

**SUPREME COURT OF NEWFOUNDLAND AND LABRADOR
IN BANKRUPTCY AND INSOLVENCY**

IN THE MATTER OF the Receivership of
Petroforma Inc.

AND IN THE MATTER OF the *Bankruptcy
and Insolvency Act*, RSC 1985 c. B3, as
amended

**Estate No. 51-126021
Court No. 21491**

REPORT OF THE RECEIVER

**Report of BDO Canada Limited,
in its capacity as Receiver of the assets, undertakings and property of
Petroforma Inc.**

1. This report of BDO Canada Limited (“**BDO**” or the “**Receiver**”), Receiver of all the assets, undertaking and property of Petroforma Inc. (“**Petroforma**”), follows the affidavit of Jason Breeze dated October 17, 2017 in support of the sale of the assets and undertakings of Petroforma to Avalon Analytics Inc. as previously filed with the Court.

II. Introduction

2. The purposes of this report are to:
 - (a) Report on the conclusion of the sale transaction approved by the Court pursuant to the Approval and Vesting Order issued by the Court and dated October 31, 2017, a copy of which is attached hereto as Exhibit “A (the Approval and Vesting Order);
 - (b) Detail the Receiver’s understanding of the claims of creditors against the property of Petroforma and the quantum of those claims; and
 - (c) Provide the Court and stakeholders with the factual information necessary to formulate their positions on distribution of the proceeds realized from the sale of Petroforma’s property.

3. In developing this report the Receiver has relied on information obtained during the administration of the estate from The Toronto Dominion Bank (“TD”) and its legal counsel, the Receiver’s independent legal counsel, Canada Revenue Agency (“CRA”), bioMérieux Canada Inc. (“BCI”), and Toyota Credit Canada Inc. (“TCC”). Except as expressly stated in this report, the Receiver expresses no opinion or other form of assurance with respect to the accuracy of any such information relied upon by the Receiver in preparing this report.

III. Sale to Avalon Analytics Inc.

4. On October 17, 2017, the Receiver prepared an affidavit in support of the sale of all of the assets and undertakings of Petroforma, excluding a 2014 Toyota Tacoma subject to a financing agreement with TCC, to Avalon Analytics Inc. (“Avalon” or the “Purchaser”). This affidavit was filed with the Court prior to the hearing to consider the proposed sale to Avalon on October 31, 2017.
5. On October 31, 2017, the Court issued an Approval and Vesting Order, attached hereto as Exhibit “A”, which, *inter alia*, approved the sale of the assets and undertakings of Petroforma to Avalon and directed the Receiver to file with the Court a Receiver’s Certificate confirming that all of the terms and conditions of the Purchase Agreement between the Receiver and Avalon has either been satisfied or waived. The Receiver’s Certificate, attached hereto as Exhibit “B”, was prepared on November 2, 2017 and filed with the Court by counsel shortly thereafter.
6. On November 3, 2017, the sale of the assets and undertakings of Petroforma to Avalon closed upon the Receiver delivering the following documents to the Purchaser:
 - (a) a bill of sale in respect of the personal property subject to the sale, a copy of which is attached hereto as Exhibit “C”;
 - (b) a copy of the Receiver’s certificate referred to in Paragraph 5, above;
 - (c) GST Form 44 - Election Concerning the Acquisition of a Business or Part of a business, a copy of which is attached hereto as Exhibit “D”.
7. The Purchaser had previously deposited the amount of \$35,000.00 with the legal counsel to TD and the Receiver, to be applied against the purchase price under the Receiver’s

Asset Purchase Agreement (“APA”). On closing, the Purchaser delivered the balance of the purchase price \$550,500.00, to legal counsel. This amount was calculated pursuant to the terms of the APA following an adjustment for accounts receivable as set out therein.

8. As a result of the Receiver’s undertaking to operate the business of Petroforma until such a time that the sale could be concluded the Receiver holds proceeds in the amount of \$766,346.57 for distribution in accordance with the Receivership Order. This amount pertains to the proceeds of sale to Avalon and the collection of pre-receivership accounts receivable and post-receivership accounts receivable generated by the Receiver. The Receiver continues to collect on these accounts and it is contemplated that a further Distribution Order will be sought by the Receiver in the future.

IV. Claims of Creditors

9. Following the appointment of the Receiver by TD on July 14, 2017, the Receiver notified all known creditors of Petroforma of its appointment and, since that time, has requested and received details of creditors’ claims against Petroforma and its property. The creditors of Petroforma claiming an interest in its property are TD, CRA, BMI, and TCC.

Claims of TD

10. TD has provided copies of all loan and security documentation to the Receiver and the Receiver’s independent counsel. The Receiver has obtained a security review opinion from its independent counsel, French & Associates, on TD’s security position. A copy of the opinion is attached as Exhibit “E” to this report (the “**Independent Opinion**”).
11. The Independent Opinion confirms that TD (including TD Equipment Finance Canada, a Division of the Toronto Dominion Bank), holds valid and enforceable specific and general security over the assets and undertakings of Petroforma.
12. TD has advised the Receiver that as of the date of BDO’s appointment as private Receiver, July 14, 2017, the outstanding balance owed to TD by Petroforma and secured by the security agreements made in favour of TD totaled \$852,945.56.

Claims of CRA

13. CRA is in the process of conducting an audit of the business operations of Petroforma for the period of January 1, 2015 to March 31, 2017. The books and records of Petroforma, having been updated by employees of the Receiver following the private Receivership

date, reflect unpaid accounts payables of approximately \$856,000. The Receiver anticipates that CRA, as a result of its audit, will reverse any input tax credits previously claimed by Petroforma with respect to unpaid payables. This will result in an amount due to CRA in the approximate amount of \$112,000 which, when added to the HST balance due as reported in the books and records of \$36,000, results in a estimated debt to CRA for unpaid HST of approximately \$148,000. The Receiver has been advised that TD intends to make application for a Bankruptcy Order against Petroforma in order to reverse CRA's deemed trust for unpaid HST under Section 222(1) of the *Excise Tax Act*. The Receiver proposes to hold \$150,000 in Trust pending the outcome of the application for a Bankruptcy Order.

14. The Receiver believes that there is an amount due to CRA with respect to unpaid source deductions of \$20,000. The employee portion, or approximately 75%, of these unpaid source deductions represents a deemed trust over the assets of Petroforma in priority to the security agreements between Petroforma and TD pursuant to Sections 227(4) and 227(4.1) of the *Income Tax Act* and this debt will be paid from the proceeds of sale.

Claims of the BMI

15. On July 26, 2017, legal counsel for BMI submitted a claim for Reclamation of Property, attached hereto as Exhibit "F", claiming ownership of equipment described in an Equipment Lease to Own Agreement pursuant to Section 81.(4) of the *Bankruptcy & Insolvency Act* ("BIA"). The Lease to Own Agreement was provided to the Receiver in support of BMI's claim.
16. The Receiver consulted with its legal counsel with respect to BMI's claim and chose to dispute the claim pursuant Section 81.(2) of the BIA. The Receiver's letter outlining its position with respect to this claim is attached hereto as Exhibit "G". BMI did not appeal the Receiver's decision to the Court and, as a result, it has deemed to have abandoned or relinquished its right or interest in the property described in its claim.

Claims of TCC

17. TCC claimed an interest in a 2014 Toyota Tacoma which was subject to a lease agreement between Petroforma and TCC. The Receiver reviewed and accepted that TCC's security, having been property recorded pursuant to the *Personal Property Security Act*, was valid. Noting the appraised value of the vehicle as compared to the balance due to TCC under the terms of the lease, the Receiver surrendered the vehicle to TCC.

V. Costs Incurred by the Receiver

18. The costs incurred and receipts collected by the Receiver in carrying out its duties under this mandate are detailed in the Statement of Receipts and Disbursements for the period of July 14, 2017 to December 6, 2017, attached hereto as Exhibit "H".


VI. Next Steps

19. As CRA has yet to complete its audit, the Receiver proposes an interim distribution to TD in the amount of \$400,000.
20. The Receiver requests that its interim fees and disbursements, as set out in the interim invoice attached as Exhibit "I", be taxed and approved in the amount of \$100,835.60, plus HST.
21. The Receiver makes this report in good faith, and in connection with the receivership proceedings and for no other purpose.

Dated at Halifax, Nova Scotia, this 6th day of December, 2017.

BDO Canada Limited
Court Appointed Receiver of Petroforma Inc.

Per: _____
Jason Breeze, CIRP, LIT
Vice President



THIS IS EXHIBIT "A"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017

SCHEDULE A

**SUPREME COURT OF NEWFOUNDLAND AND LABRADOR
IN BANKRUPTCY AND INSOLVENCY**

IN THE MATTER OF the
Bankruptcy and Insolvency Act, RSC
1985 c. B-3, as amended

AND IN THE MATTER OF the
Receivership of Petroforma Inc.

Estate No.
Court No. 21491

APPROVAL AND VESTING ORDER

UPON reading the Notice of Motion of BDO Canada Ltd., in its capacity as receiver of the assets, undertaking and property of Petroforma Inc. (the **Receiver**) pursuant to section 243 of the *Bankruptcy and Insolvency Act*, RSC 1985 c. B-3, as amended (the **BIA**), **AND UPON** hearing the submissions of counsel, **AND UPON** reading the material as filed by counsel, **IT IS HEREBY ORDERED AS FOLLOWS:**

Approval of Sale

1. The Receiver is hereby authorized to complete the transaction between AVALON ANALYTICS INC. (the **Purchaser**) and the Receiver contemplated by asset purchase agreement made between the Purchaser and the Receiver dated 17 day of October, 2017 (the **Purchase Agreement**) in relation to certain property of Petroforma Inc. (**Petroforma**) as described in the Purchase Agreement.
2. The Purchase Agreement be and is hereby approved.

3. The Receiver is authorized and empowered to do all things and execute and deliver all such documents as it deems necessary in order to complete the transactions contemplated by the Purchase Agreement.

Vesting of Assets

4. Effective immediately upon the filing with this Court of a Receiver's Certificate substantially in the form attached hereto as **Schedule A** (the **Receiver's Certificate**), signed by the Receiver confirming that all terms and conditions under the Purchase Agreement have been either satisfied or waived and that the transactions contemplated by the Purchase Agreement have been completed to the satisfaction of the Receiver, all right, title and interest of Petroforma in and to the Property, (also referred to as the **Purchased Assets**), shall vest and are hereby vested in and to the Purchaser, absolutely and forever, without limitation, free and clear of and from any and all security interests (whether contractual, statutory or otherwise), hypothecs, mortgages, trusts or deemed trusts (whether contractual, statutory or otherwise), liens, executions, levies, charges or other financial or monetary claims, whether or not they have attached or been perfected, registered or filed and whether secured, unsecured or otherwise (collectively, **Claims**) provided however that from and after the filing of the Receiver's Certificate with this Court, any and all Claims of or by any persons in or to the Purchased Assets shall attach to the proceeds derived from the completion of the transactions contemplated by the Purchase Agreement with the same priority as they had with respect to the Purchased Assets immediately prior to the completion of the transactions contemplated by the Agreement.
5. The purchase price set out in the Purchase Agreement is fair and commercially reasonable and was arrived at in a commercially reasonable manner.
6. Notwithstanding:

- (a) the pendency of these proceedings;
- (b) any applications for a bankruptcy order now or in the future issued pursuant to the BIA in respect of Petroforma and any bankruptcy order issued pursuant to any such applications; and
- (c) any assignment in bankruptcy made in respect of Petroforma;

the vesting of the Purchased Assets in the Purchaser pursuant to this Order shall be binding on any trustee in bankruptcy that may be appointed in respect of Petroforma and shall not be void or voidable by creditors of Petroforma, nor shall it constitute nor be deemed to be a settlement, fraudulent preference, assignment, fraudulent conveyance, transfer at undervalue or other reviewable transaction under the BIA or any other applicable federal or provincial legislation, nor shall it constitute oppressive or unfairly prejudicial conduct pursuant to any applicable federal or provincial legislation.

- 7. Any and all third parties holding Purchased Assets are hereby directed to release such Purchased Assets forthwith upon receiving instructions to that effect from the Receiver, or, after the closing of the transactions contemplated by the Purchase Agreement, from the Receiver, the Purchaser or both.
- 8. This Court hereby requests the aid and recognition of any court, tribunal, regulatory or administrative body having jurisdiction in Canada or in the United States in connection with the authority granted hereunder to proceed with and conclude the transactions contemplated by the Purchase Agreement.

DATED the 31 day of Oct, 2017 at St. John's, Newfoundland and Labrador.

9 Assistant Deputy Registrar

THIS IS EXHIBIT "B"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017

SCHEDULE A

**SUPREME COURT OF NEWFOUNDLAND AND LABRADOR
IN BANKRUPTCY AND INSOLVENCY**

IN THE MATTER OF the
Bankruptcy and Insolvency Act, RSC
1985 c. B-3, as amended

AND IN THE MATTER OF the
Receivership of Petroforma Inc.

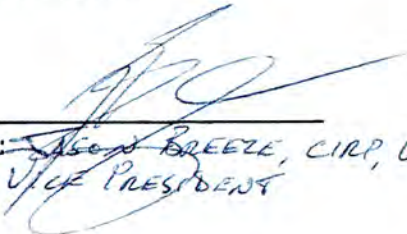
Estate No. *51-126021*
Court No. **21491**

RECEIVER'S CERTIFICATE

BDO Canada Ltd., in its capacity as receiver of all of the assets, undertaking and property of Petroforma Inc. (the **Receiver**), appointed pursuant to an order of this Court dated 10 August 2017, hereby confirms that all terms and conditions under the agreement of purchase and sale made between Avalon Analytics Inc. and the Receiver pursuant to the asset purchase agreement dated 17 October 2017 (the **Purchase Agreement**) have been either satisfied or waived, and that the transactions contemplated by the Purchase Agreement have been completed to the satisfaction of the Receiver.

DATED the *17th* day of *OCTOBER*, 2017 at *HALIFAX, NOVA SCOTIA*

**BDO CANADA LTD., in its capacity as
receiver of all of the assets,
undertaking and property of
Petroforma Inc.**

Per: 
Name: *JASON BREEZE, CIPF, LIT*
Title: *VICE PRESIDENT*

THIS IS EXHIBIT "C"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017

BILL OF SALE

THIS BILL OF SALE made as of the 2nd day of November, 2017.

AMONG: **BDO CANADA LTD.** in its capacity as Receiver of Petroforma Inc. a corporation existing under the laws of the Province of Newfoundland and Labrador

("BDO")

OF THE FIRST PART

AND: **AVALON ANALYTICS INC.**, a corporation existing under the laws of the Province of Newfoundland and Labrador ("**Avalon**")

OF THE SECOND PART

WHEREAS pursuant to an Asset Purchase Agreement dated the 17th of October, 2017 (the "Acquisition Agreement") between the Vendor and the Purchaser, the Vendor agreed to sell and the Purchaser agreed to purchase the Purchased Assets as therein defined;

AND WHEREAS by way of Approval and Vesting Order dated October 31, 2017 issued from the SUPREME COURT OF NEWFOUNDLAND AND LABRADOR IN BANKRUPTCY, ESTATE NO. COURT NO. 21491 the sale of the Purchased Assets to the Purchaser was approved and the Purchased Assets were vested in the Purchaser.

NOW THEREFORE this Bill of Sale witnesses that for the sum of Seven Hundred Thousand Dollars (\$ 700,00.00), exclusive of any applicable taxes, now paid by the Purchaser to the Vendor (the receipt of which is acknowledged), the Vendor, pursuant to and subject to provisions of the Acquisition Agreement, hereby sells, assigns, transfers, conveys and sets over to the Purchaser, its successors and assigns, the assets listed in Schedule "A" attached hereto;

[Remainder of page intentionally left blank. Signature page to follow.]

SCHEDULE "A"

Schedule "A"
Purchased Assets – List Attached

[A large, faint, diagonal line or watermark is present across the page, possibly indicating a signature or a large mark.]

[Handwritten signature or initials.]

Petroforma Inc. - Assets

Description	Qty
Elga Purelab Option OR015XXM1 Reverse Osmosis System	1
4 Wheel Plastic Cart	18
Metrohm 881 Compact IC Pro Chromatograph With	1
Metrohm 896 Professional Detector	1
Agilent Gas Chromograph Auto Sampler 6850	1
Agilent 7890A GC Series D-1 With Analytical Detector Control	1
Agilent 200 Series AA Atomic Absorption	1
Agilent SPS 3 Auto Sampler	1
Thermo Scientific 1CAP QC/Quadrupole ICP-MS Spectrometer	1
Folding Table 4 Ft	1
Cetac Auto Sampler	1
Stainless Steel Table 3ft x 30in	2
Mandel Scientific Total Organic Carbon Analyser TOC-5000A Ser#34501048A	1
Introsam MK65 Dual Detector System	1
NIKKO Incubator	1
Fisher Scientific Isotemp Oven (Incubator) DV700G Ser#2148100353530	1
Wilkens-Andersen Separator	1
Thermo Scientific Cimarec Stirring Hotplate	1
Hart Scientific Fluke 1529 Chub E4 Thermometer Ser#A73470	1
Barnstead Thermolyne Maxd Mix Speed Control Type 37600	1
Koehler Inst. Co Utility Heater 60 HZ 1000W	1
Thermo Scientific Neslab RTE-7 Recirculating Water Bath	1
Microbics Toxicity Analyser M500 Ser#5001063	1
Fisher Scientific Isotemp Oven (Incubator) 750F Ser#60800152	1
Mettler Toledo AG285 Ser#1119382026	1
Sartorius Top Loading Balance LA1200S Ser#179095806	1
HACH DR 3900 Spectrophotometer Ser#1630608	1
HACH DRB200 Reactor Ser# 15080C0203	1
HACH DRB201 Reactor Ser#16120C0386	1
Fisher Scientific AB40 Oxygen Meter	1
HACH 2100Q Turbidity Meter	1
Corning Magnetic Stirrer PC-353	1
Symphony S880PC PH Meter	1
Fisher Scientific Accumet XL25 Meter	1
Fisher Scientific 120S Stirrer	1
Fisher Scientific Isotemp Incubator 3720 Ser#3720A/3720	1
Fume Hood 6ft	1
Fisher Scientific F560D	1
Gast Vacuum Pump DAA-V715-EB	1
Chandler Engineering 3000GL PVT System Ser#6583 With	1
Quizx Pump Q6620-174-H-E5-1 & Accessories	1
Chandler Engineering 3000GL PVT System Ser#6574 With	1
Chandler Engineering Quizx Pump Q6620-174-H-E5-1	1
Thermolyne F6000 Furnace Ser#40800929	1
Chandler Engineering Gasometer 2331B	1
Chandler Equipment Flash Separator	1
Home Made Shaking Device	1
Heise 10,000 PSI Digital Pressure Indicator 901A Ser#59-31378	1
Chandler Scientific Hand Pump With Read Out	1
Leather & Metal Stools	9
Anton Paar DMA Density Meter Hand Held	1
Fisher Isotemp Fridge 50FREEFA Ser#S11N0016	1
Danby 4ft Domestic Freezer	4
Habco Double Door Cooler	1
Habco Double Door Cooler	1
Flammable Double Door Storage Cabinet 5ft x 3ft	1
Acid Storage Cabine:	1
Portable Compressor	1
Thermo Scientific Therna Flex 2500 Chiller	1

Type 5 Piston Sample Cylinder 700CC Volumetric Capacity With Certification & Sample Cylinder Transit Box	44
20L Gas Sample Cylinder With Certification & Sample Cylinder Transit Box	11
VWR Scientific Recirculator Chiller 1172 Ser#600136	1
Insulated Heavy Plastic Wharf Box 2,000 lb Capacity	7
Mini Split Heat Pump	2
Custom Made Stainless Steel Cooling Tank	4
Cole Parmer Diaphragm Pump	1
Shark PH Meter	1
Aquafine UV Disinfection Unit	1
Hydraulic Lift Table	1
The Pump 40	1
Fisher Scientific AR 25 Dual Channel PH/Ion Meter	1
Fisher Scientific XI 600	1
Fisher Scientific AR 25 Dual Channel PH/Ion Meter	1
Fisher Scientific Stir Plate 1205	1
Pump 20	1
Nikon Microscope SMZ-18	1
Milton Roy Spectronic 20D	1
True Double Door Cooler	1
True Double Door Cooler	1
Fume Hood 6ft	1
New Brunswick Scientific Autoclave	1
Corning DC-101 Hot Plate Stirrer	1
Sartorius Top Loading Balance LA12005 Ser#179095806	1
STM-EL Steam Sterilizer Autoclave	1
STM-EL Steam Sterilizer Autoclave	1
STM-EL Steam Sterilizer Autoclave (Not Working)	1
Hobart Dishwasher	1
3 Pot Stainless Steel Sink With Spray Wand	2
General Tech Service Waterbath 148007 Ser#70900763	1
Precision Water Bath	1
Precision Water Bath Colliform 253 Ser#601101231	1
Fisher Scientific Water Bath Colliform 253 Ser#604071566	1
Thermo Water Bath 2862 Ser#200049-22	1
Precision Water Bath Colliform 253 Ser#698040441	1
Precision Water Bath Circulating 260 Ser#696101542	1
Precision Water Bath Circulating 260 Ser#603091207	1
Fisher Scientific Isotemp 228 Ser#906N0118	1
Fisher Scientific Isotemp 228 Ser#011N0283	1
Fisher Scientific Isotemp Incubator 650D Ser#50600242	1
Fisher Scientific Isotemp Incubator 650D Ser#507N0190	1
Fisher Scientific Isotemp Incubator 650D Ser#60900262	1
Fisher Scientific Isotemp Incubator 650D Ser#104N0145	1
Fisher Scientific Isotemp Incubator 650D Ser#205N0129	1
Fisher Scientific Isotemp Incubator 650D Ser#904N0114	1
Fisher Scientific Isotemp Incubator 650D Ser#103N0125	1
Fisher Scientific Isotemp 228 Water Bath Ser#1608080829458	1
Deep Freeze Domestic	1
Leica Colony Counter	1
Boekel Oven Model 131400 Ser#1264	1
Boekel Oven Model 132000 Ser#01230-25	1
Micromaster Telescope Model CK	1
New Brunswick Scientific Pourmatic MP-1000	1
Thermo Scientific Water Bath WB1140A-1 Ser#X06U-522590-XU	1
Thermo Scientific Water Bath WB1140A-1 Ser#NBV-523106-NV	1
Vidas- Biomesieu Salmonella & Food Pathagern Detecting Test System	1

SB

Precision Waterbath Coliform 253 Ser#604061863	1
Fisher Scientific Incubator 650D Ser#507N0189	1
Fisher Scientific Incubator 650D Ser#401N0029	1
Fisher Scientific Incubator 6845 Ser#275404-368	1
Forma Scientific Class 11 A/BC Biological Safety Cabinet	1
Domestic Fridge	1
Domestic Fridge	1
Gen Tech Ser. Isotemp 210 Ser#70900763	1
Sartorius Praetium 612-15 Ser#0029508832	1
Stomacher Lab Blender 400 BA6021 Ser#14006	1
Stomacher Lab Blender 400 BA6021 Ser#172911	1
Domestic Microwave Oven	1
Fisher Scientific Isotemp 228 Water Bath	1

44in Wood Veneer Octagon Table	2
White Leather Office Chair On Casters	8
4ft Wood Veneer Folding Table	1
Dell Laptop	5
17in LCD Monitor	2
Hp P2035N Printer Laser Jet Printer	2
White Leather Managers Chair	3
4ft x 2ft White Wood Veneer 3 Drawer Desk	2
Lateral 4 Drawer File Cabinet	2
5 Drawer Lateral File Cabinet	9
Metal Coat Tree	1
Canon Image Class MF4770N Printer	1
7ft x 7ft Reception/Work Station Wood Veneer	1
PC With Monitor	7
Metal Padded Reception Chair	17
3 Drawer Wood Veneer Desk & Hutch 5.5ft x 4ft	1
4ft x 2ft Lift Electric Raising Table	1
Metal Coat Tree	1
Pan Shelving In Lots	1
4 Drawer Legal File Cabinet	3
Server	1
APC Smart Ups 1500 Back Up	1
APC Smart Ups 750 Back Up	1
TP Link Jet Stream Managed POE Switch	1
Dell Power Connect 2724	1
Belden 48 Port Switch	1
Hp Color Laser Jet 3600N Printer	1
Mop & Bucket	1
Shop Vacuum	1
Cubicles With Componects (Desks, Hutch/Storage Area	10
Aasta 6731i Phone	15
Hp Laser Jet P2035N Printer	1
Xerox Work Centre 7775 With Sorter Photo Copier	1
Fold Up Chairs	8
Wood Padded Reception Chair	4
Enclosed White Board	1
Board Room Table 9.5ft x 3.5ft	1
Fridge	1
Microwave Oven	1
Keurig Coffee Dispenser	2
Toaster Oven	2
Toaster	1
Step Up	1
Panasonic KC-TPA60 Cordless Phone	2
6ft x 3ft Wood Veneer Book Case	13
Accounts Receivable, other than the Excluded Assets as defined in Section 1.1 of the Receiver's Asset Purchase Agreement	Various

SB

THIS IS EXHIBIT "D"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017

Election Concerning the Acquisition of a Business or Part of a Business

Use this form if you are a recipient acquiring a business and you want to jointly elect with the supplier so that GST/HST does not apply to the supply of the business.

You may also be eligible if you are acquiring part of a business. For more information, see the back of this form.

Notes

Do not use this form if you are a recipient that is a selected listed financial institution (SLFI) for Quebec Sales Tax (QST) purposes. Instead use Form RC7244, *Elections Concerning the Acquisition of a Business or Part of a Business by a Recipient that is a Selected Listed Financial Institution for QST Purposes*. For more information, including the definition of an SLFI for GST/HST and QST purposes, go to www.cra.gc.ca/sifi.

If the supplier is a GST/HST registrant and the recipient is not a registrant, this election cannot be made.

Part A - Identification (recipient)			
Name AVALON ANALYTICS INC.		Business number 792364515 RT 0001	
Trading name (if different from name)		Type of business Laboratory / Testing	
Contact Person PAUL ANTLE		Telephone number (709) 726-5544	Extension
Part B - Identification (supplier)			
Name BDO Canada Limited - Receiver for Petrochem Inc		Business number 902655019 RT 0002	
Trading name (if different from name)		Type of business Laboratory	
Contact Person Judy Hill		Telephone number 902-425-3380	Extension
Part C - Election			
See page 2 of this form for the eligibility requirements and exclusions that apply to this election.			
Enter the date the property was acquired by the recipient: Year 2012 Month 11 Day 02			
Description of property acquired (if you need more space, attach a separate sheet of paper): All personal and intellectual property of Petrochem Inc.			
<input checked="" type="checkbox"/> We, the supplier and recipient of a business or part of a business, jointly elect under subsection 167(1) of the Excise Tax Act to have the supply of the business or part of the business not subject to GST/HST.			
Enter the recipient's GST/HST reporting period in which the acquisition occurred: From _____ to _____			
Part D - Certification (recipient)			
I, Paul Antle (print name), certify that the information given on this form and in any attached documents with respect to the person identified in Part A is, to the best of my knowledge, true, correct, and complete in every respect, and that I am the recipient or that I am authorized to sign on behalf of the recipient.			
Signature of recipient or authorized person		Title President / CEO	Year 2012 Month 11 Day 02
Part E - Certification (supplier)			
I, SASON BREEZE (print name), certify that the information given on this form and in any attached documents with respect to the person identified in Part B is, to the best of my knowledge, true, correct, and complete in every respect, and that I am the supplier or that I am authorized to sign on behalf of the supplier.			
Signature of supplier or authorized person		Title Vice-President	Year 2012 Month 11 Day 02

Personal information is collected under the Excise Tax Act to administer tax, rebates, and elections. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the Privacy Act, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source <http://www.cra-arc.gc.ca/gncy/tp/nsrc/nsrc-eng.html>, personal information bank CRA PPU 047.

THIS IS EXHIBIT "E"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017



FRENCH
& ASSOCIATES
ERS, I

December 5, 2017

Via Email (jbreeze@bdo.ca)

BDO Canada Limited
255 Lacewood Drive
Suite 201
Halifax, Nova Scotia
B3M 4G2

Attention: Jason Breeze, CIRP

Dear Sir:

Re: Petroforma Inc.

Further to our telephone discussions on November 27 and 28, 2017, and your email correspondence dated November 28, 2017, we render this opinion pursuant to your request that we review the validity of the security held by The Toronto-Dominion Bank (TD) with respect to Petroforma Inc.

1. EXAMINATIONS

We have examined copies, certified or identified to our satisfaction, of all Documents submitted to us and such other documents, as defined in section 4 herein, and have considered such questions of law and made such other investigations as we have considered relevant or necessary in connection with the opinions expressed herein.

We are qualified to carry on the practice of law in the Province of Newfoundland and Labrador and we express no opinion as to any laws, or matters governed by any laws, other than the laws of Newfoundland and Labrador and the federal laws of Canada applicable therein. Our opinions herein are based on legislation, regulations, orders and rulings in effect on the date hereof.

2. ASSUMPTIONS AND RELIANCES

For the purposes of the opinions expressed herein:

- (a) We have assumed the genuineness of all signatures, the legal capacity of all individuals, the authenticity of all Documents submitted to us as originals or copies and the conformity to authentic original documents of all Documents submitted to us as certified, conformed, electronic or photostatic copies or facsimiles thereof.
- (b) We have assumed the accuracy and completeness of all information provided to us by public officials or by BDO Canada Limited.
- (c) We have assumed that each party to any of the Documents that create obligations for that party, has duly authorized, executed and delivered such Documents to which it is a party.
- (d) We have assumed with the exception of security interests created by the Documents, the Documents that create obligations for parties, constitute legal, valid and binding obligations of each party thereto, enforceable against each of them in accordance with their terms.
- (e) We have assumed that insofar as any obligation under any of the Documents is to be performed in any jurisdiction outside the Province of Newfoundland and Labrador, its performance will not be illegal or unenforceable by virtue of the laws of that other jurisdiction.
- (f) We have assumed the accuracy and currency of the indices and filing systems maintained in relation to the public registries where we have searched or inquired or have caused searches or inquiries to be conducted.
- (g) We have assumed that value has been given and that the debtor has rights in the collateral as required by the *Personal Property Security Act*, S.N.L. 1998, c. P - 7.1 ("PPSA").

3. QUALIFICATIONS

Since there is no title registration system in the Province of Newfoundland and Labrador relating to personal property, any opinion respecting title is based solely upon the relevant Documentation, which Documentation is described in paragraph 4 herein.

No opinion is expressed as to the rank or priority of any charge or security interest created by the Documentation.

No opinion is expressed with regard to any collateral covered by the Documentation, but not referred to in this opinion.

Pursuant to your instructions to our office, this opinion determines the validity of security claimed and whether such security has been properly perfected.

4. DOCUMENTATION

In preparing this opinion, we have considered and relied upon only the following information provided to our office from all sources (the "Documents" and/or "Documentation"):

- i. Personal Property Registry search conducted by Abstract & Auxiliary Services Inc. in the name of Petroforma Inc. on December 4, 2017, a copy of which is attached hereto as Schedule "A";
- ii. Email correspondence from Jason Breeze, CIRP, BDO Canada Limited, dated November 28, 2017 attaching:
 - a. Facilities Letter dated August 10, 2016 from TD Commercial Banking to Petroforma Inc.;
 - b. PPRS Verification Statement with respect to Registration Number 12670667;
 - c. General Security Agreement – February 13, 2015;
 - d. Postponement and Assignment of Creditors Claim and Postponement of Security – JV O’Dea Services PLC Inc. – February 13, 2015;
 - e. Postponement and Assignment of Creditors Claim and Postponement of Security – Gunther Baumgartner – February 13, 2015; and
 - f. Postponement and Assignment of Creditors Claim and Postponement of Security – Michael Hanrahan – February 13, 2015; and
 - g. Director’s Resolution – February 13, 2015.

5. PERFECTION

Personal Property Security Act

Section 20 of the PPSA, holds that there are two required elements to a perfected security interest in collateral, regardless of the order of occurrence. There must be:

- (i) attachment in accordance with section 13, which requires:
 1. Value must be given. Value is defined in subsection 2(tt) to include any consideration sufficient to support a simple contract. However, a secured party need not have actually advanced the loan funds or the purchase money credit in

order to satisfy the value requirement of section 13. Value is given as soon as a secured party makes a binding commitment to extend the loan or purchase money credited to the debtor.

2. The debtor must have rights in the collateral; and

3. There must be a security agreement that meets the requirements of s. 11.

(ii) a perfection step in accordance with section 25 (perfection by possession) or section 26 (perfection by registration of financing statement in the Personal Property Registry).

The Toronto-Dominion Bank (TD Equipment Finance Canada, A Division of The Toronto-Dominion Bank)

Is there attachment?

(i) Was value given?

YES - As stated in subsection 2(g) of this opinion we have assumed that value has been given as required by the PPSA.

(ii) Rights in the collateral?

YES - As stated in subsection 2(g) of this opinion we have assumed that the debtor has rights in the collateral as required by the PPSA.

(iii) Have the evidentiary requirements of section 11 been met?

YES - The evidentiary requirements of section 11 of the PPSA, required for attachment, are established by the General Security Agreement (GSA). Specifically, in accordance with subsection 11(1) (b), the GSA is in writing, it has been signed by the Debtor and it provides an adequate description of the collateral that is secured.

Is there a perfection step?

General Security Agreement

YES

Personal Property Registry (PPR) registration number 12670667 (February 16, 2015) contains the following information:

- General Description of Collateral: A security interest is taken in all of the debtor's "present and after-acquired personal property and all proceeds thereof".

PPR registration number 12730271 (March 16, 2015) / Amendment – Registration number 13676424 (February 15, 2016) contains the following information:

- General Description of Collateral: A security interest is taken in "Forty (40) Piston Type Sample Cylinders PDC, C/W Hydrostatic Pressure Test & TPED Certificate and Aluminum Transport Box; Max Work Press: 689 BAR/ 10.000 PSI; Nominal Capacity: 600 CC; Volume: 700 CC Serial Numbers: 1001289, 1001290, 1001291, 1001292, 1001293, 1001294, 1001295, 1001296, 1001297, 1001298, 1001299, 1001300, 1001301, 1001313, 1001314, 1001315, 1001316, 1001317, 1001318, 1001319, 1001320, 1001321, 1001322, 1001333, 1001334, 1001335, 1001336, 1001337, 1001338, 1001339, 1001340, 1001341, 1001342, 1001343, 1001344, 1001345, 1001346, 1001347, 1001348, 1001349 together will all present and future attachments, accessories, accessions, replacements, substitutions, additions and improvements thereto, and all proceeds in any form derived directly or indirectly from any dealing with the collateral or proceeds thereof, and without limitation, money, cheques, deposits in deposit-taking institutions, goods, accounts receivable, rents or other payments arising from the lease of the collateral, chattel paper, instruments, intangibles, documents of title, securities, and rights of insurance payments of any other payments as indemnity or compensation for loss or damage to the collateral or proceeds of the collateral".

PPR registration number 12768743 (April 1, 2015) / Amendment – Registration number 13676432 (February 15, 2016) contains the following information:

- General Description of Collateral: A security interest is taken in all of the debtor's "present and after acquired personal property".

PPR registration number 14328264 (September 21, 2016) / Amendment – Registration number 14329346 (September 21, 2016) contains the following information:

- General Description of Collateral: A security interest is taken in: (i) "One (1) Steam Sterilizer STM-EL SN 04291617B0605, One (1) LXEH-2 Dishwasher/Booster SN 231173570, One (1) ICAP QC Quadrupole ICP-MS Spectrometer, Water Circulator Quality Instrument TF25 B A208/60 SN RAB056 T1 LPR 35 MICRON SPCLFTG, CETAC ASX520, Consumable Kit ICAP QA together with all present and future attachments, accessories, accessions, replacements, substitutions, additions and improvements thereto, and all proceeds in any form derived directly or indirectly from any dealing with the collateral or proceeds thereof, and without limitation, money, cheques, deposits in deposit-taking institutions, goods, accounts receivable, rents or other payments arising

from the lease of the collateral, chattel paper, instruments, intangibles, documents of title, securities, and rights of insurance payments of any other payments as indemnity or compensation for loss or damage to the collateral or proceeds of the collateral"; and (ii) "One (1) ICAP QC Quadrupole ICP-MS Spectrometer Serial No.S (sic) SN12112301000008 and SN03134R".

By operation of section 26 of the PPSA, these registrations qualify as perfection steps.

6. OPINION

Based and relying upon and subject to the foregoing, we are of the opinion expressed above and for the purposes of summarizing the same we advise that at the date hereof:

1. As stated in section 5 herein, The Toronto Dominion Bank (TD Equipment Finance Canada, A Division of The Toronto Dominion Bank) has perfected its security interest in the collateral of Petroforma Inc., which collateral is as described in the Documentation and PPR Financing Statements.

The opinions expressed herein are provided solely for the benefit of the addressee and may not be used nor relied on by the addressee for any other purpose or by any other person for any purpose whatsoever, in each case without our prior written consent.

Yours truly,

French & Associates

A handwritten signature in blue ink, appearing to be 'JH', is written over the text 'French & Associates'.

SCHEDULE "A"

Personal Property Registry search conducted by Abstract & Auxiliary
Services Inc. in the name of Petroforma Inc. on December 4, 2017

This report lists registrations in the Personal Property Registry that match the following search criteria:

Province or Territory Searched: Newfoundland and Labrador
Type of Search: Debtors (Enterprise)

Search Criteria: Petroforma Inc.

Date and Time of Search: 2017-12-04 19:28 (Atlantic)
Transaction Number: 15881079
Searched By: S177115

The following table lists records that match the Debtors (Enterprise) you specified.

Exact	Included	Original Registration Number	Enterprise Name	Place
*	*	12670667	Petroforma Inc.	St. John's
*	*	12730271	PETROFORMA INC.	ST. JOHN'S
*	*	12768743	PETROFORMA INC.	ST. JOHN'S
*	*	14328264	PETROFORMA INC.	ST. JOHN'S

An "*" in the 'Exact' column indicates that the Debtor (Enterprise) exactly matches the search criteria.

Included Column Legend

- An asterisk (*) in the 'Included' column indicates that the registration's details are included within the Search Result Report.

Registration Counts

- 4 registration(s) contained information that **exactly** matched the search criteria you specified.

- 0 registration(s) contained information that **closely** matched the search criteria you specified.

When reviewing the registrations below, note that a registration which has expired or been discharged within the last 30 days can still be re-registered by the secured party.

All registration date/time values are stated in Atlantic Time.

For more information concerning the Personal Property Registry, go to www.acol.ca

Registration Details for Registration Number: 12670667

Province or Territory: Newfoundland and Labrador

Registration Type: PPSA Financing Statement

Registration History

Registration Activity	Registration Number	Date/Time (Atlantic)	Expiry Date	File Number
Original	12670667	2015-02-16 09:03	2020-02-16	129050

This registration has **not** been the subject of an Amendment or Global Change. The following registration information was added by the original registration and has not been deleted.

Debtors

Type: Enterprise

Petroforma Inc.
Hanrahan, Michael
130 Southside Road
St. John's NL A1E 0A2
Canada

Secured Parties

Type: Enterprise
The Toronto-Dominion Bank
140 Water Street
St. John's NL A1C 6H6
Canada

General Collateral

All present and after-acquired personal property and all proceeds thereof.

Registration Details for Registration Number: 12730271

Province or Territory: Newfoundland and Labrador
Registration Type: PPSA Financing Statement

Registration History

Registration Activity	Registration Number	Date/Time (Atlantic)	Expiry Date	File Number
Original	12730271	2015-03-16 12:16	2020-03-16	25240
Amendment	13676424	2016-02-15 15:18	2020-03-16	25240

As listed in the Registration History section above, this registration has been the subject of an Amendment or Global Change to add or delete information. The following registration details provide the registration number for the Amendment that added or deleted information. If no "added by" or "deleted by" registration number is provided, the information was added by the original registration and has not been deleted.

Debtors

Type: Enterprise
PETROFORMA INC.
130 SOUTHSIDE RD
ST. JOHN'S NL A1C5V3
Canada

Secured Parties

The Secured Party below was deleted by registration number 13676424

Type: Enterprise
~~TD EQUIPMENT FINANCE CANADA INC.~~
~~2020 WINSTON PARK DRIVE, SUITE 301~~
~~OAKVILLE ON L6H6X7~~
Canada

The Secured Party below was added by registration number 13676424

Type: Enterprise
 THE TORONTO-DOMINION BANK
 2020 WINSTON PARK DR STE 301
 OAKVILLE ON L6H6X7
 Canada

The Secured Party below was added by registration number 13676424

Type: Enterprise
 TD EQUIPMENT FINANCE CANADA, A DIVISION OF THE TORONTO-DOMINION
 BANK
 2020 WINSTON PARK DR STE 301
 OAKVILLE ON L6H6X7
 Canada

General Collateral

FORTY (40) PISTON TYPE SAMPLE CYLINDERS PDC, C/W HYDROSTATIC PRESSURE TEST & TPED CERTIFICATE AND ALUMINUM TRANSPORT BOX; MAX WORK PRESS: 689 BAR/ 10.000 PSI; NOMINAL CAPACITY: 600 CC; VOLUME: 700 CC SERIAL NUMBERS: 1001289, 1001290, 1001291, 1001292, 1001293, 1001294, 1001295, 1001296, 1001297, 1001298, 1001299, 1001300, 1001301, 1001313, 1001314, 1001315, 1001316, 1001317, 1001318, 1001319, 1001320, 1001321, 1001322, 1001333, 1001334, 1001335, 1001336, 1001337, 1001338, 1001339, 1001340, 1001341, 1001342, 1001343, 1001344, 1001345, 1001346, 1001347, 1001348, 1001349 TOGETHER WITH ALL PRESENT AND FUTURE ATTACHMENTS, ACCESSORIES, ACCESSIONS, REPLACEMENTS, SUBSTITUTIONS, ADDITIONS AND IMPROVEMENTS THERETO, AND ALL PROCEEDS IN ANY FORM DERIVED DIRECTLY OR INDIRECTLY FROM ANY DEALING WITH THE COLLATERAL OR PROCEEDS THEREOF, AND WITHOUT LIMITATION, MONEY, CHEQUES, DEPOSITS IN DEPOSIT-TAKING INSTITUTIONS, GOODS, ACCOUNTS RECEIVABLE, RENTS OR OTHER PAYMENTS ARISING FROM THE LEASE OF THE COLLATERAL, CHATTEL PAPER, INSTRUMENTS, INTANGIBLES, DOCUMENTS OF TITLE, SECURITIES, AND RIGHTS OF INSURANCE PAYMENTS OR ANY OTHER PAYMENTS AS INDEMNITY OR COMPENSATION FOR LOSS OR DAMAGE TO THE COLLATERAL OR PROCEEDS OF THE COLLATERAL

Registration Details for Registration Number: 12768743

Province or Territory: Newfoundland and Labrador
Registration Type: PPSA Financing Statement

Registration History

Registration Activity	Registration Number	Date/Time (Atlantic)	Expiry Date	File Number
Original	12768743	2015-04-01 13:24	2020-04-01	25240
Amendment	13676432	2016-02-15 15:20	2020-04-01	25240

As listed in the Registration History section above, this registration has been the subject of an Amendment or Global Change to add or delete information. The following registration details provide the registration number for the Amendment that added or deleted information. If no "added by" or "deleted by" registration number is provided, the information was added by the original registration and has not been deleted.

Debtors

Type: Enterprise
 PETROFORMA INC.
 130 SOUTHSIDE RD
 ST. JOHN'S NL A1C5V3
 Canada

Secured Parties

The Secured Party below was deleted by registration number 13676432

Type: Enterprise
~~TD EQUIPMENT FINANCE CANADA INC.
 2020 WINSTON PARK DRIVE, SUITE 301
 OAKVILLE ON L6H6X7
 Canada~~

The Secured Party below was added by registration number 13676432

Type: Enterprise
 THE TORONTO-DOMINION BANK
 2020 WINSTON PARK DR STE 301
 OAKVILLE ON L6H6X7
 Canada

The Secured Party below was added by registration number 13676432

Type: Enterprise
 TD EQUIPMENT FINANCE CANADA, A DIVISION OF THE TORONTO-DOMINION
 BANK
 2020 WINSTON PARK DR STE 301
 OAKVILLE ON L6H6X7
 Canada

General Collateral

ALL PRESENT AND AFTER ACQUIRED PERSONAL PROPRERTY.

Registration Details for Registration Number: 14328264

Province or Territory: Newfoundland and Labrador

Registration Type: PPSA Financing Statement

Registration History

Registration Activity	Registration Number	Date/Time (Atlantic)	Expiry Date	File Number
Original	14328264	2016-09-21 09:49	2021-09-21	25240-1
Amendment	14329346	2016-09-21 11:16	2021-09-21	25240-1

As listed in the Registration History section above, this registration has been the subject of an Amendment or Global Change to add or delete information. The following registration details provide the registration number for the Amendment that added or deleted information. If no "added by" or "deleted by" registration number is provided, the information was added by the original registration and has not been deleted.

Debtors

Type: Enterprise
PETROFORMA INC.
130 SOUTHSIDE ROAD,
ST. JOHN'S NL A1C5V3
Canada

Secured Parties

Type: Enterprise
THE TORONTO-DOMINION BANK
2020 WINSTON PARK DRIVE, SUITE 301
OAKVILLE ON L6H6X7
Canada

Type: Enterprise
TD EQUIPMENT FINANCE CANADA, A DIVISION OF THE TORONTO-DOMINION
BANK
2020 WINSTON PARK DRIVE, SUITE 301
OAKVILLE ON L6H6X7
Canada

General Collateral

ONE (1) STEAM STERILIZER STM-EL SN 04291617B0605
ONE (1) LXEH-2 DISHWASHER/BOOSTER SN 231173570
ONE (1) ICAP QC QUADRUPOLE ICP-MS SPECTROMETER, WATER CIRCULATOR QUALITY
INSTRUMENT TF25 B A208/60 SN RAB056 T1 LPR 35 MICRON SPCLFTG, CETAC ASX520,
CONSUMABLES KIT ICAP QA TOGETHER WITH ALL PRESENT AND FUTURE ATTACHMENTS,
ACCESSORIES, ACCESSIONS, REPLACEMENTS, SUBSTITUTIONS, ADDITIONS AND
IMPROVEMENTS THERETO, AND ALL PROCEEDS IN ANY FORM DERIVED DIRECTLY OR
INDIRECTLY FROM ANY DEALING WITH THE COLLATERAL OR PROCEEDS THEREOF, AND
WITHOUT LIMITATION, MONEY, CHEQUES, DEPOSITS IN DEPOSIT-TAKING INSTITUTIONS,
GOODS, ACCOUNTS RECEIVABLE, RENTS OR OTHER PAYMENTS ARISING FROM THE LEASE OF
THE COLLATERAL, CHATTEL PAPER, INSTRUMENTS, INTANGIBLES, DOCUMENTS OF TITLE,
SECURITIES, AND RIGHTS OF INSURANCE PAYMENTS OR ANY OTHER PAYMENTS AS
INDEMNITY OR COMPENSATION FOR LOSS OR DAMAGE TO THE COLLATERAL OR PROCEEDS
OF THE COLLATERAL

Added by registration number 14329346

UPDATED COLLATERAL INFORMATION:

ONE (1) ICAP QC QUADRUPOLE ICP-MS SPECTROMETER SERIAL NO.S SN121123010000008
AND SN03134R

END OF REPORT

THIS IS EXHIBIT "F"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017

Reclamation of Property
(Subsection 81(4) of the Act)

IN THE MATTER OF THE RECEIVERSHIP OF THE PROPERTY OF: **PETROFORMA INC.** (Debtor).

All notices or correspondence regarding this claim are to be forwarded to the following address:

Me Claude Paquet
BCF s.e.n.c.r.l. / LLP
1100, René-Lévesque Ouest, 25e étage
Montréal (Québec) H3B 5C9
Tél. : 514-397-6907 Fax : 514-397-8515
N/ref. : 35620.2

I, Claude Paquet, attorney at BCF LLP, Montreal in the Province of Quebec
DO HEREBY CERTIFY:

1. That I am the attorney and duly representative of Biomérieux Canada inc.
2. That I have knowledge of all the circumstances connected with the claim referred to below.
3. That on the 14th day of July 2017, the Debtor was placed under receivership with BDO Canada Limited Trustee.
4. That the Debtor was, at the date of the receivership and still is, indebted to BIOMÉRIEUX CANADA INC. in the sum of \$58,917.67, as specified in the statement of account attached and marked Schedule "A"
5. That, on that date, the property enumerated in the documents attached and marked "A" and "B" was in the possession of the Debtor or Trustee, and still remains in the possession of the Debtor and (*or*) the Trustee.
6. That the claimant hereby claims that property, or interest or right in it, by virtue of the documents attached and marked "A" and "B", namely:

(i) Contract and statement of account (ii) Description of property

7. That the claimant is entitled to demand from the Trustee the return of the property enumerated in these documents.
8. That I hereby demand that the Trustee return to me (*or* to the claimant whom I represent) the property enumerated in the documents within the 15 days after the filing of this form, or within the 15 days after the first meeting of the creditors of the Debtor, whichever is the later.

SOLEMNLY DECLARED
before me at Montreal
in the Province of Quebec
on this 26th day of July 2017.



Commissioner of Oaths
for the Province of Quebec





Claude Paquet
BCF LLP

WARNING: Subsection 201(1) of the Act prescribes severe penalties for making any false claim, declaration or statement of account.



bioMÉRIEUX

EQUIPMENT LEASE TO OWN AGREEMENT

April 26, 2016

PETROFORMA INC.
Suzette Winter
422 LOGY BAY ROAD,
ST. JOHNS, NF A1A 4Y6
Email: suzette.winter@petroforma.com
Phone : 709-726-9345

QUOTE AUTHORIZATION N°: Q-14547-2
CUSTOMER N°: 1014286

THIS QUOTATION IS VALID FOR 60 DAYS FROM DATE OF ISSUE

- 1 This Agreement between bioMérieux Canada, Inc. and PETROFORMA INC. is offered with the understanding that the Terms and Conditions of Sale attached to this Agreement are applicable. Any inconsistency between the Agreement and the Terms and Conditions of Sale shall be governed by bioMérieux Canada, Inc. Terms and Conditions of Sale except where specific mention of such inconsistencies appear and is acknowledged by this document. This Agreement becomes effective upon the signature of this document by authorized individuals of PETROFORMA INC. and acceptance by bioMérieux Canada, Inc.
2 bioMérieux Canada Inc. offers:
Buy 1 VIDAS 30 + 3 Heat and Go and get:
- 1 of the 3 Heat and Go free
- + 1 Workflow visit including an overview report free

Table with 7 columns: CATALOGUE NUMBER, DESCRIPTION, PRICE PER UNIT, QUANTITY, TOTAL PRICE, DISCOUNTED UNIT PRICE, TOTAL DISCOUNTED PRICE. Rows include VIDAS BLUE SYSTEM, VIDAS HEAT AND GO, and Workflow.

A- VIDAS reagents:

Table with 6 columns: Catalogue number, Description, and Price/box (with sub-columns for quantity ranges: < 4000, 4000 to 5999, > 6000 to 8000, > 8000). Rows include Listeria spp detection, Salmonella detection, Listeria monocytogene, and Staph enterotoxin.

bioMérieux Canada Inc.

bioMérieux Canada Inc. 1000, rue de la Couronne, St-John's, NL A1A 4Y6

E. coli O157 (including H7): ECPT (24h00)					
30122	VIDAS ECPT (E. coli O157 (including H7) PHAGE Technology) 30 tests	\$ 195.00	\$ 165.00	\$ 150.00	\$ 135.00
Campylobacter: VIDAS CAMPY					
30111	VIDAS CAMPYLOBACTER 60 tests	\$ 390.00	\$ 320.00	\$ 240.00	\$ 200.00
Other consumables					
30706	QCV-QUALITY CONTROL VIDAS 60T		270		

The above prices are fixed for the first 2 years, followed by an annual increase of 2% for years 3 to 5 .

- An initial payment of 10% will be made at time of order (\$ 6,289.90+ any applicable taxes). Payments will be \$5,154.55 per month from the date of installation. This amount is calculated from the total cost of the instrument of \$62,989.99 less down payment of \$6,289.90 = \$56,700.09 amortized over a period of 11 months based on an interest rate of 0 %.
- This Agreement is for a fixed non-cancelable term of 11 months, unless the payout option is exercised. This Agreement may be paid out at any time during the term of this Agreement. At the conclusion of the term of this Agreement, if PETROFORMA INC has paid all amounts due to bioMérieux Canada Inc, under this agreement or otherwise, and has complied with every term of this agreement, then PETROFORMA INC may purchase the equipment for a price equal to \$0.00.
- Installation and training for one key operator are included in this offer.
- The 12 months warranty begins the day of delivery or on the day of complete installation if required. By agreeing for one or more years of service at the time of purchase of the instrument, discounts offered will be applied and you will be billed annually as of anniversary date. Otherwise, after the warranty period, a service contract can be purchased at the rate in effect at that time.
- For the instrument, delivery is F.O.B destination. However, for reagents, supplies and parts freight, F.O.B. bioMérieux Canada Inc, charges per order shall be determined by weight of shipment, pre-paid and then added to invoice.
- Taxes are not included in the above prices.
- Payment terms are net 30 days.
- Additional Terms

WE HAVE READ AND AGREE TO THE TERMS AND CONDITIONS.


 Accepted by
 PETROFORMA INC.

LBK042616
 Purchase Order

May 2/16
 Date

Account Manager : Sophie Canobio

021032

TERMS AND CONDITIONS AND SECURITY AGREEMENT

1. L'Amérique Canada, Inc. ("Seller") prices are for products only and do not include technical data, patent, copyright or other proprietary rights of any kind, tests other than tests performed by Seller in its discretion or other than normal commercial packaging. Prices are exclusive of transportation insurance, taxes (including without limitation, any use tax, sales tax, good and services tax or similar tax), and other charges ("Other Charges") related thereto and the purchaser of Products ("Purchaser") shall report and pay any and all Other Charges, and indemnify and hold Seller harmless therefrom. Orders accepted by Seller may be cancelled by Purchaser only upon Seller's written consent. Stenographic and other clerical errors are subject to correction by Seller.
2. All payments for the equipment and other products pursuant to this Agreement (collectively, the "Products") are due and payable in full thirty(30) days from date of invoice. Past due balances are subject to a service charge at the rate of 18% per annum, calculated monthly in arrears and payable on the last day of each month, but in no event shall such charge exceed the rate permitted by applicable law. Purchaser shall cooperate fully with Seller to protect Seller's or the manufacturer's interest. Payments over sixty (60) days past due shall be deemed an event of default under this Agreement. In addition to all remedies allowed by law, upon default of the Purchaser, Seller shall have the right to exercise any one or all of the following options: (i) declare all sums due and payable; (ii) require Purchaser to assemble the Products and make them available to Seller at a reasonably convenient location; (iii) sell or otherwise dispose of the Products. Any claims for adjustment of prior invoices must be submitted in writing to Seller within one (1) year of the date of invoice, stating the reason for the claim, the invoice number and the date of invoice. Purchaser hereby represents that it is solvent, generally paying its debts as they become due, and is not contemplating voluntary liquidation or reorganization and has not received notice of involuntary liquidation.
3. To induce Seller to sell various goods, including without limitation inventory, machinery and equipment, to the Purchaser on credit now and in the future, and to secure the timely payment of all amounts owing to Seller in connection therewith, the Purchaser hereby grants to Seller, and Seller hereby reserves, a hypothec and security interest in and to the Products under such laws as may be necessary to perfect same in an amount equal to 125% of the aggregate amount financed and the Purchaser agrees to grant such security to the Seller under the *Civil Code of Quebec* and any other applicable legislation to secure full payment of the purchase price. To perfect Seller's hypothec and security interest in and to the Products and to secure the payment of the purchase price of the Products and all interest thereon and charges relating thereto (a) Seller or its agent or assignee is authorized to execute on behalf of Purchaser and to file such requisition forms, Financing Statements or other documents as are necessary to perfect Seller's hypothec and security interest, including all security under the laws of the Province of Quebec and any other jurisdiction which the Seller may designate, and/or (b) Seller may file a copy of this Agreement with appropriate authorities at any time, alone or with the Purchaser, and any requisition forms, financing statements or other documents and do such other act(s) considered by Seller to be necessary or desirable to perfect or protect the hypothec and security interest hereby created. The Products shall remain movable and personal property, not become part of any immovable property or real estate, and be kept at the location indicated on the front hereof where Seller may inspect it any reasonable time.
4. All Products are sold F.O.B. Seller's plant or warehouse and risk of loss or damage shall pass to Purchaser at such point and time. Seller shall be permitted to charge for freight at a rate not to exceed the publicly quoted commercial rate of the carrier. Seller reserves the right to ship Products freight collect and select the means of transportation and routing. At its option, Seller may insure full value of the Products or declare full value thereof to the carrier at the time of delivery and such freight and insurance costs shall be charged to Purchaser's account. Purchaser must inspect the Products upon receipt and file claims with the carrier when there is evidence of damage, either concealed or external. Risk of loss shall remain with Purchaser until the Products sold are returned at Purchaser's expense to such place as Seller may designate in writing.
5. Seller shall not be liable in any way for delay in delivery or other failure of performance because of unforeseen circumstances or causes beyond its control, including, without limitation, strike, war, fire, riot, accident, acts of God, hurricane, earthquake, severe weather, failure or breakdown of components necessary to completion, supplier-caused delays, inability to obtain labour, material or manufacturing facilities, or compliance with any law, regulation, embargo restrictions or order of any government body or instrumentally thereof. Performance shall be deemed suspended during said circumstances and extended for such time as said circumstances cause delay. Seller shall not be liable for any damages due to delay in delivery or service, or for other failure of performance except as expressly specified in this agreement. Seller may cancel or delay delivery of Products if Purchaser fails to make timely payment of its account with Seller.
6. Installation, where applicable, shall be deemed accepted by Purchaser upon completion by Seller of its applicable acceptance tests, determined and performed at Seller's sole discretion, but use of any Product by Purchaser for any purpose after delivery shall constitute unconditional acceptance. In the event of unauthorized cancellation, reasonable cancellation charges shall be paid by Purchaser, and shall include all expenses incurred and commitments made by Seller.
7. Seller warrants the Seller's new equipment to the original purchaser only for a period of one (1) year after date of delivery against defects in material and workmanship and defects arising from failure to conform to Seller's specifications applicable on the date of delivery, and Seller agrees to correct, either by repair or, at its election, by replacement, any such defect found on examination to have occurred, under normal use and service, during such one (1)-year period, provided Seller is promptly notified in writing upon discovery of such defect. All of the elements in the Seller's equipment shall be new or equivalent to new. New equipment is warranted for one full year and equivalent to new equipment is similarly warranted for 90 days. Disposables and replacement items with a normal life expectancy of less than (1) year, such as reagents, batteries and bulbs, are excluded from this warranty.
8. ALL PRODUCTS DELIVERED HEREUNDER BY SELLER, ITS AFFILIATES OR ANY OTHER PERSON ON ITS BEHALF SHALL, AT THE TIME OF DELIVERY, BE MANUFACTURED (a) TO MEET THE SELLER'S SPECIFICATIONS AND (b) IN ACCORDANCE WITH ALL APPLICABLE LAWS. ALL OTHER WARRANTIES OF SELLER ARE EXPRESSLY DISCLAIMED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, QUALITY, SUITABILITY OR FITNESS FOR A PARTICULAR OR INTENDED PURPOSE.
9. Seller shall not be liable for any defect arising from abuse of the Products, failure to operate and maintain the Products in accordance with the Operator's Manual, operation of the Products by a person who has not been trained in its operation at Seller's training school, repair, service, alteration or modification of the Products by any person other than service personnel of Seller, or modification, change or re-use of the disposables supplied by Seller for use in the Products.
10. THE LIABILITY OF SELLER FOR INDEMNIFICATION IN CONNECTION WITH THIS AGREEMENT SHALL NOT EXCEED IN THE CASE OF ANY CLAIM RELATED TO ANY PRODUCT, THE AMOUNT PAID BY PURCHASER TO SELLER FOR SUCH PRODUCT. SELLER SHALL NOT BE LIABLE WITH RESPECT TO THE SUBJECT MATTER OF THIS AGREEMENT FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, EXEMPLARY OR PUNITIVE DAMAGES OR SIMILAR DAMAGES OR LOSSES OF ANY NATURE WHATSOEVER, INCLUDING, WITHOUT LIMITATION, FOR ANY LOSS OF CLIENTELE, SALES OR PROFITS, REGARDLESS OF WHETHER ARISING FROM BREACH OF CONTRACT, WARRANTY, TORT, DELICT, QUASI-DELICT, STRICT LIABILITY OR OTHERWISE, EVEN IF SELLER IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS OR IF SUCH LOSS OR DAMAGE COULD HAVE BEEN REASONABLY FORESEEN.
11. Purchaser shall indemnify Seller and hold it harmless for all expenses, damages, attorney's fees, and costs resulting from claimed infringement from patents, trademarks or industrial property rights arising out of compliance by Seller with Purchaser's specifications, designs or instructions.
12. All software, firmware, hardware and manuals relating to Products supplied to Purchaser by Seller hereunder shall be treated by Purchaser as confidential, proprietary and protected by copyright, and shall not be disclosed to third parties. Purchaser shall not reproduce, copy or duplicate any parts of said materials without the written consent of Seller. In the event any Product purchased hereunder is returned to Seller for any reason, or transferred to a third party, Purchaser shall return all of said materials including copies thereof to Seller. Purchaser understands that all software and copyrighted material delivered pursuant to this Agreement is the property of Seller or the manufacturer.
13. This Agreement shall be governed by the laws in force in the Province of Quebec.
14. This Agreement contains the entire and only agreement between the parties with respect to the subject matter hereof, and any representation, promise or condition herewith, or specifically incorporated herein in writing shall not be binding on either party. Any statements or representations not contained herein have not been relied upon by Purchaser. Without the prior written consent of Seller, which consent may be arbitrarily withheld, Purchaser may not purchase Products for lease, sale or trans shipment to other third-party users or assign any of its rights herein. Seller may freely assign any of its rights herein.
15. Notwithstanding any additional terms or conditions included on Purchaser's order or subsequent correspondence, such additional terms and conditions shall not become part of Seller's contract with the Purchaser unless expressly agreed to by Seller in writing. Notwithstanding any terms or conditions included on Purchaser's order, Seller's performance hereunder is expressly made conditional on Purchaser's agreement to Seller's terms and conditions herein. In the absence of such agreement, commencement of performance and/or delivery shall be for Purchaser's convenience only and shall not be deemed or construed to be acceptance of Purchaser's terms and conditions. If this Agreement is not executed in writing by Purchaser, then acceptance or use of any Product or service shall be deemed acceptance by Purchaser of all terms and conditions stated herein.
16. The parties hereto agree that this Agreement and all notices and documents pertaining thereto shall be drafted only in the English Language.
Les parties aux présentes ont convenu que cette convention et tous avis et autres documents s'y référant soient rédigés en langue anglaise seulement.

Confidential Information	Old Document Reference: C0301	021021 Rev. 01.B 09-27-2014	Page 1/1
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petroforma inc.

P.O Box 5131, Station C
St. John's, NL A1C 5V3
Canada

Purchase Order

Order No.: LBR042616
Date: 26/04/2016
Page: 1
Quote No.: Q-14547-2

Purchased From:

BioMerieux Canada
P.O. Box 6972
Montreal, QC H3C 3L4

Ship To:

petroforma inc.
422 Logy Bay Road
St. John's, NL A1A 5C6

Part A: Instruments

Business No.: 80265 5019 RT0001

Item No.	Ordered	Unit	Item Description	Tax	Unit Price	Amount
Instruments						
4700023	1	Each	VIDAS BLUE SYSTEM (5 sections, 30 samples)		\$55,000.00	\$55,000.00
93554	3	Each	VIDAS HEAT AND GO		\$2,663.33	\$7,989.99
29850	1	Each	Workflow		Included	\$0.00
TOTAL Option 1						\$62,989.99

Part B: Vidas Reagents: To be ordered as required

Catalogue number	Description	Price/box			
		< 4000	4000 to 6000	> 6000 to 8000	>8000
Listeria spp détection : LPT (24h00)					
30126	VIDAS LPT (Listeria PHAGE Technology) 60 tests	\$390.00	\$330.00	\$300.00	\$270.00
410849	LPT BROTH 4x3L	\$180.00	\$170.00	\$165.00	\$165.00
410845	LPT Broth (20 x 10mL) – swabs	\$15.00	\$15.00	\$15.00	\$15.00
410846	LPT Broth (6 x 100mL) – sponges	\$16.00	\$14.00	\$13.00	\$12.00
410848	LPT Broth (6 x 225mL) – food	\$24.60	\$22.75	\$21.00	\$19.75
Salmonella détection : SPT (24h00)					
30707	VIDAS SPT (Salmonella PHAGE Technology) 60 tests	\$420.00	\$360.00	\$330.00	\$300.00
42650	Salmonella SPT Supplement (112 tests - 25g samples)	\$128.00	\$117.60	\$108.30	\$99.00
42043	Buffered Peptone Water (6 x 225mL)	\$16.00	\$14.00	\$12.00	\$10.00
Listeria monocytogene : LMO2 (48h00)					
30704	Listeria mono 48h00, 60 tests	\$430.00	\$350.00	\$290.00	\$260.00
Listeria monocytogene : LMX (24h00)					
30123	Listeria mono 24h00, 60 tests	\$430.00	\$350.00	\$290.00	\$260.00
Staph enterotoxin: SET2 *PHAC import permit required, due to Staphylococcus enterotoxin F, listed on Human and Animal toxins list.					
30705	VIDAS STAPH ENTEROTOXIN II - *PHAC import permit required, 60 tests	\$430.00	\$350.00	\$320.00	\$315.00
E. coli O157 (including H7): ECPT (24h00)					
30122	VIDAS ECPT (E. coli O157 (including H7) PHAGE Technology) 30 tests	\$195.00	\$165.00	\$150.00	\$135.00
Campylobacter: VIDAS CAMPY					

30111	VIDAS CAMPYLOBACTER 60 tests	\$390.00	\$320.00	\$240.00	\$200.00
Other consumables					
30706	QCV-QUALITY CONTROL VIDAS 60T	\$270.00			

Part C: Terms and Conditions

1. The above prices are fixed for **two years**, followed by an annual increase of **2%** for years **3 to 5**.
2. An initial payment of 10% will be made at time of order (\$ 6,289.90+ any applicable taxes). Payments will be \$5,154.55 per month from the date of installation. This amount is calculated from the total cost of the instrument of \$62,989.99 less down payment of \$6,289.90 = \$56,700.09 amortized over a period of 11 months based on an interest rate of 0 %.
3. This Agreement is for a fixed non-cancelable term of 11 months, unless the payout option is exercised. This Agreement may be paid out at any time during the term of this Agreement. At the conclusion of the term of this Agreement, if PETROFORMA INC has paid all amounts due to bioMérieux Canada Inc, under this agreement or otherwise, and has complied with every term of this agreement, then PETROFORMA INC may purchase the equipment for a price equal to \$0.00.
4. Installation and training for **one to five** key operators are included in this offer.
5. The 12 months warranty begins the day of delivery or on the day of complete installation if required. By agreeing for one or more years of service at the time of purchase of the instrument, discounts offered will be applied and you will be billed annually as of anniversary date. Otherwise, after the warranty period, a service contract can be purchased at the rate in effect at that time.
6. For the instrument, delivery is F.O.B destination. However, for reagents, supplies and parts freight, F.O.B. bioMérieux Canada Inc, charges per order shall be determined by weight of shipment, pre-paid and then added to invoice.
7. Taxes are not included in the above prices.
8. Payment terms are net 30 days.
9. Upon moving the equipment to petroforma's new location, Biomerieux will provide an engineer to re-install and check the VIDAS system and ensure it is working properly at no extra cost to petroforma.



B O M É R I E U X

4007310 - (1014286 Sold-to) Petroforma Inc
Open AR as of July 20, 2017

Document Number	Do Type	Document Date	Amount in local currency
1220170486	RV	11/10/2016	588.97
1220171175	RV	11/21/2016	673.07
1220171457	RV	11/25/2016	262.94
1220171630	RV	11/28/2016	827.03
1220171720	RV	11/29/2016	69.00
1220171940	RV	12/1/2016	368.00
1220172236	RV	12/6/2016	402.50
1220172653	RV	12/12/2016	1,194.40
1220173149	RV	12/19/2016	795.23
1220173378	RV	12/21/2016	440.03
1220174040	RV	1/8/2017	69.00
1220174915	RV	1/19/2017	2,958.05
1220174916	RV	1/19/2017	402.50
1220175819	RV	2/2/2017	390.46
1220175977	RV	2/6/2017	262.94
1220175978	RV	2/6/2017	1,013.73
1220176289	RV	2/10/2017	109.25
1220176822	RV	2/19/2017	885.50
1220176823	RV	2/19/2017	226.55
1220176905	RV	2/20/2017	824.76
1220178801	RV	3/20/2017	466.98
1220179606	RV	4/3/2017	864.23
1220180276	RV	4/11/2017	2,429.14
1220181050	RV	4/25/2017	1,157.04
1220181384	RV	5/1/2017	1,904.39
1220182044	RV	5/9/2017	412.22
1220182143	RV	5/10/2017	2,761.09
1220183543	RV	6/1/2017	2,870.42
1220184002	RV	6/8/2017	4,131.42
1220184873	RV	6/21/2017	362.72
1220185020	RV	6/26/2017	1,308.42
1220185950	RV	7/10/2017	4,444.81
1229005827	RG	12/12/2016	-402.50
1229006103	RG	4/20/2017	-48.88
1229006240	RG	6/28/2017	-218.66
1227009320	RV	12/31/2016	5,927.73 Lease Vidas
1227009376	RV	1/31/2017	5,927.73 Lease Vidas
1227009443	RV	2/28/2017	5,927.73 Lease Vidas
1227009590	RV	3/31/2017	5,927.73 Lease Vidas
Total open AR as of July 20, 2017			58,917.67

bioMérieux Canada, Inc.

7815, boul. Henri Bourassa ouest - St-Laurent, QC H4S 1P7
Tél. / Phone: 514-336-7321 - Fax: 514-807-0015 - www.biomerieux.ca
Mentions légales de la société émettrice / Legal notice

“B”

Description of property :

1014286

PETROFORMA INC.

85C Bremigens Blvd

Paradise, NL

A1L4A2

Leased equipment -152072 Vidas 30 + Heat and Go

Vidas analyser IVD7003312

Vidas PC computer CZC55307W8

Heat and Go R000103038

Heat and Go R000103040

Heat and Go R000103019

Demo equipment - 152075 - Dilumat

Dilumat Start 1 pump 52213893

BIA ESTATE NUMBER : 51-126021

**IN THE MATTER OF THE RECEIVERSHIP OF
THE PROPERTY OF :**

PETROFORMA INC.

Debtor

and

BDO CANADA LIMITED

Trustee

**RECLAMATION OF PROPERTY OF :
BIOMÉRIEUX CANADA INC.**

ORIGINAL

Me Claude Paquet

Notre dossier: 35620.2



1100, boul. René-Lévesque Ouest, 25^e étage

MONTRÉAL, QUÉBEC, CANADA

H3B 5C9

Tel: (514) 397-6907

Fax: (514) 397-8515

BB 7462

THIS IS EXHIBIT "G"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017



Tel: 902 425 3100
Fax: 902 425 3777
Toll-Free: 800 337 5764
debtsolutions-halifax.ca

BDO Canada Limited
255 Lacewood Drive
Suite 201
Halifax NS B3M 4G2 Canada

VIA EMAIL

August 9, 2017

Me Claude Paquet
BCP s.e.n.c.r.l. / LLP
1100, René-Lévesque Ouest, 25^e étage
Montréal (Québec) H3B 5C9
Tél. : 514-397-6907 Fax : 514-397-8515
N/ref. : 35620.2

Dear Me Paquet

Re : Claim for Reclamation of Property Pursuant to Subsection 81(4) of the *Bankruptcy and Insolvency Act* in the matter of the Receivership of the Property of Petroforma Inc.

Estate No.: 51-126021

Take notice that as Receiver of the Property of Petroforma Inc. we dispute your client's claim to property in accordance with subsection 81(2) of the *Bankruptcy and Insolvency Act*, RSC 1985, c B-3, as amended (the "Act"), for the following reasons:

As you are aware, the onus of establishing a claim to property pursuant to subsection 81(1) of the Act is on the claimant, being bioMérieux Canada, Inc., to establish a claim to property. This requirement is clearly set out in subsection 81(3) of the Act. In so proving, subsection 81(1) of the Act requires a claimant to file a proof of claim verified by affidavit giving the grounds on which the claim is based and sufficient particulars to enable the property to be identified. While the proof of claim filed meets these procedural requirements, upon review of the documents filed in support of your client's Reclamation of Property, we do not believe that the interest held by your client falls within section 81.

In addition to meeting the procedural requirements set out in the Act, it is clear that to properly fall within section 81 of the Act, a claimant must have an interest in the property. Interest in this context means a proprietary interest and not a security interest. It is for this reason that the Receiver disputes your client's Reclamation of Property.

Your client filed two documents in support of its claim: (i) contract and statement of account; and (ii) description of property.



In reviewing the Equipment Lease to Own Agreement, section 1 states, *inter alia*:

This Agreement between bioMérieux Canada, Inc. and PETROFORMA INC. is offered with the understanding that the Terms and Conditions of Sale attached to this Agreement are applicable. Any inconsistency between the Agreement and the Terms and Conditions of Sale shall be governed by bioMérieux Canada, Inc. Terms and Conditions of Sale except where specific mention of such inconsistencies appear and is acknowledged by this document. [emphasis added]

While the Equipment Lease to Own Agreement may appear to retain a proprietary interest for the benefit of your client, the document must be read in accordance with the Terms and Conditions, which were also provided in your Reclamation of Property. This document quite clearly creates a security interest. Section 3 of the Terms and Conditions is especially relevant and is repeated in its entirety:

To induce Seller to sell various goods, including without limitation inventory, machinery and equipment, to the Purchaser on credit now and in the future, and to secure the timely payment of all amounts owing to Seller in connection therewith, the Purchaser hereby grants to the Seller, and Seller hereby reserves, a hypothec and security interest in and to the Products under such laws as may be necessary to perfect same in an amount equal to 125\$ of the aggregate amount financed and the Purchaser agrees to grant such security to the Seller under the Civil Code of Quebec and any other applicable legislation to secure full payment of the purchase price. To perfect Seller's hypothec and security interest in and to the Products and to secure the payment of the purchase price of the Products and all interest thereon and charges relating thereto (a) Seller or its agent or assignee is authorized to execute on behalf of Purchaser and to file such requisition forms, Financing Statements or other documents as are necessary to perfect Seller's hypothec and security interest, including all security under the laws Province of Quebec and any other jurisdiction which the Seller may designate, and/or (b) Seller may file a copy of this Agreement with appropriate authorities at any time, alone or with the Purchaser, and any requisition forms, financing statements or other documents and do such other act(s) considered by Seller to be necessary or desirable to perfect or protect the hypothec and security interest hereby created. The Products shall remain movable and personal property, not become part of any immovable property or real estate, and be kept at the location indicated on the front hereof where Seller may inspect it any reasonable time. [emphasis added]

Given the inconsistencies in the characterization of your client's interest, and the fact that the documents submitted by your client clearly state that the Terms and Conditions are to



take precedence in the event of an inconsistency, it is the Receiver's position that your client's interest is in the nature of a security interest and not a proprietary interest.

For this reason, the Receiver disputes the Reclamation of Property filed by bioMérieux Canada, Inc.

As previously advised, we note that your client has failed to record its security interest pursuant to the provisions of the *Personal Property Security Act* (Newfoundland & Labrador), SNL1998 CHAPTER P-7.1, as amended. The Receiver will assess the merits of any secured claim filed by bioMérieux Canada, Inc., should they choose to file one.

Yours truly,

BDO Canada Limited
Receiver

A handwritten signature in blue ink, appearing to read 'Jason Breeze', written over a faint, larger version of the same signature.

Jason Breeze, LIT, CIRP
Vice President

THIS IS EXHIBIT "H"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017

PETROFORMA INC.
 IN RECEIVERSHIP
 RECEIVER'S INTERIM STATEMENT OF RECEIPTS AND DISBURSEMENTS
 FROM DATE OF APPOINTMENT ON JULY 14, 2017
 TO DECEMBER 6, 2017

RECEIPTS:

Receiver's Accounts Receivable from Operations	\$359,934.74	
Pre Accounts Receivable Collected up to September 7th	144,024.71	
Pre Accounts Receivable Collected after September 7th	41,353.38	
Funds in Company Bank Account (Accounts Receivable Collections)	42,558.03	
Sale of Assets	585,500.00	
HST Collected	81,795.01	
Pre HST Refund	15,030.45	
Seized Funds	11,500.23	
Miscellaneous Other Receipts	4,376.34	
Funding from Secured Lender	<u>55,000.00</u>	
TOTAL RECEIPTS		\$1,341,072.89

DISBURSEMENTS:

Prior Charges:		
Rent May and 1/2 July	\$12,108.70	
Estimated Source Deductions (note 1)	\$15,000.00	
Estimated HST (note 2)	<u>150,000.00</u>	177,108.70
Administration:		
Registration Fee	\$70.00	
Appraisal Fee and Travel	5,370.54	
Security	305.50	
Insurance	5,633.18	
Operating Expenses	209,819.51	
Rent 1/2 July, August, September and October	41,300.00	
Wages, including employee/employer remittances/wcb	216,012.17	
Bank Charges	1,651.51	
Mail Redirection	514.40	
HST Paid on Expenses	39,293.53	
HST Remittance and Payable	<u>48,052.53</u>	568,022.87
Wage Earner Protection Program:		
Super Priority Claim		7,476.32
Receiver's Remuneration:		
Receiver's Fees & Disbursements	100,835.60	
HST on Receiver's Fees & Disbursements (13%)	<u>13,108.63</u>	113,944.23
Payment to Secured Lender:		
TD Canada Trust (note 3)	16,500.00	
TD Canada Trust (proposed)	<u>400,000.00</u>	<u>416,500.00</u>
TOTAL DISBURSEMENTS		<u>1,283,052.12</u>

BALANCE IN TRUST AFTER PROPOSED PAYMENT TO TD CANADA TRUST AND PAYMENT OF RECEIVER'S FEES AND DISBURSEMENTS AND ESTIMATED PAYMENTS TO CANADA REVENUE AGENCY **\$58,020.77**

Note 1 Estimated debt. Requirement to pay letter has not been received.

Note 2 Subject to appeal of the Queen vs Callidus Capital Corporation to the Supreme Court of Canada

Note 3 Funds seized by TD Bank from company bank account post receivership.

THIS IS EXHIBIT "1"
TO THE REPORT OF THE RECEIVER
DATED DECEMBER 6, 2017



Tel: 902-425-3100
Fax: 902-425-3777
Toll-Free: 800-337-5764
debtsolutions-halifax.ca

BDO Canada Limited
255 Lacewood Drive
Suite 201
Halifax NS B3M 4G2 Canada

December 6, 2017

TD Canada Trust

Invoice 89185656
HST Registration No. R101518124

TO: Professional services in connection with

Time charges (508.46 hours)	\$ 99,200.27
Time system disbursements	<u>1,635.33</u>
	100,835.60
HST (13%)	<u>13,108.63</u>
Total Account	<u>\$ 113,944.23</u>

NOTE: See attached for full details of time charges.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-10-17	Breeze, Jason	INSV-Receiverships	0.80	\$285.00	\$228.00	\$228.00	Conference call with D. Griffiths and M. Rosen re: new receivership filing. Review consulting engagement letter and email same to D. Griffiths. Review of financial statements.
Jul-11-17	Breeze, Jason	INSV-Receiverships	1.00	\$285.00	\$285.00	\$513.00	c/c/w D. Griffiths, M. Rosen, D. O'Keefe re: look see engagement, possible application for court appointed receiver.
Jul-11-17	Griffiths, Darren	INSV-Receiverships	0.40	\$375.00	\$150.00	\$663.00	Conference call with TD counsel (Darren O'Keefe), Mark Rosen, and Jason Breeze (BDO Halifax office) to discuss file status and strategy of initial looksee. Review draft engagement letter supplied to borrower and related e-mail exchanges.
Jul-13-17	Breeze, Jason	INSV-Receiverships	3.00	\$285.00	\$855.00	\$1,518.00	Numerous emails to/from Darren O'Keefe (Cox & Palmer) and Vitaly Kormakov re: demands for TDEF, receivership appointment, engagement letter. c/c w D. O'Keefe and V. Kormakov re: same, plan for receivership, application for a court appointed receiver. Discussions w M. Rosen re: same.
Jul-13-17	Breeze, Jason	INSV-Receiverships	5.00	\$285.00	\$1,425.00	\$2,943.00	Make arrangements to travel to Newfoundland. Travel to airport, fly to St. John's.
Jul-14-17	Breeze, Jason	INSV-Receiverships	10.00	\$285.00	\$2,850.00	\$5,793.00	Attend at BDO Office in St. John's. Review and print letter to employees re: termination. Meeting with Adam Cardwell (BDO) re: steps in taking possession, provide instructions re: same. Attend at Petroforma, take possession. Meetings with laboratory manager and a/p / a/r clerk to review status of operations and determine which staff are needed to continue. Meeting with staff to advise of receivership, terminate certain employees, explain process to file claims under WEPPA. Review payroll records, accounts receivable accounts payable, and critical suppliers. Instructions to staff re: ongoing operations - ordering, inventory on hand need to complete jobs. Discussions with appraiser re: equipment, discussions with staff re: same. Discussions with lab manager re: work in progress. Review insurance policies to confirm coverage is in place. Meeting with Darren O'Keefe, provide update on status of receivership. Review insurance requirements.
Jul-14-17	Cardwell, Adam	INSV-Receiverships	9.50	\$140.00	\$1,330.00	\$7,123.00	
Jul-14-17	Rickards, Susan	INSV-Receiverships	0.20	\$124.00	\$24.80	\$7,147.80	enter new file

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-14-17	Griffiths, Darren	INSV-Receiverships	0.50	\$375.00	\$187.50	\$7,335.30	Communications with Mark Rosen and Jason Breeze (BDO Halifax) regarding file status, potential going concern sale, and receivership banking arrangements. Coordinate set up of receivership bank account at TD. Address charge code.
Jul-15-17	Breeze, Jason	INSV-Receiverships	6.00	\$285.00	\$1,710.00	\$9,045.30	Attend at Petroforma, confirm laboratory testing is ongoing. Review books and records, box certain records pertaining to employees, landlord, equipment, and building to move to BDO office. Further discussions with Suzette Winter regarding cost of ongoing operations, logistics of same. Review outstanding employee wages. Instructions to Amanda Follett re: unopened mail / o/s supplier invoices / contacting suppliers for current statements.
Jul-15-17	Breeze, Jason	INSV-Receiverships	5.00	\$285.00	\$1,425.00	\$10,470.30	Return travel to Halifax.
Jul-17-17	Breeze, Jason	INSV-Receiverships	6.00	\$285.00	\$1,710.00	\$12,180.30	Review simply accounting data. Review and respond to email from V. Santillo re: interested party. Prepare report to TD re: status of receivership / status of business operations / action taken by receiver / employees / payables / receivables / work in progress. Prepare cash flow statement. Discuss report w M. Rosen, make revisions to same. Respond to emails and phone calls from staff, suppliers, and customers re: ongoing business operations. Review consent to act re: court appointed receiver. Emails to/from Allison Phil Philpot re: same.
Jul-17-17	Rosen, Mark	INSV-Receiverships	1.00	\$425.00	\$425.00	\$12,605.30	discussion w/ J. Breeze re file review; review/revise cash-flow, report letter to TD;
Jul-17-17	Griffiths, Darren	INSV-Receiverships	0.10	\$375.00	\$37.50	\$12,642.80	Communications with Jason Breeze (BDO Halifax) regarding file status and receivership banking arrangements.
Jul-17-17	Mazur, Chris	INSV-Receiverships	0.20	\$510.00	\$102.00	\$12,744.80	Status of file
Jul-17-17	Smith, Sharon	INSV-Receiverships	1.00	\$160.00	\$160.00	\$12,904.80	to location and meeting with Adam
Jul-17-17	Cardwell, Adam	INSV-Receiverships	2.25	\$140.00	\$315.00	\$13,219.80	Phone meeting with LIT re update on receivership. Went to workplace to check status and ensure business as usual. Obtained contact info for both major suppliers and located mail box. Took from the premises two boxes of accounting statements and building blueprints

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-18-17	Cardwell, Adam	INSV-Receiverships	1.25	\$140.00	\$175.00	\$13,394.80	Exchanging emails with LIT and senior staff. Emails sent to two suppliers in effort to set up purchasing accounts. Correspond with 3M re new account details. Exchanging emails throughout day. Phone meeting with 3M and LIT. Consult with Petroforma staff to determine what supplies is needed.
Jul-18-17	Smith, Sharon	INSV-Receiverships	2.00	\$160.00	\$320.00	\$13,714.80	buying and drooping off supplies to site
Jul-18-17	Pink, Alanna	INSV-Receiverships	8.00	\$50.00	\$400.00	\$14,114.80	finishing up AR spreadsheet and then figuring out how to est write the letter and stuff the envelopes printing the statements and doing up the letters to send out (included printing letters, statements, invoices, copying wiht signature, and then scanning them)
Jul-18-17	Hobson, Christina	INSV-Receiverships	0.50	\$70.00	\$35.00	\$14,149.80	attempting to get mail redirection done at shoppers
Jul-18-17	Breeze, Jason	INSV-Receiverships	2.50	\$285.00	\$712.50	\$14,862.30	emails to/from Suzette Winter re: supplies needed to continue to operate. Make arrangements with BDO staff in St. John's to deliver supplies. Make arrangements to open accounts with critial suppliers.
							Discussions with and emails to/from Suzette Winter re: payroll. Review same with J. Hill.
							p/c/w Paul Antle (potential purchahser) re: sale of Petroforma as a going concern.
							p/c/w Elliot Offman (Castle Appraisals) re: status of appraisal, value of equipment.
							Emails to/from D. Griffiths and Teresa Smith re: details of bank account at TD.
Jul-18-17	Smith, Teresa	INSV-Receiverships	0.20	\$142.00	\$28.40	\$14,890.70	Set up in Ascend and open bank account and advised Halifax office with info
Jul-18-17	Hill, Judith	INSV-Receiverships	3.10	\$155.00	\$480.50	\$15,371.20	discussion with Jason re payroll, discussions with Alanna re A/R and accessing the Simply Accting data. Saving the A/R statements to H drive and re-drafting the signification letter. Call to ADP Canada regarding the pre payroll and setting up an acct as the Receiver to pay retained employees. Prepared detailed letter to ADP regarding info required to prepare the 2017 T4s and setting up a new account as the Receiver. Helping Alanna get started with A/R letters, discussion with Jason re additional note to be added to the A/R letters. Prepared as a supplemental note to the A/R package. Reviewing to do list with Jason, prep letter and form to Canada Post to redirect make, Cheque prep re same. Printing some invoices Alanna had issues with to go with mail redirection.
Jul-19-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$15,402.20	with Alanna re A/R letter and discussions with Christina regarding issues trying to process the mail redirection

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-19-17	Hill, Judith	INSV-Receiverships	0.70	\$155.00	\$108.50	\$15,510.70	with Alanna reviewing and correcting calculations of pre wages owing. Calculated as weekly when actually bi-weekly. Showing Alanna how to start the ROEs for the employees
Jul-19-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$15,588.20	back to post office - successful in mail redirection
Jul-19-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$15,619.20	discussion with Jason and email to Karen advising we will wire funds to them in order to process the payroll through ADP
Jul-19-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$15,696.70	discussion with Jason regarding the pre wages, review the tasks to be completed tomorrow.
Jul-19-17	Breeze, Jason	INSV-Receiverships	2.00	\$285.00	\$570.00	\$16,266.70	p/c/w Pete Hudson (landlord) re: changing locks, payment from BDO for o/s rent. Discussion with Mr. Rosen re: same. p/c/w and email to from D. O'Keefe re: landlord. Email to landlord re: outstanding rent. Email to V. Kormakov re: same. Email lease to D. O'Keefe for review. Further discussions with suppliers and unpaid contractors. Review email from former employee re: ROE. Forward to J. Hill for response. Discussions w J. Hill re: mail redirection and ADP.
Jul-19-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$16,394.20	discussion w/ J. Breeze re landlord issue with premises and affect on operations;
Jul-19-17	Pink, Alanna	INSV-Receiverships	1.50	\$50.00	\$75.00	\$16,469.20	stuffing envelopes with the AR letters and then changing the names of all the scanned letters to reflect what account/company they were from in the H drive
Jul-19-17	Pink, Alanna	INSV-Receiverships	1.50	\$50.00	\$75.00	\$16,544.20	working on the payroll spreadsheet and filling out ROE sheets
Jul-19-17	Griffiths, Darren	INSV-Receiverships	0.40	\$375.00	\$150.00	\$16,694.20	Communications with Jason Breeze (BDO Halifax) regarding receivership banking arrangements. Review interim report to TD, appraisal, and correspondence pertaining to landlord issue.
Jul-19-17	Smith, Sharon	INSV-Receiverships	1.50	\$160.00	\$240.00	\$16,934.20	dealing with orders and setting up accounts
Jul-19-17	Cardwell, Adam	INSV-Receiverships	1.75	\$140.00	\$245.00	\$17,179.20	Exchanging emails with Petro staff and LIT. Follow up emails sent to 3M. Spoke with Petro Manager as locks have been changed on lab. Consulted with LIT. Contacted 3 more suppliers to open new accounts and provided them with necessary info for billing.
Jul-20-17	Cardwell, Adam	INSV-Receiverships	2.25	\$140.00	\$315.00	\$17,494.20	Exchanging emails with up to 5 suppliers in an effort to open new accounts. Relaying to LIT. Updated Petro staff of the status.
Jul-20-17	Smith, Sharon	INSV-Receiverships	3.00	\$160.00	\$480.00	\$17,974.20	purchasing supplies for Petroforma
Jul-20-17	Marsh, Andrea	INSV-Receiverships	0.60	\$50.00	\$30.00	\$18,004.20	Prepping mail to be sent out to creditor's.
Jul-20-17	Sears, Allison	INSV-Receiverships	0.50	\$50.00	\$25.00	\$18,029.20	Miscellaneous cheque preparation for outstanding pre-wages -- period ended - June 30, 2017 and July 14, 2017.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-20-17	Rosen, Mark	INSV-Receiverships	0.40	\$425.00	\$170.00	\$18,199.20	discussion w/ J. Breeze re banking issue;
Jul-20-17	Breeze, Jason	INSV-Receiverships	2.30	\$285.00	\$655.50	\$18,854.70	Review employee start dates with Suzette Winter for WEPPA. Emails to/from Sharon Smith re: paycheques. Discussions w M. Rosen and J. Hill re: same. p/c/w B. Newton re same. Emails to/from Amanda Follett re: a/r. Emails to/from Sharon Smith re: dsposits. Review and respond to emails from Suzette Winter re: Biomerieux claiming ownership interest in certain equipment. Review list of accounts payable. Prepare notice of receiver, instructions to S. Gammon re: mailing.
Jul-20-17	Gammon, Sarah	INSV-Receiverships	0.50	\$53.00	\$26.50	\$18,881.20	print docs for jason. prepare notice of receiver, make copies, stuff envelopes. notice to registry of companies prepared. faxed notice to OSB. prepared mail for mailinh
Jul-20-17	Hill, Judith	INSV-Receiverships	7.50	\$155.00	\$1,162.50	\$20,043.70	WEPPA, Outstanding wages, attending TD to confirm set of micro code on cheques correct, many discussions with former employees regarding WEPP and ROEs. Emails with Suzette re various employee issues, Chq prep to reimburse Sharon for expenses incurred to purchase office supplies. Discussions with Jason & Mark regarding issuing pay cheques - reviewing options re same. Email to Michelle at RBC re options regarding pay cheques. Recording A/R payments on spreadsheet - customers not on list for 2 of the payments.
Jul-21-17	Hill, Judith	INSV-Receiverships	4.70	\$155.00	\$728.50	\$20,772.20	on phone with bank regarding wiring funds to pay the employees and the fact we don't have enough money in the Imprest account to process the pays. Email from and to former employee re WEPP. Discussion with Jason re payroll, email to Michelle and Meghan at bank regarding wiring the payroll . Spoke to Meghan they will ensure the wires go through money or no money. Entering all the wages as wires. Reviewed with Mark for the first approval stage. Changing all the wires to 1/2 o/s wages. Obtained Mark's approval and reviewed with Jason for his approval. Wires released and copies sent to the employees.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-21-17	Breeze, Jason	INSV-Receiverships	2.00	\$285.00	\$570.00	\$21,342.20	Review payroll and banking matters with Nancy Snedden and J. Hill. Email to S. Winter requesting banking information for employees. Arrange for payment by wire transfer, review same w J. Hill. c/c/w Pete Hudson (landlord) and Darren O'Keefe re: receiver's occupation of premises / outstanding and ongoing rent. Review correspondence from Viktoria Krasteva (Biomerieux) re: equipment leased / loaned to Petroforma and respond to same. p/c/w's customers re: a/r signification letter.
Jul-21-17	Rosen, Mark	INSV-Receiverships	0.20	\$425.00	\$85.00	\$21,427.20	review/submit wire transfers re wage payments for employees;
Jul-21-17	Griffiths, Darren	INSV-Receiverships	0.40	\$375.00	\$150.00	\$21,577.20	Communications with Jason Breeze (BDO Halifax) regarding funding of payroll and related banking arrangements. Related call to discuss.
Jul-21-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$21,582.20	Phone call.
Jul-21-17	Smith, Sharon	INSV-Receiverships	1.00	\$160.00	\$160.00	\$21,742.20	dealing with suppliers
Jul-21-17	Cardwell, Adam	INSV-Receiverships	3.00	\$140.00	\$420.00	\$22,162.20	Phone meeting with LIT and Managing Partner to decide how to proceed with issuing staff payroll. Go to Canada Post and attempt to access mailbox. Check on staff and building. Relay meeting with Canada Post to LIT. Go to lab to obtain new office keys.
Jul-23-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$22,211.20	Respond to emails from suppliers re opening new accounts.
Jul-24-17	Cardwell, Adam	INSV-Receiverships	1.50	\$140.00	\$210.00	\$22,421.20	Check on office and staff. Respond to staff emails and provide a supplier with new billing address. Follow up with supplier and forward email to staff.
Jul-24-17	Smith, Sharon	INSV-Receiverships	0.50	\$160.00	\$80.00	\$22,501.20	calls and emails with suppliers & staff
Jul-24-17	Griffiths, Darren	INSV-Receiverships	0.50	\$375.00	\$187.50	\$22,688.70	Call with Jason Breeze (BDO Halifax) to discuss file status and funding of employee wages. Coordinate transfer of funds in connection with employee wire transfer payments.
Jul-24-17	St. Croix, Tracey	INSV-Receiverships	0.25	\$140.00	\$35.00	\$22,723.70	bank deposit

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-24-17	Breeze, Jason	INSV-Receiverships	1.50	\$285.00	\$427.50	\$23,151.20	Review and respond to emails from S. Winter and A. Follett re: supplies / Petroforma reimbursement from JobConnect NL / use of debit machine / municipal holidays. Review ML labour standard code re: Regatta Day. Discussion w J. Hill re: payroll records - ADP. Email to M. Hanrahan re: access to mailbox, attach notice of receiver and appointment letter. Arrange with Hamilton Office for arrears wages to be paid, discussions w J. Hill re: same.
Jul-24-17	Hill, Judith	INSV-Receiverships	7.60	\$155.00	\$1,178.00	\$24,329.20	wages, wires, 2nd half of pay. Our contact at bank is on holiday, had to find new contact. Sent detailed email to her regarding what we need to do to ensure 2nd half of pays issued. Prepared the wires for review. Call to ADP re pre and post wages. Fax to CRA to set up RP and RT accounts for the Receiver. Numerous emails and calls with bank regarding issuing the wire payments for o/s wages. Various calls from A/R re issues with the amounts showing as owing in our letters. Rec'd some documentation showing payment prior to our appointment. Calls and emails from and to former employees let go who are applying for WEPP.
Jul-25-17	Hill, Judith	INSV-Receiverships	2.70	\$155.00	\$418.50	\$24,747.70	emails to and from employee re WEPP. Dealing with WEPP issues. Additional emails to and from the employees regarding the completion of the POC. Errors on POCs sent emails to correct errors. Responding to Andrew's letter regarding RRSP and Medical
Jul-25-17	Hill, Judith	INSV-Receiverships	1.10	\$155.00	\$170.50	\$24,918.20	processing 2nd pre payroll run/ processing Visa Payment. Calls from A/R re payment of accounts. Processing VISA A/R Payment
Jul-25-17	Coolen, Darlene	INSV-Receiverships	0.20	\$155.00	\$31.00	\$24,949.20	Email communications with OSB re application to Court to appoint Receiver; emailed application for Court-Appointed Receiver to Kerry Lawrence, OSB
Jul-25-17	Cardwell, Adam	INSV-Receiverships	0.70	\$140.00	\$98.00	\$25,047.20	Exchange emails with staff and LIT. Search registry of deeds for company and registration agent. Forward to LIT
Jul-26-17	Cardwell, Adam	INSV-Receiverships	2.60	\$140.00	\$364.00	\$25,411.20	Exchange emails with supplier and discuss with LIT. Prepare boxes of financials to be couriered to Halifax. Exchange emails with LIT re mailbox keys and informed him of my upcoming absence. Pick up mail and check on building/staff. Inform staff and LIT of invoices and cheques received. Scan invoices to staff and have cheques deposited.
Jul-26-17	Smith, Sharon	INSV-Receiverships	1.00	\$160.00	\$160.00	\$25,571.20	deposit and dealing with suppliers

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-26-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$25,576.20	Phone call.
Jul-26-17	Hill, Judith	INSV-Receiverships	1.70	\$155.00	\$263.50	\$25,839.70	finished letter to Andrew - quickly reviewed with Jason. Calls re A/R payments, reporting chq sent to Petroforma and processing VISA payment. Call to WorkplaceNL re worker's comp, discussed options and how to get data to them to adjust the 2017 assessment. Call from Whitecap Seafoods re interest in business, gave information to Jason. Rec'd another WEPPA POC
Jul-27-17	Hill, Judith	INSV-Receiverships	0.70	\$155.00	\$108.50	\$25,948.20	AR and ROE issues. On phone with Marine Institue regarding payment issued in March. Jason is obtaining bank statement for me to confirm receipt of payment. Email from and to Mohammed regarding his ROE - I don't have the data to complete. Advised Mohammed of this fact.
Jul-27-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$26,025.70	WEPPA issues
Jul-27-17	Hill, Judith	INSV-Receiverships	2.30	\$155.00	\$356.50	\$26,382.20	calls from various A/R customers regarding payments of account and issues related thereto. Emailed A/R payments rec'd to Amanda F. Recorded to Ascend and updated A/R spreadsheet. Email to Suzette regarding information to complete the ROEs for the 4 employees let go - rec'd and reviewed. Sent emails to the 3 salaried employees and prepared their ROE
Jul-27-17	Cardwell, Adam	INSV-Receiverships	0.50	\$140.00	\$70.00	\$26,452.20	Exchange email with the staff Inform suppliers of out of office
Jul-27-17	Hobson, Christina	INSV-Receiverships	0.40	\$70.00	\$28.00	\$26,480.20	deposit at TD
Jul-28-17	Cardwell, Adam	INSV-Receiverships	0.20	\$140.00	\$28.00	\$26,508.20	Exchanging emails with suppliers
Jul-28-17	Hill, Judith	INSV-Receiverships	0.25	\$155.00	\$38.75	\$26,546.95	emails re A/R and ROEs
Jul-28-17	Hill, Judith	INSV-Receiverships	2.40	\$155.00	\$372.00	\$26,918.95	printing and reviewing hours sheet for pre employees 2016 & 2017. Emails to and from Suzette regarding same. Preparing pre ROE for Dennis and Andrew. Posting payroll to GL. Transferring balance of TD funds from the Imprest account to the TD trust account. Email from Andrew regarding ROE. Obtaining info for references to set up accounts under Receiver's mandate.
Jul-28-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$26,965.45	reviewing seized mail. Call from A/R customer. paid by VISA. Processed VISA and sent receipt to them by email
Jul-28-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$26,970.75	update in ascend
Jul-28-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$27,056.25	Emails to/from Courtney Butt at PF Collings re: new account / trade references. Emails to/from Amanda Follett re: shipping / Purolator account.
							p/c/w account rep. at Pinchin Leblanc re: work in progress at Petroforma / o/s a/r.
Jul-31-17	Gammon, Sarah	INSV-Prospectives	0.20	\$53.00	\$10.60	\$27,066.85	Transf. from Gammon, Sarah 07/17/17 working on XProspective (Prospective) - Petroforma - print docs

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-31-17	Gammon, Sarah	INSV-Prospectives	1.40	\$53.00	\$74.20	\$27,141.05	Transf. from Gammon, Sarah 07/19/17 working on XProspective (Prospective) - Petroforma - input list of liabilities.
Jul-31-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$27,146.35	notice of receiver emailed, print, file
Jul-31-17	Rosen, Mark	INSV-Other	0.80	\$425.00	\$340.00	\$27,486.35	Transf. from Rosen, Mark 07/10/17 working on XProspective (Prospective) - Petroforma Inc - c/c w/ D. Griffiths re possible TD assignment; review 2105, 2016 financial statements; review proposed engagement letter on look-see- follow-up p/c w/ D. Griffiths;
Jul-31-17	Rosen, Mark	INSV-Prospectives	1.00	\$425.00	\$425.00	\$27,911.35	Transf. from Rosen, Mark 07/11/17 working on XProspective (Prospective) - Petroforma Inc - c/c w/ D. Griffiths, D. O'Keefe re possible look-see assignment for TD; discussion re possible Court application for appointment as Receiver; review engagement matters;
Jul-31-17	Rosen, Mark	INSV-Prospectives	0.60	\$425.00	\$255.00	\$28,166.35	Transf. from Rosen, Mark 07/14/17 working on XProspective (Prospective) - Petroforma Inc - p/c's w/ J. Breeze re file review, status of employees; p/c and email exchange w/ D. Griffiths re TD bank account; discussion w/ J. Hill re Nfld power account issue and review letter re opening receivership accounts;
Jul-31-17	Rosen, Mark	INSV-Receiverships	0.40	\$425.00	\$170.00	\$28,336.35	(July 24th-31st) p/c w/J. Breeze re file update and review emails;
Jul-31-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$28,398.35	call from A/R customer regarding payment of account. Email to and from former employee regarding ROE
Jul-31-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$28,444.85	Transf. from Hill, Judith 07/13/17 working on XProspective (Prospective) - Petroforma - draft letter to employees and sent to Jason for review
Jul-31-17	Hill, Judith	INSV-Receiverships	0.80	\$155.00	\$124.00	\$28,568.85	Transf. from Hill, Judith 07/14/17 working on XProspective (Prospective) - petroforma, call from Jason, CALL to NF Power, spoke to Joahn in bankruptcy and he is setting up accounts in our name. Prep requested letter and emailed to John. Emailed Jason to advise power has been set up in our name effective July 14th.
Jul-31-17	Hill, Judith	INSV-Prospectives	2.10	\$155.00	\$325.50	\$28,894.35	Transf. from Hill, Judith 07/17/17 working on XProspective (Prospective) - Petroforma: summary of o/s wages for those employees we are keeping. 4 weeks o/s. Email to employee to determine who had and who hasn't rec'd their ROEs
Jul-31-17	Hill, Judith	INSV-Receiverships	0.60	\$155.00	\$93.00	\$28,987.35	Transf. from Hill, Judith 07/17/17 working on XProspective (Prospective) - Petroforma: draft signification letter and set up layout for A/R spreadsheet

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Jul-17							
<i>Time Charges</i>							
Jul-31-17	Hill, Judith	INSV-Receiverships	6.90	\$155.00	\$1,069.50	\$30,056.85	received the 2016 and 2017 bank statements. Discovered the July e-payments had not been posted to the books, adjusted our records and sent copies to Amanda. payments after July 13th have been recorded as post A/Rs. Further A/R calls. Reconciled VISA payments with Moneris report. Update our spreadsheet. Reconciled our A/R spreadsheet with the data in Ascend. Prepared an interim R&D and reviewed with Jason. Emailed and called Carla to confirm receipt of funds from TD as we have rent and payroll to process this week. Quickly reviewed ceased mail with Alanna. Received hours from Suzette, calculated the payroll and posted the pay cheques to Ascend. Gave to Jason for review
Jul-31-17	Casco, Carla	INSV-Receiverships	0.20	\$117.00	\$23.40	\$30,080.25	e-mail back to Judith in regard the balance for td account, & also e-mail Td for the confirmation of deposit of 55,000.00
Jul-31-17	Hobson, Christina	INSV-Receiverships	0.30	\$70.00	\$21.00	\$30,101.25	deposit
Jul-31-17	Griffiths, Darren	INSV-Receiverships	0.20	\$375.00	\$75.00	\$30,176.25	Internal communications regarding receivership banking and investigate status of TD wire transfer.
Jul-31-17	Pink, Alanna	INSV-Receiverships	0.30	\$50.00	\$15.00	\$30,191.25	Transf. from Pink, Alanna 07/17/17 working on XProspective (Prospective) - Petroforma Inc. working on AR spreadsheet
Jul-31-17	Pink, Alanna	INSV-Receiverships	0.60	\$50.00	\$30.00	\$30,221.25	going through seized mail
Jul-31-17	Mazur, Chris	INSV-Receiverships	0.30	\$450.00	\$135.00	\$30,356.25	Review file - status, go forward, prospective interest in operations.
<i>Time Charges for Jul-17:</i>			156.75		\$30,356.25		
<i>Recoverables</i>							
Jul-13-17	Breeze, Jason	Mileage-NS			\$23.48	\$30,379.73	Pick up Elliot Offman (Appraiser), travel to airport.
Jul-13-17	Breeze, Jason	Airfare-NS			\$286.63	\$30,666.36	Flight to St. John's Newfoundland,
Jul-14-17	Breeze, Jason	Meals-NL			\$52.73	\$30,719.09	Elliot Offman (Appraiser) / J. Breeze
Jul-15-17	Breeze, Jason	Meals-NS			\$22.35	\$30,741.44	Meal
Jul-15-17	Breeze, Jason	Lodging-NL			\$507.03	\$31,248.47	Delta St. Johns
Jul-15-17	Breeze, Jason	Airfare-NL			\$353.12	\$31,601.59	St. John's to Halifax
Jul-20-17	House(Insol), Hamiltor	FRS Other-NS			\$180.00	\$31,781.59	photocopies - Notice of Receiver
Jul-20-17	House(Insol), Hamiltor	FRS Other-NS			\$58.00	\$31,839.59	Postage regarding Notice of Receiver
Jul-23-17	Smith, Sharon	Mileage-NL			\$42.26	\$31,881.85	picking up supplies at difference locations and visiting Petroforma over past 2 weeks
<i>Recoverables for Jul-17:</i>					\$1,525.60		
<i>Total for Jul-17:</i>			156.75		\$31,881.85		

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17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Jul-12-17	Griffiths, Darren	INSV-Receiverships	2.00	\$375.00	\$750.00	\$32,631.85	Communications with Vitaly Kormakov (TD) regarding private receivership. Review related correspondence from Borrower declining proposed financial review. Review financial statements supplied by TD including current A/R and A/P. Coordinate with BDO Halifax office to prepare private receivership appointment letter, review of same, and coordinate BDO attendance to effect possession. Related conference call with TD counsel (Darren O'Keefe), Mark Rosen, and Jason Breeze. Further communications regarding prior demands and TD equipment finance facilities. Update Chris Mazur.
Jul-13-17	Griffiths, Darren	INSV-Receiverships	0.40	\$375.00	\$150.00	\$32,781.85	Communications with TD counsel (Darren O'Keefe), Mark Rosen, and Jason Breeze (BDO Halifax) regarding separate demands for TD equipment finance facilities, amended BDO appointment letter, and next steps. Further communications regarding employees, health and safety issues, bank account, and logistics of effecting possession as private receiver.
Jul-25-17	Breeze, Jason	INSV-Receiverships	1.00	\$285.00	\$285.00	\$33,066.85	Emails to/from Suzette Winter and Amanda Woodrow re: paycheques. Prepare non-disclosure agreement for Pluto Investments. p/c/w Beverley Blackwood (City of St. John's) re: o/s property tax. Review email regarding same.
Jul-26-17	Breeze, Jason	INSV-Receiverships	3.80	\$285.00	\$1,083.00	\$34,149.85	Review email from M. Hanrahan re: access to post office box / amount due to shareholders. p/c/w Tamlin at Workspace NL re: 2017 payroll to date, estimate for balance of year. Email to J. Hill re: same. p/c's/w Allison Philpott (Cox & Palmer) re: estate number for application for court appointed receiver. p/c/w court clerk and OSB re: same. emails to/from Paul Antle (Pluto Investments) re: non-disclosure agreement. Prepare credit applications for AGAT Laboratories and 3M, email same to A. Cardwell. Review demand for reclamation of property from Biomerieux, forward same to Darren O'Keefe for review and comment. p/c/w Jim Osmond at Sunlife re: termination of group benefits plan, email to Jim confirming same. p/c/w Vincent Santillo re: length of confidentiality period in non-disclosure agreement, email to Paul Antle re: amendments to same. Prepare revised agreement and email. Review updated supplier aged summary provided by Amanda Follett. Review emails from Amanda Follett re: invoicing.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Jul-27-17	Breeze, Jason	INSV-Receiverships	3.50	\$285.00	\$997.50	\$35,147.35	<p>p/c/w Chris Whitten (Energy Management Services) re: unpaid invoice. Review email from Hossain Bazargan re: record of employment, discussion w J. Hill re: same.</p> <p>Prepare non-disclosure agreements for AGAT Laboratories and Whitecap Seafoods, p/c/w with Brian Cuff (Whitecap) re: same.</p> <p>Discussion w J. Hill re: paycheques, bank statements. Request bank statements from TD. Email to TD re: Visa accounts.</p> <p>Review email from Suzette Winter re: municipal holiday (Regatta Day), review Newfoundland & Labrador labour standards guide, respond to S. Winter.</p> <p>Emails to/from Pete Hudson (landlord) re: invoices for rent. Non-disclosure agreement.</p> <p>Emails to/from Amanda Follett (Petroforma) re: PF Collins. Complete credit application re: same. Emails to/from PF Collins re: credit references.</p> <p>Review invoice from iSpire, email to Doug Jenkins re: managed server / workstation.</p> <p>Scan and email 2014 and 2015 financial statements to Paul Antle (Pluto Investments).</p>
Jul-31-17	Breeze, Jason	INSV-Receiverships	3.40	\$285.00	\$969.00	\$36,116.35	<p>Review email from Air Canada Cargo re: o/s account, to S. Gammon for response.</p> <p>Review list of follow up questions from Paul Antle (Pluto Investments) regarding financial statements. Review simply accounting data, emails to/from Suzette Winter, respond to questions.</p> <p>Respond to email from V. Kormakov re: file status. Emails to/from Suzette Winter re: office supplies / pest control. Review payroll for two week period ended July 28, discussion w J. Hill re: same.</p> <p>Discussions w J. Hill re: collections of accounts receivable / funds for Receiver's payroll and source deductions. Review invoices from 70346 NL Ltd (Landlord) for o/s rent, forward to J. Hill for payment.</p>

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-01-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$36,258.85	p/c/w Tina Fowler (City of St. John's) re: amount due to Petroforma / due from Petroform to City. Review statement of account, forward same to J. Hill. Review and respond to email from John O'Dea re: amounts due to shareholders. Review payroll for period ended July 28, 2017. Discussions w J. Hill re: revised invoice, review same.
Aug-01-17	Gammon, Sarah	INSV-Receiverships	0.30	\$53.00	\$15.90	\$36,274.75	notice of receiver x 5
Aug-01-17	Smith, Teresa	INSV-Receiverships	1.00	\$142.00	\$142.00	\$36,416.75	get access thru IT, print cheques and post deposit
Aug-01-17	Rosen, Mark	INSV-Receiverships	0.40	\$425.00	\$170.00	\$36,586.75	c/c w/ C. Mazur, D. Griffiths, J. Breeze re file review, interested parties, discussion of marketing procedures;
Aug-01-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$36,602.25	A/R returned by Can Post. Searched online - couldn't locate company. Sent email to Amanda to see if she had contact info.
Aug-01-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$36,633.25	email to and from Amanda re A/R. Call from Amanda to explain there were A/R payments in July that were deposited to bank but not recorded in books. She will send me a list today.
Aug-01-17	Hill, Judith	INSV-Receiverships	2.30	\$155.00	\$356.50	\$36,989.75	updating A/R list re A/R received prior to our appointment/deposited to bank/but not posted to books - therefore letters sent to collect. Amanda provided list today and I updated our A/R spreadsheet. Letter from City of St. John's are contra with list of invoices, which didn't match books and records. Emailed Amanada re same and updated the spreadsheet. Attended bank. Changes to invoice to reflect BDO as Receiver and changed the HST account to the Receiver's. Processing VISA payment -issue payment won't go through. Helping Amanda setup the invoice templates in Simply Accounting.
Aug-01-17	Mazur, Chris	INSV-Receiverships	0.20	\$450.00	\$90.00	\$37,079.75	attend re: marketing process.
Aug-01-17	Griffiths, Darren	INSV-Receiverships	1.50	\$375.00	\$562.50	\$37,642.25	Communications with BDO Halifax office regarding payroll, CRA remittance, and payment of supplier invoices. Coordinate preparation of cheques and related courier arrangements. Review TD report prepared by BDO Halifax office and meet with Chris Mazur to discuss. Conference call with Chris Mazur, Mark Rosen, and Jason Breeze to discuss file status and next steps. Coordinate set up of file on TD website.
Aug-01-17	Hobson, Christina	INSV-Receiverships	0.40	\$70.00	\$28.00	\$37,670.25	deposit at TD
Aug-01-17	Rickards, Susan	INSV-Receiverships	0.60	\$124.00	\$74.40	\$37,744.65	New file
Aug-02-17	Griffiths, Darren	INSV-Receiverships	1.00	\$375.00	\$375.00	\$38,119.65	Set up user access on TD website and upload key documents to website. Communications with Jason Breeze (BDO Halifax) regarding banking matters and request breakdown of Petroforma indebtedness.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-02-17	Breeze, Jason	INSV-Receiverships	1.30	\$285.00	\$370.50	\$38,490.15	Email list of equipment / 2014 and 2015 financial statements to Gordon Nelson (AGAT Laboratories). Review and revise non-disclosure agreement for Pete Hudson. Emails from/to Doug Jenkins (iSpire) re: continued service, p/c/w Suzette Winter re: same / access to server / new email accounts. Email to M. Hanrahan re: amounts due to shareholders, iSpire. Emails to/from V. Kormakow re: same.
Aug-03-17	Breeze, Jason	INSV-Receiverships	0.40	\$285.00	\$114.00	\$38,604.15	Emails to/from J. Hill re: outstanding invoices. Emails to/from Amanda Follett re: work in progress. Review offer from Pluto Investments, forward same to V. Kormakov and D. O'Keefe.
Aug-03-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$38,646.65	review supplier payment w/ JH;
Aug-03-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$38,677.65	rec'd remittance cheque - prepared letter to CRA with information related to the RP0002 account.
Aug-03-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$38,724.15	VISA A/R pymts transferred from Imprest to trust account.
Aug-03-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$38,755.15	chq prep
Aug-03-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$38,770.65	posted entries for o/s and current rent owing to Newfoundland & Labrador Limited
Aug-03-17	Griffiths, Darren	INSV-Receiverships	0.20	\$375.00	\$75.00	\$38,845.65	Communications with BDO Halifax office regarding additional payments and coordinate internally.
Aug-03-17	Pink, Alanna	INSV-Receiverships	1.30	\$50.00	\$65.00	\$38,910.65	entering visa payments into imprest account and cutting the cheques and then inputting them into the clients accounts entering AR cheques into account
Aug-03-17	Hobson, Christina	INSV-Receiverships	0.30	\$70.00	\$21.00	\$38,931.65	deposit at TD
Aug-03-17	Smith, Sharon	INSV-Receiverships	0.50	\$160.00	\$80.00	\$39,011.65	checking mailbox
Aug-04-17	Rosen, Mark	INSV-Receiverships	0.40	\$425.00	\$170.00	\$39,181.65	c/c w/ V. Kormakov, J. Breeze re offer topurchase business, marketing strategy and timing for additional interested parties; p/c w/ J. Breeze re swearing affidavit for Court application and timing issue;
Aug-04-17	Breeze, Jason	INSV-Receiverships	1.30	\$285.00	\$370.50	\$39,552.15	Respond to email from Amanda Follett re: payment from Suncor. Review insurance requirements with broker, forward copy of current policy and list of equipment. Discuss offer for assets from Pluto Investments with M. Rosen, c/c with M. Rosen and V. Kormakov re: same. Emails to other potential purchasers with deadline to submit offers. Emails to/from Doug Jenkins (iSpire) re: continuing service. Review Receiver affidavit in support of a receivership order, emails to/from Allison Philpott re: same.
Aug-06-17	Breeze, Jason	INSV-Receiverships	3.50	\$285.00	\$997.50	\$40,549.65	Meeting with M. Rosen to review Receiver's affidavit in support of Receivership Order. Travel to/from airport - deliver affidavit to Air Canada Cargo for shipment to St. John's. Scan and email Waybill to legal counsel in St. John's

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-06-17	Rosen, Mark	INSV-Receiverships	1.00	\$425.00	\$425.00	\$40,974.65	office conference w/ J. Breeze re review affidavit on application for Court appointment, swearing of affidavit;
Aug-08-17	Breeze, Jason	INSV-Receiverships	2.50	\$285.00	\$712.50	\$41,687.15	p/c/w Darren O'Keefe re: demand for reclamation of property filed by Biomerieux (review memo from Cox & Palmer re: same) / application for Receivership Order / offer by Pluto Investments / potential recovery. c/c/w Darren O'Keefe re: Biomerieux. Emails to/from and p/c's w Suzette Winter / Amanda Follett / various suppliers re: unpaid accounts. p/c/w Doug Jenkins re: o/s amount due to iSpire. Review WIP and invoice summary from Amanda Follett. Respond to email rom Sean Cadigan (The Idea Factory) re: web hosting. Complete account application fro Air Liquide. Email 2014 and 2015 Financial Statements to Pete Hudson. Emails to/from V. Kormakov re: TD bank account activity.
Aug-08-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$41,718.15	process VISA and MC sales & AR Payment
Aug-08-17	Hill, Judith	INSV-Receiverships	1.10	\$155.00	\$170.50	\$41,888.65	emails between myself and Amanda regarding o/s A/R, direct payments, invoice corrections. A/P postings to Ascend and obtaining backup from Amanda.
Aug-08-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$41,935.15	interim R&D
Aug-08-17	Rickards, Susan	INSV-Receiverships	0.40	\$124.00	\$49.60	\$41,984.75	Chques
Aug-08-17	Hobson, Christina	INSV-Receiverships	0.30	\$70.00	\$21.00	\$42,005.75	deposit at TD
Aug-09-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$42,019.75	deposit at TD
Aug-09-17	Mazur, Chris	INSV-Receiverships	0.20	\$450.00	\$90.00	\$42,109.75	Attend Re: offer
Aug-09-17	Griffiths, Darren	INSV-Receiverships	0.20	\$375.00	\$75.00	\$42,184.75	Communications with Jason Breeze (BDO Halifax) regarding file status and fee estimate requested by TD. Related discussion with Chris Mazur.
Aug-09-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$42,200.25	call from Twin City Movers wondering when he would get paid and many other questions regarding the Receivership and why he isn't getting paid for his work.
Aug-09-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$42,231.25	discussion with Jason re payroll and email to Suzette re hours for this Friday.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-09-17	Breeze, Jason	INSV-Receiverships	2.00	\$285.00	\$570.00	\$42,801.25	Review and revise response to legal counsel for Biomerieux. c/c/w V. Kormakov, D. O'Keefe, and M. Rosen re: proof of claim (property) filed by Biomerieux, response thereto. Respond to email from Amanda Follett re: small claims court action against Petroforma, Amanda listed as possible defendant. p/c/w Amanda re: same. Emails to/from court house re: attending hearing for the appointment of a receiver by telephone. Email to D. O'Keefe re: originating application and affidavits. Review supplier invoices, discussion w J. Hill re: same.
Aug-09-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$42,806.55	notice of receiver to creditor
Aug-09-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$42,934.05	discussion w/ J. Breeze re file staus, review letter re disclaimer of property claim;
Aug-10-17	Rosen, Mark	INSV-Receiverships	0.20	\$425.00	\$85.00	\$43,019.05	attendance at Court (by phone) re application for appointment as Receiver;
Aug-10-17	Breeze, Jason	INSV-Receiverships	0.80	\$285.00	\$228.00	\$43,247.05	Review and approve various cheque requisitions. Emails to/from V. Kormakov and D. O'Keefe re: offer from Pluto Investments / work in progress / sales process. Email from/from Gordon Nelson re: sale of assets. c/c/w Supreme Court of Newfoundland & Labraador - application for Receivership Order.
Aug-10-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$43,262.55	email from and to supplier wanting to confirm payment of current invoices
Aug-10-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$43,309.05	scanned invoices to Hamilton for cheque processing
Aug-10-17	Hill, Judith	INSV-Receiverships	1.30	\$155.00	\$201.50	\$43,510.55	reviewed bank statement activity in company bank account from July 24th to Aug 8. Recorded service charges and A/R Payments. Posted payments to A/R spreadsheet and post to Ascend. Recorded funds in the bank account on July 13th as seized funds. Recorded payments taken by TD after July 13th as payments to secured lender. 3 payments can't locate on A/R sent report to Amanada for her to review and advise. Update R&D to reflect additional payments received.
Aug-10-17	Hill, Judith	INSV-Receiverships	0.70	\$155.00	\$108.50	\$43,619.05	received updated A/R info on wire transfers from Amanda - updated Ascend and the A/R spreadsheet. Prepared entry to reimburse imprest for mail direction and purchase of supplies by way of wire transfer. Email from supplier requesting payment of current invoice, email to Suzette to confirm receipt of product. Payment on hold pending receipt of product. Further emails from supplier with additional invoices requesting payment. Send to Suzetter for review and approval once product is rec'd.
Aug-10-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$43,634.55	recording WEPP payments on the spreadsheet

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-10-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$43,665.55	with Alanna re reconciliation of A/R with spreadsheet
Aug-10-17	Griffiths, Darren	INSV-Receiverships	0.10	\$375.00	\$37.50	\$43,703.05	Communications with Jason Breeze (BDO Halifax) regarding sales, accounts receivable, and status of court appointment. Attend to banking matters.
Aug-10-17	Pink, Alanna	INSV-Receiverships	2.50	\$50.00	\$125.00	\$43,828.05	reconciling the general ledger report with the AR spreadsheet total (ps. IT WORKED!)
Aug-10-17	Casco, Carla	INSV-Receiverships	0.20	\$117.00	\$23.40	\$43,851.45	Print few cheques as per pink requests.
Aug-10-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$43,856.45	Phone call.
Aug-11-17	Hobson, Christina	INSV-Receiverships	0.10	\$70.00	\$7.00	\$43,863.45	deposit
Aug-11-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$43,894.45	email to ADP regarding pre 2017 payroll data
Aug-11-17	Hill, Judith	INSV-Receiverships	1.80	\$155.00	\$279.00	\$44,173.45	emails to and from Suzette regarding payroll. Call to Service Canada to re-order ROEs as first batch did not arrive. Completed the Workplace NL form for workers comp coverage. Posted payables to Ascend and reviewed with Jason. Updated to do list. Revises payroll details list as employees require pay stubs and ADP has not responded to request to set up new account under the Receivership.
Aug-11-17	Hill, Judith	INSV-Receiverships	2.10	\$155.00	\$325.50	\$44,498.95	process payroll, calculate o/s VP, confirm some figures with Suzette, process expense claim for Suzette.
Aug-11-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$44,576.45	call from Ryan Demerchant of CRA regarding RT0002 and RP0002 - neither account set up yet. Call to Business Window as per Ryan's suggestion - can't see account set up yet, however was advised they are behind and maybe 30 days before an account is set up
Aug-11-17	Hill, Judith	INSV-Receiverships	0.25	\$155.00	\$38.75	\$44,615.20	scanned all invocies to Hamilton for cheque processing.
Aug-11-17	Breeze, Jason	INSV-Receiverships	0.40	\$285.00	\$114.00	\$44,729.20	Respond to email from V. Kormakow re: couter offer to Pluto Investments / pending offer from AGAT Laboratories. Emails to/from S.; Winter re: possible depot locations. Review cheque requisitions re: payroll, source deductions, suppliers.
Aug-11-17	Gammon, Sarah	INSV-Receiverships	0.20	\$53.00	\$10.60	\$44,739.80	sent notice of receiver by email, print, file; called another creditor and emailed them the package
Aug-11-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$44,745.10	call from creditor; provide info. transfer to J
Aug-13-17	Cardwell, Adam	INSV-Receiverships	0.40	\$140.00	\$56.00	\$44,801.10	Return emails re shipments & orders from suppliers
Aug-14-17	Breeze, Jason	INSV-Receiverships	2.30	\$285.00	\$655.50	\$45,456.60	Review and revise terms and conditions of sale, emails to/from D. O'Keefe re: same. Review and revise receiver's response to Pluto investments offer, discussions with D. O'Keefe, forward response and terms and conditions to Paul Antle. Review Receivership Order.
							Review current insurance policy with Don Grant (AJ. Gallagher). Discuss replacement coverage if necessary.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-15-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$45,599.10	Review and respond to email from P. Antle re: in-house financials. Email to A. Follett re: same. Emails to/from Suzette Winter re: allowing potential purchaser to view equipment. Respond to email from Northsyde Processing re: payment. Respond to email from the Barry Group re: payment.
Aug-15-17	Smith, Teresa	INSV-Receiverships	0.70	\$142.00	\$99.40	\$45,698.50	Respond to emails from P. Antle re: payroll / municipal taxes. Print cheques on account and get signed
Aug-15-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$45,747.50	Exchange emails with Petroforma staff and 3M supplier
Aug-15-17	Cardwell, Adam	INSV-Receiverships	0.50	\$140.00	\$70.00	\$45,817.50	Check office and mail
Aug-15-17	Ihnatiuk, Paul	INSV-Receiverships	0.10	\$440.00	\$44.00	\$45,861.50	Signing payroll cheques.
Aug-15-17	Hobson, Christina	INSV-Receiverships	0.40	\$70.00	\$28.00	\$45,889.50	deposit, updated spreadsheet re AR cheques received
Aug-16-17	Hobson, Christina	INSV-Receiverships	0.30	\$70.00	\$21.00	\$45,910.50	deposit
Aug-16-17	Griffiths, Darren	INSV-Receiverships	0.10	\$375.00	\$37.50	\$45,948.00	Communications with BDO Halifax office regarding payroll and supplier cheques. Coordinate preparation/courier of same.
Aug-16-17	Smith, Teresa	INSV-Receiverships	0.30	\$142.00	\$42.60	\$45,990.60	prepare cheqs for courier-copy and attach to recs
Aug-16-17	Rosen, Mark	INSV-Receiverships	0.20	\$425.00	\$85.00	\$46,075.60	discussion w/ J. Breeze re staus of marketing and counter-offer to offer received;
Aug-16-17	Breeze, Jason	INSV-Receiverships	1.30	\$285.00	\$370.50	\$46,446.10	Review and respond to correspondence from Evoqua re: o/c invoices. Respond to questions from Paul Antle re: unpaid expenses incurred by employees, payroll remittances, municipal tax. Discussion w J. Hill re list of employees and wages, forward same to Paul Antle.
							Emails to/from S. Winter re: sprinkler system, method of heating, other tenants. Review CALA invoice, forward to J. Hill for payment. Review email from the Barry Group with list of o/s invoices to be paid. Review correspondence from Wabush Mines. Respond to email from Amanda Follett re: use of iSpire for IT Support.
							Review and respond to email from Amanda Follett re: employee responsibility for corporate visa's. Emails to/from V. Kormakov re: same.
Aug-16-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$46,451.40	Email to M. Hanrahan re: application for a bankruptcy order. update creditor address and sent package by mail
Aug-16-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$46,497.90	email from Amanda re A/R and email to Amanda with list of A/R payments received on the 15th
Aug-16-17	Hill, Judith	INSV-Receiverships	0.35	\$155.00	\$54.25	\$46,552.15	emails and phone call re A/R payments. Email to Hamilton to ensure pay cheques are on their way to NL

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17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-16-17	Hill, Judith	INSV-Receiverships	3.00	\$155.00	\$465.00	\$47,017.15	reviewing seized mail, prep list of employees name, rate of pay and vacation rates and emailed to Jason, mailed to Danny & Karen from ADP re pre payroll records. Sent ADP copy of Court order. Rec'd email from ADP and called support with case # to access the payroll data (on phone with ADP for 42 minutes with no resolution). A/R deposit
Aug-16-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$47,094.65	on phone with ADP for an additional 31 minutes to resolve the issue of access to the accounts on line. Now have password.
Aug-17-17	Breeze, Jason	INSV-Receiverships	1.80	\$285.00	\$513.00	\$47,607.65	Letters to the Office of the High Sheriff of NL, Small Claims Court, and Marsh Insurance re: Receivership Order / stay of proceedings / continuation of services. p/c/w and email from/to Debroah Dixon (Air Liquide) re: terms of new account. Email to V. Krasteva (Biomerieux) re: Receivership Order, opening a new account. Emails to/from D. O'Keefe re: independent review of TD's security. Email to Heather Gallgher (ACOA) re: notice of right of set-off served on CRA / advise of receivership order.
Aug-17-17	Rosen, Mark	INSV-Receiverships	0.20	\$425.00	\$85.00	\$47,692.65	discussion w/ J. Breeze re TD debt and status of application for bankruptcy order;
Aug-17-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$47,706.65	dealing with cheques received from Hamilton, deposit to IMPREST
Aug-18-17	Cardwell, Adam	INSV-Receiverships	0.75	\$140.00	\$105.00	\$47,811.65	Consult with Trustee and Staff at Petro. Send follow up emails to Oxoid (supplier).
Aug-21-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$47,860.65	Exchange emails with suppliers and consult with Trustee.
Aug-21-17	Breeze, Jason	INSV-Receiverships	1.00	\$285.00	\$285.00	\$48,145.65	Review email from P. Antle re: Husky oil, emails to/from Suzette Winter re: same. Review email from M. Hanrahan re: voluntary assignment in bankruptcy, assistance from the government of NL. Review and respond to email from A. Cardwell re: supplier / terms of delivery.
Aug-22-17	Breeze, Jason	INSV-Receiverships	1.40	\$285.00	\$399.00	\$48,544.65	Emails from/to Suzette Winter and A. Cardwell re: supplier payments. Emails to/from Paul Antle and Suzette Winter re: Husky Oil project. Review email from J. Hill re: LGC Standards. Emails to/from Suzette Winter re: recommended software for Husky Oil. Respond to email from Vitaly Kormakov re: Hisky Oil. Email equipment list to Daniel Russell (Falcon SG Limited). p/c/w Darren O'Keefe re: independent security review, status of Husky Oil project, conflict of interest.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-22-17	Hill, Judith	INSV-Receiverships	2.30	\$155.00	\$356.50	\$48,901.15	various emails re invoices and dealing with order required from England. Further emails and calls regarding this order from England. Time sensitive product. Call to England to clarify amount owing - less than documents rec'd this morning. Only \$203 GBP. Prepared wire and reviewed with Bob and Jason by email. Wire sent, confirmation of same sent to LGC and Suzette. Received confirmation shipment has been made. Invoices rec'd from North Atlantic Systems - sent to Suzette to advise when product rec'd before issuing payment.
							Rec'd A/R payments. Posted one. Others not on A/R List. trying to access the updated A/R list from Amanda but issues with opening. Email to Amanada re same.
							Email to Suzetter regarding payroll hours for Friday. Rec'd confirmation hours would be submitted by Friday.
Aug-22-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$48,916.65	reviewing seized mail
Aug-22-17	Cardwell, Adam	INSV-Receiverships	3.25	\$140.00	\$455.00	\$49,371.65	Exchange several emails with various suppliers and staff at Petro. Consulted with Trustee and coworkers in Hamilton. Attempting to wire transfer funds to suppliers to prepay for supplies. Ongoing contact with Oxoid and ICB throughout the day. Successfully wired ICB payment for prepaidd order. Came to arrangement with Oxoid to prepay orders via wire transfer. Relayed to Petro staff and BDO staff.
Aug-22-17	Marsh, Andrea	INSV-Receiverships	0.20	\$50.00	\$10.00	\$49,381.65	Arranging for Purolator pickup for Petroforma.
Aug-23-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$49,386.65	Phone call.
Aug-23-17	Cardwell, Adam	INSV-Receiverships	1.50	\$140.00	\$210.00	\$49,596.65	Exchange emails with staff at Petro along with BDO coworkers. Exchange emails with Biomerieux
Aug-23-17	Hill, Judith	INSV-Receiverships	0.15	\$155.00	\$23.25	\$49,619.90	call from customer re pre and post a/r payments
Aug-23-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$49,650.90	on phone with unsecured creditor who could not understand the concept of a Receivership, sent email explaining along with copys of docs already sent to the company.
Aug-23-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$49,712.90	calls regarding A.R payments/processing 2 VISA AR payments pre and post
Aug-23-17	Hill, Judith	INSV-Receiverships	0.60	\$155.00	\$93.00	\$49,805.90	attending bank /issue as our branch cannot see the name Petroforma. Clara sent us a copy of the bank statement to take to our branch showing the Petroforma name. Email from Teresa re cheque to North Atlantic Systems/ email to North Atlantic re delay in payment.
Aug-23-17	Hill, Judith	INSV-Receiverships	0.90	\$155.00	\$139.50	\$49,945.40	processing payments

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-23-17	Breeze, Jason	INSV-Receiverships	2.50	\$285.00	\$712.50	\$50,657.90	Review offer from Pluto Investments, forward same to M. Rosen / V. Kormakov / D. O'Keefe. p/c/w M. Rosen re: file status. c/c/w M. Rosen / V. Kormakov / D. O'Keefe to review offer and discuss counter offer. Review correspondence from the Department of Justice on behalf of ACOA re: right of set-off. Review decision referred to in correspondence, forward same to D. O'Keefe and M. Rosen. Email to M. Rosen / V. Kormakov / D. O'Keefe re: retention bonus to employees. Calculate same based on post-receivership a/r. Email to S. Winter and A. Follett re: status of licenses.
Aug-23-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$50,743.40	(August 22, 2017) Respond to email from J. Kehoe re: employee expenses, source deductions, RRSP contributions, paystubs.
Aug-23-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$50,748.70	notice of receiver faxed, filed
Aug-24-17	Breeze, Jason	INSV-Receiverships	3.50	\$285.00	\$997.50	\$51,746.20	Review response from S. Winter re: status of Petroforma's license, forward same to V. Kormakov, M. Rosen, D. O'Keefe. Calculate employee bonuses bases on billings to August 24, 2017, forward same to J. Hill for processing with next payroll. Emails to/from and p/c's w J. Hill re: separation of pre and post receivership receivables. Emails to/from and p/c/w Amanda Follett re: work in progress to mid September, collectability of pre-receivership receivables. Email to M. Hanrahan re: Govt. of NL program to support individuals/businesses affected by shrimp and crab quota reductions. Emails to/from Daniel Russell and Suzette Winter - arrange for meeting at Petroforma to view assets. Conference call with V. Kormakov, M. Rosen, D. O'Keefe re: formal response to Pluto Investments. Review draft response from D. O'Keefe.
Aug-24-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$51,823.70	Respond to email from S. Winter re: Jennifer Mews resignation. emails with Jason re A/R and payroll. Made some adjustments to the A/R and provided Jason with the figures collected and o/s. Received bonus info for employees' next pay run.
Aug-24-17	Hill, Judith	INSV-Receiverships	0.60	\$155.00	\$93.00	\$51,916.70	emails with Amanda and customers regarding the A/R

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-24-17	Hill, Judith	INSV-Receiverships	3.90	\$155.00	\$604.50	\$52,521.20	recording A/R payments (including Barry Group which was making partial payments on 6 accounts). Updated the A/R spreadsheet. Communications off and on with Amanda all day regarding payments pre and post. Processed wire payment to Oxiod. Updated R&D for Jason. On phone with Jason regarding R&D and outstanding matters. Received bonus info from Jason for next payroll run.
Aug-24-17	Hill, Judith	INSV-Receiverships	0.60	\$155.00	\$93.00	\$52,614.20	completion of credit application form and chq prep
Aug-24-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$52,645.20	entering bonus information on payroll spreadsheet
Aug-24-17	Cardwell, Adam	INSV-Receiverships	1.75	\$140.00	\$245.00	\$52,890.20	Exchanging emails with Petro staff, BDO staff and suppliers. Obtain info to open new accounts with suppliers. Completed credit application for new supplier.
Aug-25-17	Cardwell, Adam	INSV-Receiverships	2.00	\$140.00	\$280.00	\$53,170.20	Obtain credit application and forwarded to Biomerieux along with email looking for timeline. Updated staff at Petro and exchanged other emails with staff re opening new account for garbage disposal. Contacted Newfound Disposal and opened new account for BDO. Successfully opened new account with Biomerieux. Forwarded account info to BDO and relayed this to Petro Staff. Proceed to place order. Visit Petro office, check on staff and obtain cheque. Check Petro mail.
Aug-25-17	Hobson, Christina	INSV-Receiverships	0.40	\$70.00	\$28.00	\$53,198.20	deposit at TD - long wait time
Aug-25-17	Griffiths, Darren	INSV-Receiverships	0.20	\$375.00	\$75.00	\$53,273.20	Attend to payment of North Atlantic Systems invoices. Communications with BDO Halifax office regarding payroll cheques. Related internal communications regarding cheque signing.
Aug-25-17	Hill, Judith	INSV-Receiverships	2.30	\$155.00	\$356.50	\$53,629.70	processing payroll and bonus. Sending pay stubs to Suzette and cheque requisition to Hamilton for processing. Email from and to Darren re chq to North Atlantic Systems and regarding signing officers for next week.
Aug-25-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$53,715.20	Review and revise letter to Pluto investments re: offer, email same to Paul Antle. Review counter offer from Pluto, email same to V. Kormakov, D. O'Keefe, and M. Rosen.
Aug-28-17	Cardwell, Adam	INSV-Receiverships	0.65	\$140.00	\$91.00	\$53,806.20	Picked up mail. Exchanged emails with manager at Petro, followed up with Trustee to determine parameters for ordering supplies. Received request for order from Petro staff. Will wait to discuss with trustee.
Aug-29-17	St. Croix, Tracey	INSV-Receiverships	0.50	\$140.00	\$70.00	\$53,876.20	Deposit bank drop
Aug-29-17	Hobson, Christina	INSV-Receiverships	0.70	\$70.00	\$49.00	\$53,925.20	deposit, discussion with jason re invoices to send to Hamilton and various other invoices, emailed 7 invoices to Hamilton to pay notice of receiver emailed, print and file
Aug-29-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$53,930.50	

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Aug-17							
<i>Time Charges</i>							
Aug-29-17	Rosen, Mark	INSV-Receiverships	0.40	\$425.00	\$170.00	\$54,100.50	review Pluto counter-offer and discussion w/ J. Breeze; c/c w/ Vince, J. Breeze re response to counter-offer;
Aug-30-17	Smith, Teresa	INSV-Receiverships	0.40	\$142.00	\$56.80	\$54,157.30	print cheques for account
Aug-30-17	Hobson, Christina	INSV-Receiverships	0.50	\$70.00	\$35.00	\$54,192.30	review of employee payroll spreadsheet with Jason re Bonus, deposit, scanned cheques to Amanda as per Jason
Aug-30-17	Breeze, Jason	INSV-Receiverships	3.00	\$285.00	\$855.00	\$55,047.30	Transf. from Breeze, Jason 07/12/17 working on XProspective (Prospective) - Review in-house financial statments. Draft private receivership appointment engagement letter, review TD Security documents. Discussions w M. Rosen re: same. Review and respond to emails from Darren Griffiths re file status; c/c/w D. Griffiths, D. O'Keefe, M. Rosen Breeze re private appointment. c/c/w V. Kormakov (TD), O'Keefe, M. Rosen re private appointment; Discussions w M. Rosen re: posession issues / ataffing.
Aug-30-17	Cardwell, Adam	INSV-Receiverships	0.75	\$140.00	\$105.00	\$55,152.30	Obtained purchase order from staff at Petro. Forwarded to Trustee. Ongoing discussion as to whether or not we can prepay via wire transfer. Received invoices from suppliers to be paid. Forwarded to necessary BDO staff
Aug-31-17	Rosen, Mark	INSV-Receiverships	0.40	\$425.00	\$170.00	\$55,322.30	c/c w/ D. O'Keefe, J. Breeze re file status, discussion re bankruptcy application in light of Calidus decision, ACOA issue;
Aug-31-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$55,464.80	Review revised offer from Pluto Investments. c/c/w M. Rosen and Darren O'Keefe re: necessity of bankruptcy application in light of Caladis decision / reponse to ACOA re: right of set-off / latest offer from Pluto Investments.
		<i>Time Charges for Aug-17:</i>	108.20		\$23,582.95		
<i>Recoverables</i>							
Aug-05-17	Breeze, Jason	Parking-NS			\$46.96	\$55,511.76	Airport Parking (July 15, 2017)
Aug-06-17	Breeze, Jason	Mileage-NS			\$70.43	\$55,582.19	Travel to/from Airport
Aug-06-17	Breeze, Jason	Postage & Couri-NS			\$123.50	\$55,705.69	Air Canada Cargo
Aug-06-17	House(Insol), Nova Sc	Postage & Couri-NS			\$24.05	\$55,729.74	Courier
Aug-28-17	House(Insol), Nova Sc	Postage & Couri-NS			\$74.92	\$55,804.66	Courier
		<i>Recoverables for Aug-17:</i>			\$339.86		
		<i>Total for Aug-17:</i>	108.20		\$23,922.81		
GL Month: Sep-17							
<i>Time Charges</i>							
Aug-29-17	Breeze, Jason	INSV-Receiverships	0.10	\$285.00	\$28.50	\$55,833.16	Review and approve cheque requisitions.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Aug-29-17	Breeze, Jason	INSV-Receiverships	0.80	\$285.00	\$228.00	\$56,061.16	Respond to emails from unpaid vendors re: status of receivership. Email to Amanda Follett requesting in-house financials to July 13, 2017. Emails to/from Paul Antle re: revised offer, forward same to V. Kormakov and D. O'Keefe. p/c/w Terry MacDonald (Deacon Investments) re: assets of Petroforma for sale. p/c/w V. Santillo re: offer from Pluto Investments
Aug-29-17	Breeze, Jason	INSV-Receiverships	0.10	\$285.00	\$28.50	\$56,089.66	REview email fr
Aug-30-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$56,232.16	p/c/w A/P clerk at Hibernia Oil re: payment of invoices. Prepare non-disclosure agreement for Deacon Investments, email same to Terry MacDonald. Email financial statements and equipment list to Terry MacDonald. Review expense report from Suzette Winter, forward to J. Hill for payment.
Sep-01-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$56,289.16	Discussion with Mark Rosen re: amended offer from Pluto Investment, email response to Paul Antle.
Sep-05-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$56,374.66	Review offer from Pluto investments, forward same to V. Kormakov, V. Santillo, and D. O'Keefe. Email to/from Paul Antle re: extension of time to reply to offer. Emails to/from P. Antle re: offer.
Sep-05-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$56,417.16	Email to David Robbins (interested party) re: non-disclosure agreement. review email exchange w/ Pluto re revised offer and discussion w/ J. Breeze;
Sep-05-17	Hill, Judith	INSV-Receiverships	4.30	\$155.00	\$666.50	\$57,083.66	emailing some seized mail to Suzette. Call and email to Bell Aliant to set up phone lines etc. Letter to NL Housing re o/s A/R- to Jason for review. Chq prep re insurance premium. Reviewing seized mai and reviewing some of the mail with Jason Processing invoice sent from Amanda over the last week, emails to Amanda re questions regarding invoices. Working on interim R&D Updating the post A/R report.
Sep-05-17	Griffiths, Darren	INSV-Receiverships	0.10	\$375.00	\$37.50	\$57,121.16	Attend to banking matters and TD website facilities update.
Sep-05-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$57,135.16	deposit
Sep-05-17	Cardwell, Adam	INSV-Receiverships	0.50	\$140.00	\$70.00	\$57,205.16	Coordinating disposal of dumpster at the lab between the staff and Disposal Company. Reorganized schedule to accommodate staff
Sep-06-17	Cardwell, Adam	INSV-Receiverships	0.25	\$140.00	\$35.00	\$57,240.16	Respond to emails from Petro staff and follow up with Trustee.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-06-17	Hill, Judith	INSV-Receiverships	4.80	\$155.00	\$744.00	\$57,984.16	reviewing Pre A/R with Aug 10 list from Amanda - she made some changes which I changed on our spreadsheet. Prepared list of POST A/Rs from the information from Amanda. Reconciled the pre and post payments with Amanda's. Sent email to Suzette & Amanda regarding some o/s A/R where payments have not been received but they are still conducting business with company - asked for explanation.
Sep-06-17	Hill, Judith	INSV-Receiverships	1.90	\$155.00	\$294.50	\$58,278.66	Prepared updated R&D for Jason to review. rec'd updated Simply Accting data from Amanda with POST A/R's for August. Posted same to excel spreadsheet. Ran report of payments Amanda has posted as rec'd - to be reconciled with our data.
Sep-06-17	Rosen, Mark	INSV-Receiverships	0.40	\$425.00	\$170.00	\$58,448.66	discussion w/ JB re Pluto acceptance of revised counter-offer on purchase of business/assets; review revised p/s agreement;
Sep-06-17	Breeze, Jason	INSV-Receiverships	1.30	\$285.00	\$370.50	\$58,819.16	p/c/w Gina Polidoro (TD) re: offer from Pluto Investments of \$700,000 plus pre-receivership a/r. Review and approve cheque requisitions. Emails to/from Paul Antle, discussions with M. Rosen, scan and email accepted offer to P. Antle. Email to D. O'Keefe, V. Kormakov, V. Santillo, G. Plidoro re: same.
Sep-06-17	Gammon, Sarah	INSV-Proposals Corr	0.10	\$53.00	\$5.30	\$58,824.46	p/c/w a/r clerk at CBS Plumbing and Heating re: o/s invoice. sent notice of receiver, print and file
Sep-06-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$58,829.76	email creditor notice of receiver
Sep-07-17	Breeze, Jason	INSV-Receiverships	0.40	\$285.00	\$114.00	\$58,943.76	Review and approve invoices for payment, discussion w. J. Hill re: same. Email to Modern Water re: Receveirship / court order.
Sep-07-17	Breeze, Jason	INSV-Receiverships	0.70	\$285.00	\$199.50	\$59,143.26	Review invoices from AGAT Labs and modern water, review transaction history, discussion w J. Hill re: same. Letter to Jerry Ponikvar (Modern Water) re: Receivership. Emails to/from Rhonda McClure at TD re: bank statement. Email to S. Winter re: accepted offer. Respond to email from interested party re: non-disclosure agreement.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-07-17	Hill, Judith	INSV-Receiverships	4.70	\$155.00	\$728.50	\$59,871.76	prep of wire to England, sent numerous cheque requisition to Hamilton for Processing. Set up a 3 A/R account in Ascend to distinguish the Pre A/R collected after Sept 6th. Transferred the post A/R to different account in Ascend. Rec'd bank statement from TD (company account) identified the direct deposit payments made during the month of August and recorded on excel spreadsheet. Working on reconciling the pre and post debt with Amanda's records to ensure with both have all payments and adjustments recorded. Accessed the ADP payroll records and started to review re the preparation of ROEs and T4s.
Sep-07-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$59,920.76	Received urgent emails from Petro staff re dumpster over full again, as well as waiting on urgent order from a supplier. Followed up with Biomerieux and Trustee.
Sep-07-17	Marsh, Andrea	INSV-Receiverships	0.20	\$50.00	\$10.00	\$59,930.76	Creating shipment for Petroforma lab in nl, emailed them the delivery forms.
Sep-07-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$59,935.76	Email from Amanda at Petro. to provide her with our Purolator account #.
Sep-07-17	Marsh, Andrea	INSV-Receiverships	0.40	\$50.00	\$20.00	\$59,955.76	Received email from Amanda that package was not picked up; contacted Purolator via chat to try and expediate the issue.
Sep-07-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$59,969.76	deposit at TD
Sep-08-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$59,983.76	deposit at TD
Sep-08-17	Mazur, Chris	INSV-Receiverships	0.10	\$555.00	\$55.50	\$60,039.26	Review/sign offer
Sep-08-17	Marsh, Andrea	INSV-Receiverships	0.50	\$50.00	\$25.00	\$60,064.26	On hold with Purolator to try and get them to pick up a package they were supposed to get yesterday, today and ship it ASAP.
Sep-08-17	Marsh, Andrea	INSV-Receiverships	0.30	\$50.00	\$15.00	\$60,079.26	Talking with Purolator to correct another error they made, updating Amanda via email.
Sep-08-17	Hill, Judith	INSV-Receiverships	3.40	\$155.00	\$527.00	\$60,606.26	continuing with reconciliation of pre and post A/R payments. And emails regarding invoices for payment. Recording large payments, \$37,000.00, in post A/R. Requesting hours from Suzette re payroll. Emails with amanda re A/R. Report from Moneris re credit card transactions posting same.
Sep-08-17	Breeze, Jason	INSV-Receiverships	0.80	\$285.00	\$228.00	\$60,834.26	Review and revise letter to NL Housing re: o/s balance, right of offset. Emails to/from Gina Polidoro and Rhonda McClure re: transfer balance in company's account to trust account. Discussions w J. Hill re: same. p/c/w CSR at Litman Law, email Notice of Receiver and Receivership Order. Prepare letter to Hossein Bazargan re: employment. p/c/w Suzette Winter re: same.
Sep-08-17	Rosen, Mark	INSV-Receiverships	0.20	\$425.00	\$85.00	\$60,919.26	discussion w/ JB re Pluto offer, closing matters, a/r collection status, bankruptcy application status, payroll;

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-08-17	Smith, Teresa	INSV-Receiverships	1.00	\$142.00	\$142.00	\$61,061.26	prepare cheques on account
Sep-11-17	Smith, Teresa	INSV-Receiverships	0.20	\$142.00	\$28.40	\$61,089.66	prepare payroll cheques
Sep-11-17	Breeze, Jason	INSV-Receiverships	1.50	\$285.00	\$427.50	\$61,517.16	Attend at Petroforma to onitor business operations. Meetings with Suzette Winter and Amanda Follett.
Sep-11-17	Hill, Judith	INSV-Receiverships	4.40	\$155.00	\$682.00	\$62,199.16	Review invoices for payment, email same to J. Hill. printed the ADP reports of pre receivership payroll - all the rates we have been using are incorrect as the employees were unaware of raises they received in 2017 as they were not notified and they never received their 2017 pay stubs. Prepared a list of the 2017 payroll information in order to complete the ROEs and, as per call from CRA, Petroforma has been flagged for a HST/payroll audit. This spreadsheet should lessen the number of questions from CRA when the attend the office to review the books. Calculated payroll deductions for period ended Sept 8th. Sent data to Hamilton for processing and sent pay stubs to Suzette for the employees.
Sep-11-17	Ihnatiuk, Paul	INSV-Receiverships	0.10	\$440.00	\$44.00	\$62,243.16	Signing the payroll cheques.
Sep-11-17	Cardwell, Adam	INSV-Summaries	0.35	\$140.00	\$49.00	\$62,292.16	Consult with trustee. Respond to staff emails
Sep-12-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$62,341.16	Respond to staff emails regarding flooded lab, forwarded to appropriate person. Received another request to empty dumpster. Followed up with Newfound Disposal.
Sep-12-17	Mazur, Chris	INSV-Receiverships	0.10	\$450.00	\$45.00	\$62,386.16	review/sign cheques.
Sep-12-17	Hill, Judith	INSV-Receiverships	3.70	\$155.00	\$573.50	\$62,959.66	chq prep re liceneses- prep draft USD wire re PVTsim license - wire won't go through as don't have US bank address- emailed compnay for that information. Working on ROE data. Chq prep. Call to Service Canada hoping that I would only have to prepare 1 ROE for each employee - but we need to prepare 2. One for the pre period and one under the Receivership. ADP data is missing last 2 - 3 pay for each employee. Jason will obtain that information while he is in NLFD. I will then update the data for ROE purposes.
Sep-12-17	Smith, Teresa	INSV-Receiverships	0.50	\$142.00	\$71.00	\$63,030.66	prepare rush cheques on account
Sep-13-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$63,077.16	continuing to work on ROE forms
Sep-13-17	Hill, Judith	INSV-Receiverships	2.80	\$155.00	\$434.00	\$63,511.16	processing invoices for payment. Processing wire payments. Reviewing and prioritizing invoice with Suzette. Calls to suppliers requesting wire information. Emails with Jason re various matters.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-13-17	Hill, Judith	INSV-Receiverships	3.80	\$155.00	\$589.00	\$64,100.16	<p>numerous emails to Amanda regarding reconciling her A/R with our A/R. Barry Group & Ocean Choice difficult as one cheque is paying for numerous companies. Reconciled and provided Jason with the updated Pre A/R list for his review and comments. Emails from and to Suzette regarding employee info I need and employee info she needs. Sending requested employee information to Suzette.</p> <p>Processed another wire and reviewed the seized mail for any payments.</p> <p>Record A/R payments from today's mail, emailed to Amanda and updated spreadsheet</p> <p>Call from Monica at CRA re trust exam. Called back and l/m regarding documents we have in Halifax.</p> <p>Email to supplier Thermo Fisher regarding wire sent today and discussion with Amanda regarding same.</p> <p>Reviewing mail and sorting pre and post invoices.</p>
Sep-13-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$64,114.16	deposit at TD
Sep-13-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$64,163.16	respond to emails from staff re insurance policy and consult with Trustee.
Sep-14-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$64,212.16	Exchange emails with supplier and staff of Petro
Sep-14-17	Smith, Sharon	INSV-Receiverships	1.00	\$160.00	\$160.00	\$64,372.16	dealing with suppliers
Sep-14-17	Marsh, Andrea	INSV-Receiverships	0.40	\$50.00	\$20.00	\$64,392.16	Scanning and uploading invoices to file folder on hard drive.
Sep-14-17	Hill, Judith	INSV-Receiverships	1.90	\$155.00	\$294.50	\$64,686.66	various emails from Jason, Suzette & Amanda regarding invoicing etc. Letter to Marsh insurance.
Sep-14-17	Hill, Judith	INSV-Receiverships	2.80	\$155.00	\$434.00	\$65,120.66	<p>on phone with Terrapure re waste removal, emails with Jason re same.</p> <p>On phone with Monica of CRA to confirm date of audit - Sept 26 - emails to and from Jason regarding information she will need to conduct the review of th HST and Payroll</p> <p>Emails from Amanda and Suzette regarding various account payments. issue re biomerieux cheque - email to Hamilton to contact bank to see if cheque cleared. Advised Suzetter of same</p> <p>Posting invoices for payment in Ascend.</p> <p>Contacting supplier from US to obtain wire information</p>

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-14-17	Breeze, Jason	INSV-Receiverships	1.50	\$285.00	\$427.50	\$65,548.16	Review email from A. Follett and Hibernia Oil, forward to S. Gammon and J. Hill for Action. Review and respond to email from Susan Grant (Pluto Investments) re: pre-receivership a/r, leased equipment. Review pre-a/r list from J. Hill. Respond to email from S. Grant re: Biomerieux. Emails to/from Amanda Follett re: o/s pre-receivership a/r. p/c/w Ann at Commerical Credit Adjusters re: Great West Life, email notice of receiver and receivership order. Emails to/from A. Follett re: changes to purchase orders. Email to Dane Fields (Delta Scientific) re: refusal to ship products to Petroforma. Review and respond to email from J. Hill re: toxic waste removal.
Sep-14-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$65,553.46	notice of receiver emailed
Sep-15-17	Smith, Teresa	INSV-Receiverships	0.60	\$142.00	\$85.20	\$65,638.66	Set up in PAP and notes
Sep-15-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$65,669.66	processing invoices for payment
Sep-15-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$65,685.16	dep, updated AR list and sent to Amanda
Sep-15-17	Smith, Sharon	INSV-Receiverships	0.50	\$160.00	\$80.00	\$65,765.16	e-mails and calls to suppliers
Sep-15-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$65,779.16	deposit at TD
Sep-18-17	Mazur, Chris	INSV-Receiverships	0.20	\$510.00	\$102.00	\$65,881.16	Sign cheques
Sep-18-17	Hill, Judith	INSV-Receiverships	1.30	\$155.00	\$201.50	\$66,082.66	working on wires and emails re operation expenses, sorting mail and addition emails with invoices for payment. Reviewing the funds on hand with the invoices to be paid.
Sep-18-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$66,139.66	Review email from A. Follett re: Beothic Fish, forward to S. Grant. Review and respond to email from Susan Grant re: Air Liquide and iSpire.
Sep-19-17	Hill, Judith	INSV-Receiverships	0.05	\$155.00	\$7.75	\$66,147.41	reviewing email from supplier re wire information.
Sep-19-17	Hill, Judith	INSV-Receiverships	0.15	\$155.00	\$23.25	\$66,170.66	sending documents to supplier as requested
Sep-19-17	Hill, Judith	INSV-Receiverships	1.70	\$155.00	\$263.50	\$66,434.16	reviewing invoices, call to supplier regarding payment terms, processing wire. correcting A/R Payment.
Sep-20-17	Hill, Judith	INSV-Receiverships	3.80	\$155.00	\$589.00	\$67,023.16	emails from Amanda and Suzette. Call to supplier re status of account. Prep credit application form for Thermo Scientific. Printed off invoices for payment. Posted A/R Payments. Rec'd chqs from Hamilton - sorted and mailed or processed. Numerous emails from Petroforma on various matters. Dealing with same.
Sep-20-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$67,108.66	Review invoice from Con-Test. Discussion with J. Hill re: CRA audit, emails to/from TD re: cancelled cheques.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-20-17	Gammon, Sarah	INSV-Receiverships	0.20	\$53.00	\$10.60	\$67,119.26	purolator shipment for petroforma
Sep-20-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$67,133.26	deposit at TD
Sep-21-17	Hobson, Christina	INSV-Receiverships	0.30	\$70.00	\$21.00	\$67,154.26	deposit at TD (line up)
Sep-21-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$67,211.26	Review email from V. Kormakow re: cheques drawn on Petroforma account, forward to J. Hill. Email to landlord re: roof leak.
Sep-21-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$67,273.26	responding to various emails regarding supplies and wires.
Sep-21-17	Hill, Judith	INSV-Receiverships	1.30	\$155.00	\$201.50	\$67,474.76	preparing USD wire. Call to Puget Sound for their wire info. Prep invoices for payment - posted to Ascend. Call to Glenn re hazardous waste removal - only payment option is VISA - one time pickup. Responded to numerous emails regarding payments.
Sep-21-17	Hill, Judith	INSV-Receiverships	2.30	\$155.00	\$356.50	\$67,831.26	dealing with suppliers, numerous emails from Amanda and Suzette re various issues. Processed wire.
Sep-22-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$67,893.26	email from Amanda re quote to Delta, prepared quote and sent to Delta. Email from Marisa from Thermo Fisher, who is having difficulty understanding the role of the Receiver and providing supplies to Petroforma re same. Send another email to her and advised her to contact her legal department to review the Court Order. Email from supplier in US with wire instructions- review of same.
Sep-22-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$67,939.76	chq prep and scanning invoices to Hamilton for processing
Sep-22-17	Hill, Judith	INSV-Receiverships	5.00	\$155.00	\$775.00	\$68,714.76	completion of spreadsheet of pre wages for CRA audit- reconciled ADP and cashed and NSF cheques from bank statement. Issue with two employees let go - appear to be owed more wages under WEPP. Prepared ROEs for two employees (pre and current). Numerous emails from Petroforma staff and supplies - review of same and respond when necessary.
Sep-22-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$68,771.76	Review and respond to emails from Paul Antle and V. Kormakov re: purchase and sale agreement.
Sep-25-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$68,833.76	suppliers invoices
Sep-26-17	Hill, Judith	INSV-Receiverships	1.10	\$155.00	\$170.50	\$69,004.26	with Monika from CRA re audit payroll & HST - reviewing company books and records regarding HST postings. Email to Amanda to explain some odd accounts.
Sep-26-17	Hill, Judith	INSV-Receiverships	2.10	\$155.00	\$325.50	\$69,329.76	dealing with purchase issues, invoicing and other o/s issues. Deposit A/R payments. Discussion Puget Sound with Jason and email to Suzette to explain payment requirements.
Sep-26-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$69,407.26	call from Canada Post NL - mail now coming in the name of BDO without any reference to Petroforma - not on redirection notice therefore can't redirect. Attended post office to fix issue.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-26-17	Breeze, Jason	INSV-Receiverships	0.90	\$285.00	\$256.50	\$69,663.76	p/c/w Dave Saunders at Abbywood Moving & Storage re: receivership. Emails to/from Sonay Bouffard at Thermo Fisher re: order / lab inspection. Review draft asset purchase agreement, emails to from Darren O'Keefe re: same. Email to Paul Antle. Discussion w J. Hill re: invoice from Puget Sound Organisms.
Sep-26-17	Mazur, Chris	INSV-Receiverships	0.20	\$510.00	\$102.00	\$69,765.76	Review/ sign cheques
Sep-26-17	Cardwell, Adam	INSV-Receiverships	0.20	\$140.00	\$28.00	\$69,793.76	Request from Petro to have dumpster emptied. Notified company contracted to do so.
Sep-27-17	Breeze, Jason	INSV-Receiverships	0.10	\$285.00	\$28.50	\$69,822.26	Emails to/from Marsh Spurell re: insurance.
Sep-27-17	Smith, Teresa	INSV-Receiverships	0.30	\$142.00	\$42.60	\$69,864.86	print payroll cheques and rush courier to Nfld
Sep-27-17	Hill, Judith	INSV-Receiverships	0.25	\$155.00	\$38.75	\$69,903.61	emails to and from Amanda regarding accounts. Review of WEPP statement from Service Canada
Sep-27-17	Hill, Judith	INSV-Receiverships	2.70	\$155.00	\$418.50	\$70,322.11	processed payroll, sent to Teresa for processing, various emails from Amanda regarding supplies and invoices and shipping issues. Call to Control in Houston regarding shipment. Call to Purolator re same. Email to Control with update regarding shipping procedure. Wire processing.
Sep-27-17	Hill, Judith	INSV-Receiverships	1.20	\$155.00	\$186.00	\$70,508.11	trying to compile data for HST audit- the books don't make sense - reviewed with Jason/discussed with Amanda who advised that person who had job prior to her didn't post the entries correctly. Also reviewed with Amanda the invoices required from her for the audit. L/M for CRA advising of situation with the books and suggesting they attend our office to review the data themselves. Reviewing invoices for payment and preparing requisitions slips re same.
Sep-27-17	Hill, Judith	INSV-Receiverships	1.80	\$155.00	\$279.00	\$70,787.11	numerous invoices for processing/ email to Amanda to confirm wires that need to be processed ASAP and to confirm PO amounts are correct.
Sep-28-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$70,802.61	invoices
Sep-28-17	Hill, Judith	INSV-Receiverships	0.70	\$155.00	\$108.50	\$70,911.11	reviewing invoices for payment with Jason. Emails from Amanda and suppliers regarding invoices for review and payment.
Sep-28-17	Hill, Judith	INSV-Receiverships	3.10	\$155.00	\$480.50	\$71,391.61	processing invoices/scanning for payment/ reviewing bank statement (company statement)/ recording AR on spreadsheet/preparing deposit of AR collections and sending copies to Amanda and attending bank

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Sep-17							
<i>Time Charges</i>							
Sep-28-17	Breeze, Jason	INSV-Receiverships	1.30	\$285.00	\$370.50	\$71,762.11	Review revised assets purchase agreement from Pluto Investments / Avalon Analytics, forward same to D. O'Keefe and V. Kormakov.
							<i>c/c/w D. O'Keefe and V. Kormakov re: asset purchase agreement</i>
Sep-29-17	Smith, Teresa	INSV-Receiverships	1.00	\$142.00	\$142.00	\$71,904.11	Review invoices for payment w J. Hill. <i>p/c/w Suzette Winter re: Heritage Parts invoice.</i>
Sep-29-17	Rosen, Mark	INSV-Receiverships	0.50	\$425.00	\$212.50	\$72,116.61	print cheques for estate-email re outstanding ones
Sep-29-17	Hill, Judith	INSV-Receiverships	6.70	\$155.00	\$1,038.50	\$73,155.11	<i>c/c w/ J. Breeze, D.O'Keefe re P&S agreement on sale of business, discussion on wip valuation process; invoice approvals; discussion w/ JB re file matters;</i>
Sep-29-17	Mazur, Chris	INSV-Receiverships	0.10	\$510.00	\$51.00	\$73,206.11	preparing wires/ more invoices to process/ responding to emails from Amanda, Suzetter & suppliers. Dealing with pre and post WCB. Email to WCB with application form. Dealing with Therma Fisher. Email from WCB confirming coverage in place. Sending more invoices to Hamilton for processing.
		<i>Time Charges for Sep-17:</i>	101.65		\$17,401.45		Review/sing cheque
<i>Recoverables</i>							
Sep-09-17	House(Insol), Nova Sc	Postage & Couri-NS			\$29.59	\$73,235.70	Courier
Sep-16-17	Breeze, Jason	Car Rental/Gas-NL			\$49.93	\$73,285.63	Car Rental - Attend at Petroforma
Sep-26-17	House(Insol), Nova Sc	Postage & Couri-NS			\$38.62	\$73,324.25	Courier
Sep-26-17	House(Insol), Nova Sc	Postage & Couri-NS			\$16.53	\$73,340.78	Courier
		<i>Recoverables for Sep-17:</i>			\$134.67		
		<i>Total for Sep-17:</i>	101.65		\$17,536.12		
GL Month: Oct-17							
<i>Time Charges</i>							
Aug-24-17	Griffiths, Darren	INSV-Receiverships	0.20	\$375.00	\$75.00	\$73,415.78	Attend to payment of North Atlantic Systems invoices.
Oct-02-17	Mazur, Chris	INSV-Receiverships	0.10	\$510.00	\$51.00	\$73,466.78	review/sign cheques
Oct-02-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$73,480.78	deposit at TD
Oct-02-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$73,542.78	filing two months bank statements and reviewing emails
Oct-02-17	Hill, Judith	INSV-Receiverships	0.60	\$155.00	\$93.00	\$73,635.78	posting A/R to Ascend and spreadsheet - sent copies of same to Amanda

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Oct-17							
<i>Time Charges</i>							
Oct-03-17	Hill, Judith	INSV-Receiverships	2.30	\$155.00	\$356.50	\$73,992.28	On phone with Purolator and Suzette to arrange pickup of parcel in TX for delivery to NL. On phone with Monika from CRA regarding the payroll audit and HST return. CRA required the payroll data for 2016 which I printed from ADP. Got package ready for CRA pick up of the 2016 payroll and the 2017 invoices sampling for HST review. Numerous emails from Suzetter and Amanda regarding purchases. Email to supplier looking for pre invoices to be paid. Sent invoice to Hamilton for processes. Received numerous payment remittance confirmations from customers.
Oct-03-17	Hill, Judith	INSV-Receiverships	4.50	\$155.00	\$697.50	\$74,689.78	finishing o/s pre ROE for former employee, assembling cheques for mailing/ reconciled A/R with September bank statement - sent email to Amanada regarding payments I could not reconcile. Email to TD requesting USD account for Sept as customer advised they paid to the USD account. Follow up on payment to supplier of animals. Calls to and from Suzette re same and call to supplier to advised chq in courier to them.
Oct-03-17	Rosen, Mark	INSV-Receiverships	1.00	\$425.00	\$425.00	\$75,114.78	review revised P&S agreement; emial exchange w/ VK re agreement; email exchange w/ D. O'Keefe re revised agreement; cheques re various supplier payments;
Oct-03-17	Smith, Teresa	INSV-Receiverships	0.30	\$142.00	\$42.60	\$75,157.38	Print cheqs and rush courier two payments
Oct-03-17	Mazur, Chris	INSV-Receiverships	0.10	\$510.00	\$51.00	\$75,208.38	Review-sign Chq
Oct-03-17	Smith, Sharon	INSV-Receiverships	0.50	\$160.00	\$80.00	\$75,288.38	dealing with suppliers
Oct-03-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$75,293.38	Received cheques via purolator for Judy.
Oct-04-17	Hobson, Christina	INSV-Receiverships	0.30	\$70.00	\$21.00	\$75,314.38	deposit at TD (long wait)
Oct-04-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$75,441.88	emial exchange and p/c w/ D. O'Keefe re P&S agreement, wip issue;
Oct-04-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$75,488.38	emails regarding invoices to be paid.
Oct-04-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$75,534.88	reviewing petroforma file with Christina Hobson
Oct-04-17	Hill, Judith	INSV-Receiverships	1.70	\$155.00	\$263.50	\$75,798.38	on phone with Thermo Fisher Scientific re \$11,000 invoice for services - confirmed with Amanda that Jeff attended the premises today and yesterday and completed the work. Sent PO with notes to Sonya at Thermo Fisher and requested invoice be prepared. Second invoice: Fisher Scientific - not paid. Amanda confirmed gentleman arrived this afternoon to preform the requested work. Invoice will be paid in due course. Processing today's payments.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Oct-17							
<i>Time Charges</i>							
Oct-04-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$75,813.88	call to Monika of CRA to confirm the set up of the Receiver's HST account - as no forms have been mailed to the Receiver as of yet.
Oct-04-17	Hill, Judith	INSV-Receiverships	0.70	\$155.00	\$108.50	\$75,922.38	on phone with Amanda and then Hemreet from Fisher Scientific (different than Thermo Fisher Scientific). We don't have an account with them, but they attended our premises today to do some work - afterwhich they discovered they hadn't received payment upfront. Sent email with Receivership documents and request to set up account with terms. Not willing to do that. They will email tomorrow regarding payment. Probably will need to wire funds.
Oct-05-17	Hill, Judith	INSV-Receiverships	1.00	\$155.00	\$155.00	\$76,077.38	letter to Thermo Fisher re issue with paid invoices. Compiled data to process two wires today. Sent two emails to Fisher Scientific (not Thermo) to confirm wire would be issued today and to ask them to confirm the bank account for the wire. Emails from and to Amanda and Suzette regarding payments and payroll Called Fisher and asked them to call me back ASAP re banking info. Processed VISA payment and sent confirmation to Amanda.
Oct-05-17	Hill, Judith	INSV-Receiverships	1.40	\$155.00	\$217.00	\$76,294.38	Sent signed NFLD power contacts back to NFLD Power. with Mark - on phone with Suzette re post and A/R and WIP at closing . With Christina - showing her how to prepare wires for Petroforma. With Mark reviewing the wires Call from Monika of CRA regarding the RP0002 account. Called her back to confirm the allocation of payments to the RP0002 account.
Oct-05-17	Rosen, Mark	INSV-Receiverships	1.00	\$425.00	\$425.00	\$76,719.38	Email to supplier regarding the Receivership and allowing petroforma to make purchases email exchanges w/ VK and DO re WIP on APA; p/c w/ Suzette and discussion w/ J. Hill re calculation of o/s A/r and billing of o/s WIP; follow-up p/c and email exchange w/ DO re purchaser's response; review/sign invoice approvals;
Oct-05-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$76,733.38	setting up wire transfers
Oct-05-17	Marsh, Andrea	INSV-Receiverships	0.20	\$50.00	\$10.00	\$76,743.38	Arranged for Purolator pickup for them.
Oct-06-17	Rosen, Mark	INSV-Receiverships	0.90	\$425.00	\$382.50	\$77,125.88	invoice approvals re supplier payments; p/c w/ D. O'Keefe re WIP issue; c/c's w/ D. O'Keefe, D. Campbell, P. Antle re resolutio of WIP issue and APS agreement timing;
Oct-06-17	Hill, Judith	INSV-Receiverships	2.70	\$155.00	\$418.50	\$77,544.38	invoice issues and payroll processing
Oct-10-17	Smith, Teresa	INSV-Receiverships	0.40	\$142.00	\$56.80	\$77,601.18	print payroll cheques, arrange for couriers for cheques as requested

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Oct-17							
<i>Time Charges</i>							
Oct-10-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$77,658.18	Review invoices, forward to J. Hill for processing.
Oct-10-17	Hobson, Christina	INSV-Receiverships	0.30	\$70.00	\$21.00	\$77,679.18	deposit to TD
Oct-11-17	Hobson, Christina	INSV-Receiverships	0.50	\$70.00	\$35.00	\$77,714.18	scanning invoices to Hamilton for payment, voice mail from Amanda, called Carla
Oct-11-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$77,728.18	deposit to TD
Oct-11-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$77,733.18	Arranged for Purolator pickup.
Oct-11-17	Ihnatiuk, Paul	INSV-Receiverships	0.10	\$440.00	\$44.00	\$77,777.18	Bank Rec
Oct-11-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$77,862.68	c/c/w Darren O'Keefe re: terms of asset purchase agreement. Review invoices from North Atlantic Systems Inc., forward to C. Hobson for processing. Respond to email from Corey Smith (North Atlantic) re: status of receivership.
Oct-12-17	Breeze, Jason	INSV-Receiverships	2.50	\$285.00	\$712.50	\$78,575.18	Prepare receivers report re: sale of assets to Avalon Analytics. Discussion w B. McCuaig re: same. Emails to/from Darren O'Keefe. Respond to email from Corey Smith (North Atlantic Systems) re: collection of unpaid (pre-receivership) amount due. Respond to emails from S. Winter re: suppliers.
Oct-12-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$78,702.68	review APS agreement, p/c w/ J. Breeze re application for Court approval;
Oct-12-17	Hobson, Christina	INSV-Receiverships	0.70	\$70.00	\$49.00	\$78,751.68	emailed invoice to Hamilton for payment, review of invoices that came in the mail, discussion with Jason, sent a couple invoices to Amanda for approval, sent form to Michelle Allison for completion as per Jason
Oct-13-17	Griffiths, Darren	INSV-Receiverships	0.10	\$375.00	\$37.50	\$78,789.18	File review and follow up on status of pending sale.
Oct-13-17	Consoli, Angelo	INSV-Receiverships	0.10	\$400.00	\$40.00	\$78,829.18	review and sign cheques;
Oct-13-17	Smith, Teresa	INSV-Receiverships	1.00	\$142.00	\$142.00	\$78,971.18	prepare cheques for acct
Oct-13-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$79,113.68	Review "Schedule A" to asset purchase agreement supplied by counsel for purchaser, compare same to list from appraisal. p/c and email to Darren O'Keefe. Review correspondence between D. O'Keefe and counsel for purchaser re: same.
Oct-13-17	Breeze, Jason	INSV-Receiverships	0.80	\$285.00	\$228.00	\$79,341.68	p/c/w Glen Miller re: balance due to Petroforma. Review application for vesting order, sign receiver's certificate and return to D. O'Keefe. p/c/w auditor at CRA regarding HST audit.
Oct-16-17	Breeze, Jason	INSV-Receiverships	0.80	\$285.00	\$228.00	\$79,569.68	Updates to TD/BDO outsourcing website. Respond to email from M. Hanrahan re: status of sale / program by Gov't of NL and Lab. to support businesses effected by shrimp and crab quota reductions.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Oct-17							
<i>Time Charges</i>							
Oct-16-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$79,626.68	Emails to/from Cory Smith (North Atlantic Systems) re: invoice approval, review same with J. Hill. Review monthly invoice from iSpire.
Oct-16-17	Hill, Judith	INSV-Receiverships	0.70	\$155.00	\$108.50	\$79,735.18	reading and printing dozens of emails regarding invoices for payment
Oct-16-17	Hill, Judith	INSV-Receiverships	1.70	\$155.00	\$263.50	\$79,998.68	reconciliation of wires and of the actual USD and GBP exchange as compared to the estimated. Chq prep re A/R wired to our Imprest Account transferred to Trust account. Matching paid invoices with backup in Halifax office.
Oct-16-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$80,012.68	remittance to TD
Oct-16-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$80,017.68	Arranged for purolator pickup.
Oct-17-17	Hill, Judith	INSV-Receiverships	1.10	\$155.00	\$170.50	\$80,188.18	various emails regarding payment of invoices. Summarizing the invoices from NAS to review with Jason. Email to and from Molly Maid regarding payment - resent today to correct address
Oct-17-17	Breeze, Jason	INSV-Receiverships	1.50	\$285.00	\$427.50	\$80,615.68	Finalize receiver's affidavit in support of court approval of sale to Avaion Analytics, assemble exhibits. Discussion w M. Rosen re: same.
Oct-17-17	Gammon, Sarah	INSV-Receiverships	0.10	\$53.00	\$5.30	\$80,620.98	sent notice of receiver
Oct-17-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$80,748.48	review JB affidavit re application for Court approval of sale; swearing/notarizing affidavit/exhibits for application;
Oct-18-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$80,805.48	Review outstanding invoices with Christina Hobson.
Oct-18-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$80,810.48	Arranged for purolator delivery.
Oct-18-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$80,815.48	Arranged for purolator pickup for Jason.
Oct-18-17	Hobson, Christina	INSV-Receiverships	0.50	\$70.00	\$35.00	\$80,850.48	email from Amanda discussions with Jason, further emails, discussion with Judy
Oct-19-17	Cardwell, Adam	INSV-Receiverships	0.20	\$140.00	\$28.00	\$80,878.48	Received invoice from Petro supplier and forarded to staff responsible in Halifax
Oct-19-17	Breeze, Jason	INSV-Receiverships	0.10	\$285.00	\$28.50	\$80,906.98	Review and respond to email from Suzette Winter re: maintenance required to roof vent. Email to Adam Cardwell re: NL program to support businesses affected by changes in fishery quota.
Oct-19-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$80,949.48	discussion w/ JB re Court application to approve sale;
Oct-19-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$80,980.48	sorting cheques issued, mailing & bank filing
Oct-19-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$80,995.98	prepare deposit re A/R payment
Oct-19-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$81,042.48	on phone with courier to arrange US pickup in Texas
Oct-19-17	Hill, Judith	INSV-Receiverships	0.90	\$155.00	\$139.50	\$81,181.98	various, A/R payments received. Uploading the new backup of Simply Accounting
Oct-19-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$81,197.48	call from CRA auditor re RP0001 review - it is done, just waiting for it to be signed off.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Oct-17							
<i>Time Charges</i>							
Oct-19-17	Hill, Judith	INSV-Receiverships	1.70	\$155.00	\$263.50	\$81,460.98	reviewing invoices received for payment last week. Emails to Suzette & Amanda regarding some invoices. Running report of A/R from Amanda to reconcile with our data.
Oct-20-17	Hill, Judith	INSV-Receiverships	6.70	\$155.00	\$1,038.50	\$82,499.48	preparing numerous chqs. Emails regarding invoices to Amanda to confirm payment of same. Calls to suppliers to confirm amounts owing and requesting backup where such is missing. Discussions with Jason regarding sale of business. Drafted letter to suppliers re closing the Receiver's accounts and started list of all suppliers to be contacted on the day of sale. Working on reconciliation of current simply accting data A/R report. Amanda is showing more payments than I am. Need to obtain new report from TD company account to reconcile. Printing data to complete the pre ROEs and to start on the Receiver's ROEs
Oct-20-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$82,541.98	review email from VK re request for updated realization schedule and discussion w/ J. Breeze re preparation of report;
Oct-20-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$82,598.98	Emails from/to Suzette Winter re: urgent order from North Atlantic. Email to sales representative re: same.
Oct-22-17	Hill, Judith	INSV-Receiverships	1.80	\$155.00	\$279.00	\$82,877.98	completing pre ROEs and finishing entering the repeating data on each RP0002 ROE in order to be ready for the closing next week.
Oct-23-17	Hill, Judith	INSV-Receiverships	4.00	\$155.00	\$620.00	\$83,497.98	sending invoices to Hamilton for processing, emails from Suzette and Amanda regarding various issues. Emails from suppliers re Receiver's account. Received payroll hours from Suzette. Working on reconciling the A/R from Amanda with the A/R in our system. Ask Jason to obtain most recent print out from TD to see who paid by direct deposit
Oct-23-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$83,540.48	review/response to email from VK re signed offer;
Oct-23-17	Smith, Teresa	INSV-Receiverships	0.80	\$142.00	\$113.60	\$83,654.08	print cheqs for Halifax
Oct-24-17	Smith, Teresa	INSV-Receiverships	0.50	\$142.00	\$71.00	\$83,725.08	prepare payroll cheques
Oct-24-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$83,810.58	Review payroll for weeks ending October 14th and 20th with J Hill. Email to S. Winter re: same.
Oct-24-17	Hill, Judith	INSV-Receiverships	6.30	\$155.00	\$976.50	\$84,787.08	Payroll to Oct 27th and remittances. Reconciliation of spreadsheet with GL to ensure in balance. Working on reconciliation of Amanda's A/R report and Ascend & Excel A/R report.
Oct-24-17	Mazur, Chris	INSV-Receiverships	0.20	\$510.00	\$102.00	\$84,889.08	Review /sign cheque
Oct-25-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$84,894.08	Arranged for two Purolator shipments.
Oct-25-17	Hill, Judith	INSV-Receiverships	3.50	\$155.00	\$542.50	\$85,436.58	reconciling wire payments with o/s A/R. Email to Amanda re same, waiting for backup. Created a separate spreadsheet for the seven Barry Group accounts. Reviewed all payments as my info and Amanda's differed. Reconciled.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Oct-17							
<i>Time Charges</i>							
Oct-25-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$85,498.58	reviewing invoices for payment. Email to Suzetter with question regarding her expense report.
Oct-25-17	Hill, Judith	INSV-Receiverships	1.30	\$155.00	\$201.50	\$85,700.08	meeting with Monika from CRA re RP audit and July HST audit report. Briefly discussed report with Jason. Processed 4 credit payments for cash sales. Created a backup of Simply data for the CRA audit of the HST from January 2015 to March 31, 2017. Prep letter re same and called Mr. Mahmud to advise information being sent to his office for the audit as requested.
Oct-25-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$85,757.08	Email to V. Kormakov re: report on estimated recovery to TD. Review large order submitted to Biomerieux, discussion w J. Hill re: same.
Oct-26-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$85,884.58	review emails from VK re account status, sale of businesses; review interim r&d and discussion w/ JB re sale, a/r collections;
Oct-26-17	Hill, Judith	INSV-Receiverships	3.50	\$155.00	\$542.50	\$86,427.08	reviewing all outstanding A/R/ preparing payment of invoices in Ascend/ l/m with supplies re questions on certain invoices/ updated A/R re payments directly to company account. Prep updated R&D for review with Jason.
Oct-26-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$86,458.08	filed RT0002 return and two o/s RT0001 returns
Oct-26-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$86,535.58	discussion with Jason re draft interim R&D, changes to R&D to included estimated future receipts and disbursements
Oct-26-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$86,551.08	statement from Oxoid - not showing our payment from August - scanned wire confirmation sheet and sent email to Oxoid advising them to update their records.
Oct-26-17	Hill, Judith	INSV-Receiverships	0.25	\$155.00	\$38.75	\$86,589.83	discussion with Jason re o/s cheques/ rec'd copy of bank statement from Hamilton office, requested Jason obtain the October activity and I can reconcile the books from that information for the bank.
Oct-27-17	Hill, Judith	INSV-Receiverships	1.70	\$155.00	\$263.50	\$86,853.33	received the Oct activity statement from TD and prepared a bank rec to reconcile the bank with the amount showing on the SRD. Sent same to Jason and the Teresa and Carla. Assembling cheques, updated the Post Sept 7th A/R in a report for Jason to review. Reply to emails re same.
Oct-27-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$86,895.83	review emails re a/r reconciliation;
Oct-27-17	Smith, Teresa	INSV-Receiverships	0.40	\$142.00	\$56.80	\$86,952.63	Print cheqs on account
Oct-27-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$87,038.13	Emails from/to D. O'Keefe re: a/r adjustment amount for closing, discussions w J. Hill re: same. Review reconciliation of outstanding cheques, forward same to V. Kormakov.
Oct-30-17	Breeze, Jason	INSV-Receiverships	1.00	\$285.00	\$285.00	\$87,323.13	Review pre-receivership a/r with J. Hill. Review correspondence with S. Roberts re: same. Email to D. O'Keefe.
Oct-30-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$87,365.63	review email from former owner and discussion w/ J. Breeze re application for Court approval of sale;

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Oct-17							
<i>Time Charges</i>							
Oct-30-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$87,396.63	deposit and update A/R
Oct-30-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$87,412.13	A/R
Oct-30-17	Hill, Judith	INSV-Receiverships	0.60	\$155.00	\$93.00	\$87,505.13	further reconciliation of A/R re pre post payments
Oct-30-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$87,519.13	deposit to TD
Oct-31-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$87,533.13	remittances to TD
Oct-31-17	Ihnatiuk, Paul	INSV-Receiverships	0.10	\$440.00	\$44.00	\$87,577.13	Bank Rec
Oct-31-17	Hill, Judith	INSV-Receiverships	1.70	\$155.00	\$263.50	\$87,840.63	processing M/C cash sale, another email to BioM as the statement doesn't agree with payments made or invoices on hand. Sent invoices to Hamilton for payment. Posted more payables.
Oct-31-17	Rosen, Mark	INSV-Receiverships	0.20	\$425.00	\$85.00	\$87,925.63	review email exchange between JB and D. O'Keefe re issue w/ pre-receivership a/r collections, closing adjustments on sale to P. Antle;
		<i>Time Charges for Oct-17:</i>	79.05		\$14,584.85		
<i>Recoverables</i>							
Oct-03-17	House(Insol), Hamiltor	Postage & Couri-ON			\$12.51	\$87,938.14	August's 2017 Purolator
Oct-03-17	House(Insol), Hamiltor	Postage & Couri-ON			\$23.27	\$87,961.41	August's 2017 Purolator
Oct-03-17	House(Insol), Hamiltor	Postage & Couri-ON			\$14.63	\$87,976.04	August's Purolator 2017
Oct-09-17	House(Insol), Nova Sc	Postage & Couri-NS			\$169.59	\$88,145.63	Courier
Oct-15-17	House(Insol), Nova Sc	Postage & Couri-NS			\$50.46	\$88,196.09	Courier
Oct-24-17	House(Insol), Nova Sc	Postage & Couri-NS			\$128.76	\$88,324.85	Courier
Oct-24-17	House(Insol), Nova Sc	Postage & Couri-NS			\$221.73	\$88,546.58	Courier
Oct-24-17	House(Insol), Nova Sc	Postage & Couri-NS			\$14.55	\$88,561.13	Courier
Oct-24-17	House(Insol), Nova Sc	Postage & Couri-NS			\$16.69	\$88,577.82	Courier
Oct-30-17	House(Insol), Nova Sc	Postage & Couri-NS			\$25.48	\$88,603.30	Courier
Oct-30-17	House(Insol), Nova Sc	Postage & Couri-NS			\$135.26	\$88,738.56	Courier
Oct-30-17	House(Insol), Nova Sc	Postage & Couri-NS			\$13.00	\$88,751.56	Courier - Oct 11 address correction
		<i>Recoverables for Oct-17:</i>			\$825.93		
		<i>Total for Oct-17:</i>	79.05		\$15,410.78		
GL Month: Nov-17							
<i>Time Charges</i>							
Oct-26-17	Breeze, Jason	INSV-Receiverships	0.40	\$285.00	\$114.00	\$88,865.56	Review interim R&D w Judy Hill. Emails to/from V. Kormakov re: o/s cheques, discussion w J. Hill re: same.
Oct-31-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$89,008.06	p/c/w Darren O'Keefe re: court approval of sale to Avalon Analytics, review material filed with the Court re: same. Attend hearing by conference call.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Nov-17							
<i>Time Charges</i>							
Oct-31-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$89,150.56	Review Receiver's WIP with J. Hill, forward same to Darren O'Keefe. Emails to/from Darren O'Keefe re: closing adjustments, review asset purchase agreement.
Oct-31-17	Mazur, Chris	INSV-Receiverships	0.10	\$555.00	\$55.50	\$89,206.06	Review / sign cheque
Nov-01-17	Cardwell, Adam	INSV-Receiverships	0.35	\$140.00	\$49.00	\$89,255.06	Request made to have dumpster emptied.Exchanged emails with staff and NL Disposal
Nov-01-17	Breeze, Jason	INSV-Receiverships	1.00	\$285.00	\$285.00	\$89,540.06	c/c's w D. O'Keefe and M. Rosen re: closing adjustments on sale to Avalon Analytics. Phone conversation with Vince Santillo re: same.
Nov-01-17	Rosen, Mark	INSV-Receiverships	1.20	\$425.00	\$510.00	\$90,050.06	c/c's w/ D. O'Keefe, JB, VK and VS re sale to Paul Antle and issue of pre-receivership a/r calculation;
Nov-01-17	Hill, Judith	INSV-Receiverships	0.25	\$155.00	\$38.75	\$90,088.81	emails from and to Amanda and to suppliers regarding Receivership
Nov-02-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$90,150.81	emails to and from Amanda and suppliers
Nov-02-17	Hill, Judith	INSV-Receiverships	0.80	\$155.00	\$124.00	\$90,274.81	assembling cheques and prep invoice to Avalon and more emails re o/s invoices
Nov-02-17	Rosen, Mark	INSV-Receiverships	0.60	\$425.00	\$255.00	\$90,529.81	c/c's w/ J. Breeze, D. O'Keefe re closing adjustments on sale to P. Antle;
Nov-02-17	Breeze, Jason	INSV-Receiverships	1.50	\$285.00	\$427.50	\$90,957.31	Emails to/from D. O'Keefe and Suzette Winter re: work in progress. Emails to/from Suzette Winter and Darren O'Keefe re: expense reports, review g/l, review expense reports submitted, review APA. Emails to/from and p/c/w D. O'Keefe re:WIP adjustment on closing. Complete election re: HST and bill of sale, forward same to D. O'Keefe. Respond to email from D. O'Keefe re: closing letter.
Nov-02-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$90,962.31	Arranged for Purolator pickup.
Nov-03-17	Breeze, Jason	INSV-Receiverships	0.70	\$285.00	\$199.50	\$91,161.81	Emails to/from Darren O'Keefe and Vitaly Kormakow re: status of closing. Review C. Winter expense report. Discussion w J. Hill re: collection of accounts receivable. p/c/w D. O'Keefe re: interim distribution to TD, court application re: same. Discussion w J. Hill re: accounts payable, employees, T4's, a nd ROE's. Review correspondence from S. Winter to J. Hill re: suppliers.
Nov-03-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$91,289.31	review emails between VK and D.O'Keefe re payment to TD, discussion w/ J. Breeze re requirement for Court approval and review email re distribution issue;

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Nov-17							
<i>Time Charges</i>							
Nov-03-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$91,335.81	call to Amanda re VISA payment - call from supplier re o/s invoices.
Nov-03-17	Hill, Judith	INSV-Receiverships	1.80	\$155.00	\$279.00	\$91,614.81	emails to and from Amanda & Suzette. Rec'd final hours from Suzette. Finalized letter to supplies and started to fax and email the letter to the suppliers
Nov-06-17	Hill, Judith	INSV-Receiverships	1.00	\$155.00	\$155.00	\$91,769.81	Final Payroll
Nov-06-17	Hill, Judith	INSV-Receiverships	2.00	\$155.00	\$310.00	\$92,079.81	sending letters to supplies to cancel accounts in our name. On phone with Aliant trying to deal with internet. Sent email to Amanda & Suzette re internet.
Nov-06-17	Smith, Teresa	INSV-Receiverships	0.50	\$142.00	\$71.00	\$92,150.81	prepare payroll cheques
Nov-06-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$92,293.31	Discussion w J. Hill re: interim statment of receipts and disbursments, emails to/from D. O'Keefe re: same. Respond to email from Amanda Follett re: operating expenses. Email to D. O'Keefe re: proposed distribution of funds.
Nov-06-17	Ihnatiuk, Paul	INSV-Receiverships	0.10	\$440.00	\$44.00	\$92,337.31	Siging payroll.
Nov-06-17	Mazur, Chris	INSV-Receiverships	0.20	\$510.00	\$102.00	\$92,439.31	Distribution issue
Nov-06-17	Griffiths, Darren	INSV-Receiverships	0.20	\$375.00	\$75.00	\$92,514.31	Conference call with Mark Rosen & Jason Breeze (BDO Halifax) to discuss file status and pending distribution motion. Review related e-mail correspondence with TD.
Nov-07-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$92,528.31	deposit
Nov-07-17	Cardwell, Adam	INSV-Receiverships	0.25	\$140.00	\$35.00	\$92,563.31	Exchange emails with Petro staff and LIT, left key to mailbox at reception
Nov-07-17	Breeze, Jason	INSV-Receiverships	0.10	\$285.00	\$28.50	\$92,591.81	Emails to/from Mark Spurell (insurance broker) re: insurance cancellation.
Nov-07-17	Breeze, Jason	INSV-Receiverships	0.50	\$285.00	\$142.50	\$92,734.31	c/c/w D. O'Keefe, M. Rosen, and V. Kormakov re: application to distribute funds / application for a bankruptcy order / independent security review.
Nov-07-17	Rosen, Mark	INSV-Receiverships	0.60	\$425.00	\$255.00	\$92,989.31	Discussions w. J. Hill re: o/s invoices due by the receiver for operations, review a/r status. p/c/w Doug Jenkins (Ispire) re: sale of business to Avalon Analytics. Emails from/to Suzette Winter re: access to post office box.
Nov-07-17	Hill, Judith	INSV-Receiverships	0.90	\$155.00	\$139.50	\$93,128.81	email to D. O'Keefe re TD request for disbursement, effect of Callidus decision and application for Bankruptcy Order, c/c w/ D. O'keefe, J. Breeze re above; c/c w/ VK, DO, JB re impact of Callidus decision , concurrent application for Bankruptcy Order and distribution Order; review interim r&d and discussion re application for interim payment to BDO;
Nov-07-17	Hill, Judith	INSV-Receiverships	0.90	\$155.00	\$139.50	\$93,128.81	finished sending out notices to all supplies of the sale. Extended the mail redirection to ensure all remaining pre and post payments are mailed to the Receiver.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Nov-17							
<i>Time Charges</i>							
Nov-07-17	Hill, Judith	INSV-Receiverships	0.50	\$155.00	\$77.50	\$93,206.31	email from Suzette re the Bell aliant Lines. Call to Bell Aliant to get additional information including the final or perhaps semi final billing
Nov-07-17	Hill, Judith	INSV-Receiverships	3.30	\$155.00	\$511.50	\$93,717.81	more notices to supplies. Sorted through last week's worth of invoices and prepared entries in Ascend. Gave to Jason for approval. Calls and emails to some supplies to confirm balances and accounts paid in full. Prep remittance for final pay. Prepared interim SRD for Jason's review.
Nov-08-17	Hill, Judith	INSV-Receiverships	1.30	\$155.00	\$201.50	\$93,919.31	reviewing emails regarding o/s invoices. Emails to supply to confirm delivery date. Call from Jason, prepared draft interim billing and updated R&D. Gave to Mark for his review.
Nov-08-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$93,981.31	completed Aliant transfer forms/signed by Mark and email to Suzette. Downloaded the Simply data to Nov 2nd. Deposited A/R
Nov-08-17	Rosen, Mark	INSV-Receiverships	0.30	\$425.00	\$127.50	\$94,108.81	report to VK re interim R&D, BDO account; review email from VK and discussion w/ J. Breeze re status of o/s a/r's, issuance of demand letters, estimate re further recoveries and costs;
Nov-08-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$94,194.31	Discussion w M. Rosen re: interim distribution to TD / interim invoice. Respond to email from D. O'Keefe re: iSpire.
Nov-08-17	Cardwell, Adam	INSV-Receiverships	0.10	\$140.00	\$14.00	\$94,208.31	Provide Petro staff with mailbox key
Nov-08-17	Hobson, Christina	INSV-Receiverships	0.20	\$70.00	\$14.00	\$94,222.31	deposit
Nov-08-17	Griffiths, Darren	INSV-Receiverships	0.10	\$375.00	\$37.50	\$94,259.81	Call with Mark Rosen (BDO Halifax) to discuss pending distribution motion and fee approval.
Nov-09-17	Cardwell, Adam	INSV-Receiverships	0.36	\$140.00	\$50.40	\$94,310.21	Exchnaged emails and phone calls with client trying to expl where the mailboxnis located
Nov-09-17	Breeze, Jason	INSV-Receiverships	1.50	\$285.00	\$427.50	\$94,737.71	Review correspondence from legal counsel for Avalon Analytics re: iSpire. p/c/w D. O'Keefe / c/c/w V. Kormakov re: same. p/c/w Doug Jenkins (iSpire).
							Review interim statement of receipts and disbursements w J. Hill, revisions to same. Review cheque requisitions.
							Review requet from Avalon Analytics for cancellation of mail redirection, discussion w J. Hill re: same.
Nov-09-17	Rosen, Mark	INSV-Receiverships	0.10	\$425.00	\$42.50	\$94,780.21	p/c w/ J. Breeze re TD request on future recoveries, BDO account, status of Court applications;
Nov-09-17	Hill, Judith	INSV-Receiverships	4.70	\$155.00	\$728.50	\$95,508.71	updating A/R from Nov 2 Simply Accting data, reconciling Amanda's data with our data. posting more A/P. Updating R&D as requested by Jason.
Nov-09-17	Hill, Judith	INSV-Receiverships	0.80	\$155.00	\$124.00	\$95,632.71	sending chq requisitions to Hamilton for payment processing
Nov-10-17	Hill, Judith	INSV-Receiverships	0.70	\$155.00	\$108.50	\$95,741.21	wire transfers and issues with suppliers
Nov-10-17	Smith, Teresa	INSV-Receiverships	0.70	\$142.00	\$99.40	\$95,840.61	print large batch of cheques
Nov-10-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$95,897.61	Email to V. Kormakov and D. O'Keefe re: iSpire.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Nov-17							
<i>Time Charges</i>							
Nov-10-17	Consoli, Angelo	INSV-Consulting	0.10	\$400.00	\$40.00	\$95,937.61	cheques
Nov-14-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$95,994.61	Review emails from suppliers, p/c/w J. Hill re: order cancellations for products not shipped.
Nov-14-17	Hill, Judith	INSV-Receiverships	1.00	\$155.00	\$155.00	\$96,149.61	chq prep. Call from Thermo Fisher Scientific from Rebecca regarding New Co and accounts. She didn't get letter I sent on Nov 3rd. Resent email. Discussion with Rebecca regarding the sale and who is responsible for what. Email from Corey of North Atlantic wanting payment for product shipped after the sale date. Advise him we would not be paying for any product shipped to the new company. Email to and from Thermo Fisher re product prepaid by us. They were going to ship the product today - confirmed with Jason - we stopped the shipment and cancelled the order under the name of the Receiver and requested the payment be returned to us. Reconciling VISA/MC payments in October with bank statement
Nov-15-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$96,180.61	chq prep from Imprest to move VISA/MC sales to trust account. Record dep in trust account and updated A/R report.
Nov-15-17	Hill, Judith	INSV-Receiverships	4.85	\$155.00	\$751.75	\$96,932.36	
Nov-15-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$96,937.36	Phone call.
Nov-15-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$96,942.36	Arranged for purolator pickup.
Nov-16-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$96,947.36	Arranged for Purolator pickup.
Nov-16-17	Hill, Judith	INSV-Receiverships	5.30	\$155.00	\$821.50	\$97,768.86	Finishing up the the Receiver's T4s and summary. Covering memo to pre and receiver's employees re documents being sent to them - Pre ROE, Post ROE, Pre T4 and Post T4. Sent by courier to NL. Chq prep for smal balance \$87.98 owing to CRA under the RP0002 account. Sent T4 Summaries pre and post to Workplace NL for them to assess the pre and post accounts. Reviewed "to dos". Reviewed A/R statements of account with Jason. Requested and received TD company bank info. Identified and post A/R payments. Printed off AR statement and prepared draft letter to customers regarding payment of account to date of sale.
Nov-16-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$97,825.86	Discussion w J. Hill re: collection of outstanding receivables.
Nov-17-17	Breeze, Jason	INSV-Receiverships	0.10	\$285.00	\$28.50	\$97,854.36	Review Receiver's T4 Summary.
Nov-17-17	Gammon, Sarah	INSV-Receiverships	0.80	\$53.00	\$42.40	\$97,896.76	Follow up email to Mark Spurrell re: insurance cancellation. Discussion w J. Hill re: Bell Aliant accounts.
Nov-17-17	Hill, Judith	INSV-Receiverships	2.00	\$155.00	\$310.00	\$98,206.76	stuff envelopes with letters for A/P - mail letters to A/R re balance o/s as of NOv 2nd less payments rec'd to Nov 15th.

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Nov-17							
<i>Time Charges</i>							
Nov-20-17	Hill, Judith	INSV-Receiverships	2.40	\$155.00	\$372.00	\$98,578.76	emails re questions from employees regarding their T4s and ROEs. Two problems with the T4s prepared by CRA during the audit. Sending chq reqs to Hamilton for payment. Rec'd NL Power bill- account not closed as requested. Called NL Power, she found the request to closed but it had not been processed. They will backdate. No record of New Co. contacting NL Power to set up account in their name. Emailed Suzetter to advised NL Power was backdating our account to Nov 2 and closing the power account. Advised Suzette to contact NL Power ASAP. Call from Northsyde re o/s A/R due to Receiver. Doesn't want to place a stop on a cheque from June that was never cashed. Emailed Amanda & Suzette to advise of call and Northsyde was thinking of calling them to discuss the June chq - Northsyde isn't understanding the Receivership process.
Nov-20-17	Marsh, Andrea	INSV-Receiverships	0.10	\$50.00	\$5.00	\$98,583.76	Phone call.
Nov-21-17	Hill, Judith	INSV-Receiverships	1.60	\$155.00	\$248.00	\$98,831.76	posting A/R Payments to Simply Accting and Ascend. Correcting lost chq - Amanda Woodrow not Amanda Follett. Attend TD with deposit
Nov-22-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$98,893.76	processed credit on VISA re overcharged client pre sale. Gave Waterloo and other invoices to Sarah to sent out Notice of Receiver
Nov-22-17	Hill, Judith	INSV-Receiverships	1.00	\$155.00	\$155.00	\$99,048.76	received numerous cheques on A/R. Posted to Simply Accounting and to Ascend. Took calls re A/R letters sent out and dealt with emails
Nov-22-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$99,105.76	Respond to email from Shelley Traverse, City of St. John's, re: a/r offset against arrears property tax.
Nov-22-17	Smith, Teresa	INSV-Receiverships	0.40	\$142.00	\$56.80	\$99,162.56	print cheqs on account and get them ready for couriers
Nov-22-17	Hobson, Christina	INSV-Receiverships	0.50	\$70.00	\$35.00	\$99,197.56	deposit (long wait and hard to find parking), second trip to the bank for another deposit
Nov-23-17	Gammon, Sarah	INSV-Receiverships	0.15	\$53.00	\$7.95	\$99,205.51	prepare notices to creditors of receivership - emails and sent mail
Nov-23-17	Hill, Judith	INSV-Receiverships	0.40	\$155.00	\$62.00	\$99,267.51	gave names of supplies not on SOA to Sarah to email Notice of Receivership. Chq prep - supplier. Rec'd chqs from Hamilton. Sorted and mailed, etc.
Nov-23-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$99,283.01	chq prep
Nov-24-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$99,298.51	email from Amanda re Rec's A/R - email to Exploits re same.
Nov-24-17	Hill, Judith	INSV-Receiverships	0.80	\$155.00	\$124.00	\$99,422.51	recorded direct deposit fo A./R to Imprest from Tacora, prep cheq to trust account and recorded payment to trust account. Recording A/R payments to TD company account to the TD trust account.
Nov-24-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$99,453.51	called CRA and left Monika a detailed message regarding the issues with the pre T4s. Wondering if we can change or does she have to change. them.
Nov-24-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$99,469.01	chq prep reimbursing Imprest Account

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Nov-17							
<i>Time Charges</i>							
Nov-27-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$99,526.01	p/c/w owner of Emberley Electric re: o/s invoice, email notice of receiver.
Nov-27-17	Cardwell, Adam	INSV-Receiverships	0.20	\$140.00	\$28.00	\$99,554.01	Phon meeting with LIT
Nov-28-17	Breeze, Jason	INSV-Receiverships	0.30	\$285.00	\$85.50	\$99,639.51	p/c/w and email to John French (French & Associates) re: security review. Respond to email from V. Kormakow re: collection of o/s a/r.
Nov-28-17	Smith, Teresa	INSV-Receiverships	0.20	\$142.00	\$28.40	\$99,667.91	print cheqs on account
Nov-28-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$99,683.41	sending chq req to Hamilton for processing
Nov-28-17	Hill, Judith	INSV-Receiverships	0.10	\$155.00	\$15.50	\$99,698.91	ran off list of A/R collected since Nov 3 for Jason
Nov-28-17	Hill, Judith	INSV-Receiverships	0.30	\$155.00	\$46.50	\$99,745.41	calls from A/R re issues with o/s A/R
Nov-29-17	Hill, Judith	INSV-Receiverships	0.90	\$155.00	\$139.50	\$99,884.91	errors on 2 of the pre T4s as prepared by CRA. Rec'd confirmation from CRA that OK for me to amend T4s, however not sure if changes will flag another audit of the payroll. Prep letter to CRA sending amended T4s. Email to Roger and Jonathan advising amended T4s have been prepared. A/R emails and A/P emails dealt with.
Nov-29-17	Hill, Judith	INSV-Receiverships	0.90	\$155.00	\$139.50	\$100,024.41	calls from 5 customers disputed their account. Sent invoice to Amanda on some to confirm accuracy. Sent invoices to and or called customers where data was found and waiting for Amanda to confirm some information before I respond to two other customers.
Nov-30-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$100,055.41	email to Carla to issue stop on lost cheque. Posted replacement cheque. On hold until stop is processed.
Nov-30-17	Hill, Judith	INSV-Receiverships	0.20	\$155.00	\$31.00	\$100,086.41	process visa A/R pymt/ chq processing of final waste removal invoice
Nov-30-17	Breeze, Jason	INSV-Receiverships	0.10	\$285.00	\$28.50	\$100,114.91	Review email from Air Liquide re: o/s invoice, forward to J. Hill for processing.
Nov-30-17	Breeze, Jason	INSV-Receiverships	0.20	\$285.00	\$57.00	\$100,171.91	p/c/w a/p clerk at Eastern Health re: o/s invoices.
<i>Time Charges for Nov-17:</i>			60.81		\$11,420.35		
<i>Recoverables</i>							
Nov-15-17	House(Insol), Nova Sc	Postage & Couri-NS			\$14.27	\$100,186.18	Courier
Nov-17-17	House(Insol), Nova Sc	Postage & Couri-NS			\$4,563.48	\$104,749.66	64 envelopes in Canada x .82 cents each = 5248
Nov-17-17	House(Insol), Nova Sc	Postage & Couri-NS			\$1.03	\$104,750.69	1 * USA mailing letter = 1.19
Nov-22-17	House(Insol), Nova Sc	Postage & Couri-NS			\$14.40	\$104,765.09	Courier
Nov-22-17	House(Insol), Nova Sc	Postage & Couri-NS			\$16.84	\$104,781.93	Courier
Nov-27-17	House(Insol), Hamiltor	Postage & Couri-ON			\$47.96	\$104,829.89	SEPT'S 2017 PUROLATOR
Nov-27-17	House(Insol), Hamiltor	Postage & Couri-ON			\$29.26	\$104,859.15	SEPT'S 2017 PUROLATOR
Nov-27-17	House(Insol), Hamiltor	Postage & Couri-ON			\$39.32	\$104,898.47	SEPT'S 2017 PUROLATOR
Nov-27-17	House(Insol), Hamiltor	Postage & Couri-ON			\$114.58	\$105,013.05	OCT'S PUROLATOR 2017

Open WIP for Petroforma78 as of Dec-06-17

17 TD REC - Petroforma Inc

Slip Date	Employee	Work Type / Expense	Hours	Rate	Amount	Cumulative	Comments
GL Month: Nov-17							
<i>Recoverables</i>							
Nov-27-17	House(Insol), Hamilton	Postage & Couri-ON			\$47.39	\$105,060.44	OCT'S PUROLATOR 2017
Nov-27-17	House(Insol), Hamilton	Postage & Couri-ON			\$10.16	\$105,070.60	OCT'S PUROLATOR 2017
		<i>Recoverables for Nov-17:</i>			\$4,898.69		
		<i>Total for Nov-17:</i>	60.81		\$16,319.04		
GL Month: Dec-17							
<i>Time Charges</i>							
Dec-04-17	Hobson, Christina	INSV-Receiveershps	0.20	\$70.00	\$14.00	\$105,084.60	Deposit at TD
Dec-04-17	Hill, Judith	INSV-Receiveershps	0.20	\$155.00	\$31.00	\$105,115.60	note re A/R issues/ printing of A/P statements to review/ email to Amanda regarding
Dec-04-17	Hill, Judith	INSV-Receiveershps	0.70	\$155.00	\$108.50	\$105,224.10	posted A/R payments and refund from Thermo Fisher. Rec'd notice of two other A/P credits. Sent request for refunds to be forwarded to Receiver
Dec-05-17	Hill, Judith	INSV-Receiveershps	0.10	\$155.00	\$15.50	\$105,239.60	call to Air Liquid re invoice dated December
Dec-05-17	Hill, Judith	INSV-Receiveershps	0.60	\$155.00	\$93.00	\$105,332.60	posting A/R payments
Dec-05-17	Hobson, Christina	INSV-Receiveershps	0.20	\$70.00	\$14.00	\$105,346.60	deposit at TD
		<i>Time Charges for Dec-17:</i>	2.00		\$276.00		
<i>Recoverables</i>							
Dec-06-17	House(Insol), Nova Sc	Postage & Couri-NS			\$52.48	\$105,399.08	to correct error in postage charge from Nov 17, 2017
Dec-06-17	House(Insol), Nova Sc	Postage & Couri-NS			(\$4,563.48)	\$100,835.60	to reverse postage recorded on Nov 17, 2017
		<i>Recoverables for Dec-17:</i>			(\$4,511.00)		
		<i>Total for Dec-17:</i>	2.00		(\$4,235.00)		
		<i>Total for 17 TD REC - Petroforma Inc:</i>	508.46		\$100,835.60		
		Total Open WIP:	508.46		\$100,835.60		