Branch)
Bay Adelaide Centre
333 Bay Street, Suite 4600
Toronto, ON M5H 2S5
Canada

Attention: Sven Dedic: sdedic@kpmg.ca
Fax: (416) 777-3364
Phone: (416) 777-3091

- (a) Additional Proof of Claim forms and other information, including the Order creating the Claims Procedure, can be obtained from the Liquidator's website at <http://www.kpmg.com/ca/maplebank>, or by contacting the Liquidator at the telephone and fax numbers indicated above and providing particulars as to your name, address and facsimile number.
- (b) **THE PROOF OF CLAIM MUST BE RECEIVED BY THE LIQUIDATOR BY 4:00 P.M. (EASTERN STANDARD TIME) ON SEPTEMBER 19, 2016.**
- (c) **IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE LIQUIDATOR RECEIVES YOUR PROOF OF CLAIM BY THE ABOVE-NOTED TIME AND DATE. FAILURE TO SUBMIT A PROPERLY COMPLETED PROOF OF CLAIM BY SEPTEMBER 19, 2016 WILL RESULT IN DISTRIBUTIONS BEING MADE BY THE LIQUIDATOR WITHOUT REGARD TO THAT CLAIM.**