

INFORMATION FOR PASSENGERS AND EMPLOYEES REGARDING FILING OF PROOF OF CLAIM

Zoom Airlines Incorporated filed an Assignment in **Bankruptcy** on **September 12, 2008** and Doyle Salewski Inc. was appointed Trustee.

Further information and forms in respect of the bankruptcy can be obtained from our website at www.doylegroup.ca. On the first screen in the website scroll down to the bottom right hand corner. Click on the **ZOOM** box to find the documents.

Detailed information is included below as follows: **Section A – Passengers;**
Section B – Employees;
Section C – General Comments

Please read ALL information in your category plus Section C before contacting the Trustee.

Section A – Passengers

Refunds for tickets should be first requested from your credit card company or bank and/or from your insurer. If required, both the [Bankruptcy Letter to Creditors and Passengers](#) and the [Assignment in Bankruptcy](#) should be printed to provide proof that the airline is no longer flying. Please note that if you hold travel insurance through Zoom you will not be able to collect on this insurance. If you cannot obtain a full refund from these sources, then you can file a [Proof of Claim Form](#) (printed from the website) with the Trustee. You will rank as an unsecured creditor in the bankruptcy and the Trustee is not certain at this time if there will be sufficient funds in the bankruptcy to make a payment to unsecured creditors.

On the Proof of Claim Form (“POC”), fill out the following:

Your address on the first two blank lines.

Your name (as creditor) in the first paragraph.

Your name again in the next blank space, in the next paragraph, and your city and province of residence in the next blank space.

Leave the next two spaces blank in **part 1**. – unless you are preparing this claim for a company and not for yourself.

The Total Amount you are claiming in the space in **part 3**.

Check the Box at **4A** and again fill in the Total Amount you are claiming on the first line.

Check the last Box under **4A** and once again fill in the Total Amount you are claiming, beside the notation “I do not claim a right to a priority”. You are not entitled to a priority under the Bankruptcy and Insolvency Act.

Leave all other sections in part 4 blank.

On Page 2, **Part 5**, check the two appropriate boxes, most probably being the **second box on the first line** to indicate you are NOT related to the debtor and the **second box on the second line** to indicate that you have NOT dealt with the debtor in a Non-arms length manner.

Below part 6 - fill out your location –City and Province or Country, the date, and sign the form on the right-hand side. Have someone witness your signature by signing on the left-hand side (it can be anyone that you know). Add your telephone number, fax number and email address, if available, on the appropriate lines.

You have now completed the POC.

It is not necessary to fill out the Proxy Form below your signature, unless you wish to give someone permission represent you. Should you wish to do so you can appoint any individual who will attend the First Meeting of Creditors on your behalf. Note that it is not necessary to attend this meeting or to appoint anyone to represent you.

You must include documents to support your claim, when submitting it to the Trustee. These might include copies of tickets, itineraries, or a schedule. The information must show the amount that you are claiming and must match the amount filled out on the POC. Should you not have tickets, etc., you can detail the information on a piece of paper and sign the bottom.

We are not able to provide itineraries that are no longer available online.

Section B - Employees

The Bankruptcy Statement of Affairs (“SOA”) can be viewed on the website. Check both the Unsecured (List ‘A’) and Preferred (List ‘C’). The Unsecured amount represents Termination and Severance due to you as determined from Company records. The link below represents a Ministry of Labour website detailing how these amounts are calculated (you may have to press “control – click” to activate the link). http://www.canadabusiness.ca/servlet/ContentServer?cid=1085667966576&pagename=CBSC_ON%2Fdisplay&lang=en&c=Regs

The Preferred amount represents unpaid wages, overtime, vacation, and per diems as per Company records up to a maximum of \$2,000. Please note that the vacation entitlement is based on time worked and would only include vacation earned from May 1, 2008 to the last day worked plus any “carry-over” vacation not taken from the previous year (in rare cases). The Company believes it has calculated and included all amounts due.

On the Proof of Claim Form (“POC”), fill out the following:

See the Passenger instructions above for the first part of the form, up to and including the amount to be filled in on the first line of Part 4A.

On the next line, beside the notation “I claim a right to a priority under section 136 of the Act” -- check the box and include the amount due to you for wages, etc. – the amount shown in List ‘C’ on the SOA. On the following line, beside the notation “I do not claim a right to a priority”, check the box and include the amount due to you for Severance and Termination – the amount shown in List ‘A’ on the SOA.

In Part 4E – Claim by Wage Earner, check the box and include the amount due to you for unpaid wages, overtime, vacation and per diems up to a maximum of \$3,000. This should be the amount from List ‘C’ plus any amounts between \$2,000 and \$3,000 if applicable.

Check the Box on the first line below and include the same amount on that line (to indicate the amount claimed in a *bankruptcy*)

You must include documents to support your claim, when submitting it to the Trustee.

*** If you do agree with the amounts taken from Company records and shown on the SOA**, you can state in writing that you agree with the Company’s records, listing these amounts on a separate piece of paper, and signing the bottom. Submit this with your claim.

****If you do not agree with the amounts taken from Company records and shown on the SOA**, prepare a separate page, listing the amounts you believe are due to you in detail, and include with your POC, which total amounts must agree with what you have filled out on the POC.

On Page 2, **Part 5**, check the two appropriate boxes, most probably being the **second box on the first line** to indicate you are NOT related to the debtor and the **second box on the second line** to indicate that you have NOT dealt with the debtor in a Non-arms length manner.

Below part 6 - fill out your location –City and Province or Country, the date, and sign the form on the right-hand side. Have someone witness your signature by signing on the left-hand side (it can be anyone that you know). Add your telephone number, fax number and email address, if available, on the appropriate lines.

You have now completed the POC.

It is not necessary to fill out the Proxy Form below your signature, unless you wish to give someone permission represent you. Should you wish to do so you can appoint any individual who will attend the First Meeting of Creditors on your behalf. Note that it is not necessary to attend this meeting or to appoint anyone to represent you.

*****Once you have filed your POC with the Trustee (See Section C below) you should file a claim under the Wage Earner Protection Program (“WEPP”). Information can be obtained from the WEPP website at <http://www.servicecanada.gc.ca/en/sc/wepp/index.shtml>. See also the Employee WEPP Information Letter on the Trustee’s website.**

Section C – General Information

Proofs of Claim can be submitted to the Trustee in one of three ways:

1. If you are able to scan the signed documents, you can email them to the Trustee at: ZoomClaims@doylegroup.ca, OR
2. You can mail the documents to our address as shown at the top of the POC, OR
3. You can fax the documents to our office at fax number 613-569-1116.

If your concerns are not addressed above: Email the Trustee at Zoom2@doylegroup.ca .