



INSTRUCTION LETTER FOR THE CLAIMS PROCEDURE OF:

957855 Alberta Ltd. (formerly NewsWest Inc.), Rosebud Creek Financial Corp., (together, the “Applicants”) and Metro 360 General Partnership (together with the Applicants, the “CCAA Entities”) and/or the Directors or Officers of the CCAA Entities

A. CLAIMS PROCEDURE

By Order of the Ontario Superior Court of Justice (Commercial List) made on September 16, 2020, (the “**Claims Procedure Order**”), the Court-appointed Monitor of the Applicants, KSV Restructuring Inc. (the “**Monitor**”), has been authorized to assist the CCAA Entities in conducting a claims procedure (the “**Claims Procedure**”) with respect to claims against the CCAA Entities and the CCAA Entities’ present or former Directors and Officers (“**Directors/Officers**”) in accordance with the terms of the Claims Procedure Order.

Unless otherwise defined, all capitalized terms used herein shall have the meanings given to those terms in the Claims Procedure Order.

The Claims Procedure Order governs all Claims related to the CCAA Entities.

This letter provides instructions for completing the Proof of Claim. Reference should be made to the Claims Procedure Order for a complete description of the Claims Procedure. **The Claims Procedure Order, the Proof of Claim Document Package, additional Proofs of Claim and related materials may be accessed from the Monitor’s Website at: <https://www.ksvadvisory.com/insolvency-cases/case/metro360>.**

The Claims Procedure is intended for any Person with any Claims against the CCAA Entities or the Directors/Officers, whether liquidated, unliquidated, contingent or otherwise. Please review the enclosed material for the complete definitions of “Claim”, “Prefiling Claim”, “Restructuring Period Claim” and “D&O Claim” to which the Claims Procedure applies.

All notices and enquiries with respect to the Claims Procedure should be addressed to:

KSV Restructuring Inc., Court-Appointed CCAA Monitor of
957855 Alberta Ltd. (formerly NewsWest Inc.) and
Rosebud Creek Financial Corp., in respect of
Metro 360 General Partnership
150 King Street West, Suite 2308
Toronto, Ontario M5H 1J9

Attention: Murtaza Tallat
Telephone: (416) 932-6031
E-mail: mtallat@ksvadvisory.com

B. SUBMITTING A PROOF OF CLAIM

Unless you are an Employee, if you believe that you have a Claim against the CCAA Entities or the Directors or Officers, you must file a Proof of Claim or a D&O Proof of Claim with the Monitor.

All **Proofs of Claim for Prefiling Claims** (i.e. Claims against the CCAA Entities arising prior to the Filing Date) and all D&O Proofs of Claim relating to the period prior to the Filing Date must be received by the Monitor **before 5:00 p.m. (Toronto Time) on October 30, 2020** (the “**Claims Bar Date**”).

All **Proofs of Claim for Restructuring Period Claims** (i.e. Claims against the CCAA Entities arising on or after the Filing Date) and all D&O Proofs of Claim relating to the period after the Filing Date must be received by the Monitor **before 5:00 p.m. (Toronto Time) on the date that is the later of (i) the Claims Bar Date and (ii) thirty-five (35) days after the date on which the CCAA Entities or the Monitor sends to you a Proof of Claim Document Package with respect to a Restructuring Period Claim or a D&O Claim relating to the period after the Filing Date in accordance with the Claims Procedure Order** (the “**Restructuring Period Claims Bar Date**”).

PROOFS OF CLAIM AND D&O PROOFS OF CLAIM CAN BE FILED WITH THE MONITOR BY E-MAILING THEM TO THE ATTENTION OF MURTAZA TALLAT AT: mtallat@ksvadvisory.com.

PROOFS OF CLAIM AND D&O PROOFS OF CLAIM MUST BE RECEIVED BY THE CLAIMS BAR DATE OR RESTRUCTURING PERIOD CLAIMS BAR DATE, AS APPLICABLE, OR THE APPLICABLE CLAIM WILL BE FOREVER BARRED AND EXTINGUISHED.

All Claims denominated in foreign currency shall be converted to Canadian dollars at the Bank of Canada daily average exchange rate on April 6, 2020.

Additional Proof of Claim forms can be obtained by contacting the Monitor at the telephone number and address indicated above and providing particulars as to your name, address and facsimile number or email address. Additional Proofs of Claim and related materials may be accessed from the Monitor’s website at <https://www.ksvadvisory.com/insolvency-cases/case/metro360>.

C. FOR TERMINATED EMPLOYEES

Any Employee who was employed by a CCAA Entity as at the Filing Date but whose employment has since been terminated (a “**Terminated Employee**”), will receive a Termination Claim Statement specifying the amount and nature of their Termination Claim as determined by the CCAA Entities, in consultation with the Monitor.

Any Terminated Employee who receives a Termination Claim Statement and does not dispute the amount or nature of the Termination Claim stated therein, is not required to take any further action.

Any Terminated Employee who wishes to dispute the amount and/or nature of the Termination Claim as set forth in their Termination Claim Statement or wishes to assert an additional Claim in relation to the CCAA Entities other than the Termination Claim set forth in their Termination Claim Statement, is required to deliver a Notice of Dispute to the Monitor so that it is received by the Monitor before 5:00 p.m. (Toronto Time) on the date that is the later of (i) the Claims Bar Date, and (ii) thirty-five (35) days after the date on which the CCAA Entities or the Monitor sends to you an Employee Claims Package (the “Terminated Employee Claims Bar Date”).

If a completed Notice of Dispute is not received by the Monitor by the Terminated Employee Claims Bar Date, the Terminated Employee will be forever barred from disputing the amount or nature of the Termination Claim set forth in their Termination Claim Statement and any Claim of a different nature or in excess of the amount specified in the Notice of Claim shall be forever barred and extinguished.

DATED at Toronto, Ontario this 16th day of September, 2020.

KSV Restructuring Inc.

KSV RESTRUCTURING INC.,
solely in its capacity as Court-Appointed CCAA Monitor of
957855 Alberta Ltd. (formerly NewsWest Inc.) and
Rosebud Creek Financial Corp., in respect of Metro 360 General Partnership,
and not in its personal or corporate capacity.

PROOF OF CLAIM FOR CLAIMS AGAINST

**957855 Alberta Ltd. (formerly NewsWest Inc.),
Rosebud Creek Financial Corp., AND
Metro 360 General Partnership
(The “DEBTORS”)**

Please read carefully the enclosed Instruction Letter for completing this Proof of Claim.

1A. Original Creditor (the “Creditor”)

Legal Name of Creditor:	_____	Name of Contact	_____
Address	_____	Title	_____
		Phone #	_____
		Fax #	_____
City	_____	Prov /State	_____
		Email	_____
Postal/Zip Code	_____		

1B. Assignee, if claim has been assigned

Legal Name of Assignee:	_____	Name of Contact	_____
Address	_____	Title	_____
		Phone #	_____
		Fax #	_____
City	_____	Prov /State	_____
		Email	_____
Postal/Zip Code	_____		

2. Amount of Claim

The Debtor(s) was and still is indebted to the Creditor as follows:

	Classification of Claim (Prefiling Claim, Restructuring Period Claim)	Applicable Debtor (957855 Alberta Ltd. (formerly NewsWest Inc.), Rosebud Creek Financial Corp., Metro 360 General Partnership)	Amount of Claim (CAD)*	Unsecured Claim	Secured Claim
1.			\$	<input type="checkbox"/>	<input type="checkbox"/>
2.			\$	<input type="checkbox"/>	<input type="checkbox"/>
3.			\$	<input type="checkbox"/>	<input type="checkbox"/>
4.			\$	<input type="checkbox"/>	<input type="checkbox"/>
5.			\$	<input type="checkbox"/>	<input type="checkbox"/>
	TOTAL AMOUNT OF CLAIM(S)		\$		

*Claims in a foreign currency are to be converted to Canadian Dollars at the Bank of Canada daily average exchange rate for April 6, 2020.

3. Documentation

Provide all particulars of the Claim and all available supporting documentation, including amount, and description of transaction(s) or agreement(s), or legal breach(es) giving rise to the Claim, including any claims assignment/transfer agreement or similar document, if applicable, and amount of invoices, particulars of all credits, discounts, etc., claimed, description of the security, if any, granted by any of the Debtors to the Creditor and estimated value of such security.

4. Certification

I hereby certify that:

1. I am the Creditor or an authorized representative of the Creditor.
2. I have knowledge of all the circumstances connected with this Claim.
3. The Creditor asserts this Claim against the Debtor(s) as set out above.
4. All available documentation in support of this Claim is attached.

Signature: _____ Name: _____ Title: _____	Witness: _____ (signature) _____ (print)
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Dated at _____ this _____ day of _____, 2020.

5. Filing of Claim

For **Prefiling Claims**, this Proof of Claim must be received by the Monitor **before 5:00 p.m. (Toronto Time) on October 30, 2020** (the “**Claims Bar Date**”).

For **Restructuring Period Claims**, this Proof of Claim must be received by the Monitor **before 5:00 p.m. (Toronto Time) on the date that is the later of: (i) the Claims Bar Date and (ii) thirty-five (35) days after the date on which the CCAA Entities or the Monitor sends to you a Proof of Claim Document Package with respect to a Restructuring Period Claim (the “Restructuring Period Claims Bar Date”)**.

In both cases, completed forms must be delivered by prepaid ordinary mail, courier, personal delivery or electronic transmission at the following address:

KSV Restructuring Inc., Court-Appointed CCAA Monitor of
957855 Alberta Ltd. (formerly NewsWest Inc.) and
Rosebud Creek Financial Corp., in respect of
Metro 360 General Partnership
150 King Street West, Suite 2308
Toronto, Ontario M5H 1J9

Attention: Murtaza Tallat
Telephone: (416) 932-6031
E-mail: mtallat@ksvadvisory.com

FOR GREATER CERTAINTY, PROOFS OF CLAIM CAN BE FILED WITH THE MONITOR BY E-MAILING THEM TO THE ATTENTION OF MURTAZA TALLAT AT: mtallat@ksvadvisory.com.

For more information see <https://www.ksvadvisory.com/insolvency-cases/case/metro360> or contact the Monitor at mtallat@ksvadvisory.com.



**INSTRUCTION LETTER FOR COMPLETING THE D&O PROOF OF CLAIM FORM
FOR CLAIMS AGAINST DIRECTORS AND/OR OFFICERS OF 957855 ALBERTA LTD.
(FORMERLY NEWSWEST INC.), ROSEBUD CREEK FINANCIAL CORP. AND/OR
METRO 360 GENERAL PARTNERSHIP**

This instruction letter has been prepared to assist Creditors in filling out the D&O Proof of Claim form for Claims against the Directors and/or Officers of 957855 Alberta Ltd. (formerly NewsWest Inc.) and Rosebud Creek Financial Corp. (the “**Applicants**”) and/or Metro 360 General Partnership (together with the Applicants, the “**CCAA Entities**”). If you have any additional questions regarding completion of the D&O Proof of Claim, please consult the Monitor’s Website at <https://www.ksvadvisory.com/insolvency-cases/case/metro360> or contact the Monitor, whose contact information is set out below.

The D&O Proof of Claim form is **ONLY** for Creditors asserting a Claim against any of the Directors and/or Officers of the CCAA Entities, and **NOT** for claims against the CCAA Entities. For Claims against the CCAA Entities, please use the form titled “Proof of Claim for Claims Against 957855 Alberta Ltd. (formerly NewsWest Inc.), Rosebud Creek Financial Corp., and Metro 360 General Partnership”, which is available on the Monitor’s Website referenced above.

Additional copies of the D&O Proof of Claim form may also be found at the Monitor’s Website.

Please note that this instruction letter is a guide only, and that in the event of any inconsistency between the terms of this instruction letter and the terms of the Claims Procedure Order made on September 16, 2020 (the “**Claims Procedure Order**”), the terms of the Claims Procedure Order will govern. Capitalized terms used and not otherwise defined have the meaning ascribed to them in the Claims Procedure Order, **a copy of which is available on the Monitor’s Website.**

SECTION 1. DEBTOR

1. The full name of all of the CCAA Entities’ Directors or Officers against whom the Claim is asserted must be listed.

SECTION 2. A. ORIGINAL CREDITOR

2. A separate D&O Proof of Claim must be filed by each legal entity or person asserting a claim against the CCAA Entities’ Directors or Officers.
3. The Creditor shall include any and all D&O Claims that it asserts against the CCAA Entities’ Directors or Officers in a single D&O Proof of Claim.
4. The full legal name of the Creditor must be provided.

5. If the Creditor operates under a different name or names, please indicate this in a separate schedule in the supporting documentation.
6. If the Claim has been assigned or transferred to another party, Section 2B, described below, must also be completed.
7. Unless the Claim is assigned or transferred, all future correspondence, notices, etc., regarding the Claim will be directed to the address and contact indicated in this section.

SECTION 2. B. ASSIGNEE

8. If the Creditor has assigned or otherwise transferred its Claim, then Section 2B must be completed.
9. The full legal name of the Assignee must be provided.
10. If the Assignee operates under a different name or names, please indicate this in a separate schedule in the supporting documentation.
11. If the Monitor, in consultation with the Applicants, is satisfied that an assignment or transfer has occurred, all future correspondence, notices, etc., regarding the Claim will be directed to the Assignee at the address and contact indicated in this section.

SECTION 3. AMOUNT OF CLAIM OF CREDITOR

12. Indicate the amount the Director(s) and/or Officer(s) was/were and still is/are indebted to the Creditor in the Amount of Claim column, including interest, if applicable, up to and including April 6, 2020.
13. If necessary, currency will be converted in accordance with the Claims Procedure Order.

SECTION 4. DOCUMENTATION

14. Attach to the D&O Proof of Claim form all particulars of the Claim and all available supporting documentation, including amount and description of transaction(s) or agreement(s) or legal breach(es) giving rise to the Claim.

SECTION 5. CERTIFICATION

15. The person signing the D&O Proof of Claim should:
 - (a) be the Creditor or an authorized representative of the Creditor;
 - (b) have knowledge of all of the circumstances connected with this Claim;
 - (c) assert the Claim against the Director(s) and/or Officer(s) as set out in the D&O Proof of Claim and certify all available supporting documentation is attached; and
 - (d) have a witness to its certification.

16. By signing and submitting the D&O Proof of Claim, the Creditor is asserting the Claim against the Debtor(s) specified therein.

SECTION 6. FILING OF CLAIM

For **D&O Claims relating to the period prior to the Filing Date**, the D&O Proof of Claim must be received by the Monitor **before 5:00 p.m. (Toronto Time) on October 30, 2020 (the “Claims Bar Date”)**.

For **D&O Claims relating to the period after the Filing Date**, the D&O Proof of Claim must be received by the Monitor **before 5:00 p.m. (Toronto Time) on the date that is the later of: (i) the Claims Bar Date and (ii) thirty-five (35) days after the date on which the CCAA Entities or the Monitor sends a Proof of Claim Document Package with respect to a D&O Claim relating to the period after the Filing Date in accordance with the Claims Procedure Order (the “Restructuring Period Claims Bar Date”)**.

In both cases, completed forms must be delivered by prepaid ordinary mail, courier, personal delivery or electronic transmission at the following address:

KSV Restructuring Inc., Court-Appointed CCAA Monitor of
957855 Alberta Ltd. (formerly NewsWest Inc.) and
Rosebud Creek Financial Corp., in respect of
Metro 360 General Partnership
150 King Street West, Suite 2308
Toronto, Ontario M5H 1J9

Attention: Murtaza Tallat
Telephone: (416) 932-6031
E-mail: mtallat@ksvadvisory.com

Failure to file your D&O Proof of Claim so that it is actually received by the Monitor on or before 5:00 p.m. on the Claims Bar Date or the Restructuring Period Claims Bar Date, as applicable, will result in your claim being barred and you will be prevented from making or enforcing a claim against the Directors and Officers of the CCAA Entities.

For more information see <https://www.ksvadvisory.com/insolvency-cases/case/metro360> or contact the Monitor at mtallat@ksvadvisory.com.

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solely in its capacity as Court-Appointed CCAA Monitor of
957855 Alberta Ltd. (formerly NewsWest Inc.) and
Rosebud Creek Financial Corp., in respect of Metro 360 General Partnership,
and not in its personal or corporate capacity.

**PROOF OF CLAIM FOR CLAIMS AGAINST DIRECTORS OR OFFICERS OF
957855 ALBERTA LTD. (FORMERLY NEWSWEST INC.), ROSEBUD CREEK
FINANCIAL CORP., AND METRO 360 GENERAL PARTNERSHIP**

This form is to be used only by Creditors asserting a claim against any Directors and/or Officers of 957855 Alberta Ltd. (formerly NewsWest Inc.), Rosebud Creek Financial Corp. and/or Metro 360 General Partnership (the “**CCAA Entities**”) and NOT for claims against the CCAA Entities themselves. For claims against the CCAA Entities, please use the form titled “Proof of Claim for Claims Against 957855 Alberta Ltd. (formerly NewsWest Inc.), Rosebud Creek Financial Corp., and Metro 360 General Partnership”, which is available on the Monitor’s Website at <https://www.ksvadvisory.com/insolvency-cases/case/metro360>.

1A. Original Creditor (the “Creditor”)

Legal Name of Creditor: _____ Address _____ _____ _____ City _____ Prov /State _____ Postal/Zip Code _____	Name of Contact _____ Title _____ Phone # _____ Fax # _____ Email _____
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1B. Assignee, if claim has been assigned

Legal Name of Assignee: _____ Address _____ _____ _____ City _____ Prov /State _____ Postal/Zip Code _____	Name of Contact _____ Title _____ Phone # _____ Fax # _____ Email _____
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2. Amount of Claim

Name(s) of Director(s) and/or Officer(s)	Amount of Claim

3. Documentation

Provide all particulars of the Claim and all available supporting documentation, including any claim assignment/transfer agreement or similar document, if applicable, and including amount and description of transaction(s) or agreement(s) or legal breach(es) giving rise to the Claim.

4. Certification

I hereby certify that:

1. I am the Creditor or an authorized representative of the Creditor.
2. I have knowledge of all the circumstances connected with this Claim.
3. The Creditor asserts this Claim against the Director(s) and/or Officer(s) as set out above.
4. All available documentation in support of this Claim is attached.

Signature of Creditor:

Witness:

(signature)

(signature)

Name:

(print)

Name:

(print)

Title:

Title:

DATED at Toronto, Ontario this _____ day of _____, 2020.

5. Filing of Claim

This D&O Proof of Claim must be received by the Monitor **before 5:00 p.m. (Toronto Time) on October 30, 2020** (the “**Claims Bar Date**”), or in the case of a D&O Claim relating to the period after the Filing Date before 5:00 p.m. (Toronto Time) on the date that is the later of: (i) the Claims Bar Date and (ii) thirty-five (35) days after the date on which the CCAA Entities or the Monitor sends a Proof of Claim Document Package with respect to a D&O Claim relating to the period after the Filing Date in accordance with the Claims Procedure Order (the “**Restructuring Period Claims Bar Date**”), as applicable, by prepaid ordinary mail, courier, personal delivery or electronic transmission at the following address:

KSV Restructuring Inc., Court-Appointed CCAA Monitor of
957855 Alberta Ltd. (formerly NewsWest Inc.) and
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150 King Street West, Suite 2308
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FOR GREATER CERTAINTY, D&O PROOFS OF CLAIM CAN BE FILED WITH THE MONITOR BY E-MAILING THEM TO THE ATTENTION OF MURTAZA TALLAT AT: mtallat@ksvadvisory.com.

For more information see <https://www.ksvadvisory.com/insolvency-cases/case/metro360> or contact the Monitor at mtallat@ksvadvisory.com.