

## Procedures for creditors “Employees”

**AFTER READING THE NOTICE TO CREDITORS, YOU SHOULD FOLLOW THE APPLICABLE PROCEDURE:**

**It is important to note that creditors must prove their claims in order to receive their share of the distribution of the amounts realized from the assets by completing the required form (see below). Creditors do not have to attend the meeting to be entitled to payment of an eventual dividend.**

### A) CLAIMS FOR SEVERANCE PAY, TERMINATION ALLOWANCES, ETC.

Jetsgo Corporation has calculated the amount owed to you on account of notice and severance pay according to the Canada Labour Code, which applies to employees working in the air transport services industry.

The Canada Labour Code provides the following:

- **Section 230.** (1) Except where subsection (2) applies, an employer who terminates the employment of an employee who has completed three consecutive months of continuous employment by the employer shall, except where the termination is by way of dismissal for just cause, give the employee either:
  - (a) notice in writing, at least two weeks before a date specified in the notice, of the employer's intention to terminate his employment on that date, or
  - (b) two weeks wages at his regular rate of wages for his regular hours of work, in lieu of the notice.
- **Section 235.** (1) An employer who terminates the employment of an employee who has completed twelve consecutive months of continuous employment by the employer shall, except where the termination is by way of dismissal for just cause, pay to the employee the greater of:
  - (a) two days wages at the employee's regular rate of wages for his regular hours of work in respect of each completed year of employment that is within the term of the employee's continuous employment by the employer, and
  - (b) five days wages at the employee's regular rate of wages for his regular hours of work.

Please check the accuracy of the information appearing on the [Jetsgo Corporation's database](#) (name, address and amount):

⇒ **If all information is accurate (name, address and amount),**

- and you have on hand your social insurance number, we encourage you to [file your claim online](#). However, you can print and complete the [“Proof of claim – Employees”](#) form and return it to us as quickly as possible, by facsimile at (514) 934-8635, by e-mail at [jetsgo@rsmrichter.com](mailto:jetsgo@rsmrichter.com) or by mail at 2 Place Alexis Nihon, 22<sup>nd</sup> Floor, Montreal, Quebec, H3Z 3C2.
- and you do not have on hand your social insurance number, you must print and complete the [“Proof of claim – Employees”](#) form and return it to us as quickly as possible, by facsimile at (514) 934-8635, by e-mail at [jetsgo@rsmrichter.com](mailto:jetsgo@rsmrichter.com) or by mail at 2 Place Alexis Nihon, 22<sup>nd</sup> Floor, Montreal, Quebec, H3Z 3C2. Please do not include supporting documents with your form.

⇒ **If the amount is accurate but some of the other information is not accurate,** you must print and complete the [“Proof of claim – Employees”](#) and return it to us as quickly as possible, by facsimile at (514) 934-8635, by e-mail at [jetsgo@rsmrichter.com](mailto:jetsgo@rsmrichter.com) or by mail at 2 Place Alexis Nihon, 22<sup>nd</sup> Floor, Montreal, Quebec, H3Z 3C2. Please do not include supporting documents with your form.

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⇒ **If the amount calculated by Jetsgo Corporation on account of notice and severance pay is not accurate or if other amounts are owed to you**, you must print and complete the [“Proof of claim – Employees”](#) form and return it to us as quickly as possible, by facsimile at (514) 934-8635, by e-mail at [jetsgo@rsmrichter.com](mailto:jetsgo@rsmrichter.com) or by mail at 2 Place Alexis Nihon, 22<sup>nd</sup> Floor, Montreal, Quebec, H3Z 3C2. The detailed calculation of the amount claimed, reasons justifying the amount claimed and any document justifying your claim must be attached with your form.

**B) REMUNERATION**

If other amounts are owed to you, you must print and complete the [“Proof of claim – Employees”](#) form. Be advised that, pursuant section 136. (1) d) of the *Bankruptcy and Insolvency Act*, remuneration for services rendered during the six months immediately preceding the bankruptcy, up to a maximum of \$2,000, is payable in priority to unsecured claims. If this applies to you, the first \$2,000 claimed must be entered on line **b) ii) Preferred claims**, and all sums in excess of \$2,000, if any, must be entered on line **a) Unsecured claims**.

*Note: If required, you can print and complete a [“Proxy”](#) form.*

**RSM Richter Inc.**  
Trustee