



Examinations in Aid of Execution

ACTION	NA	DATE DUE	DATE DONE	Notes
<p>1. Compelling Attendance</p> <ul style="list-style-type: none"> • Whom to Examine: <ul style="list-style-type: none"> • In case of individual debtor, you will want to examine that debtor. You may do so without an order. 				
<ul style="list-style-type: none"> • In case of corporate debtor, <i>ex parte</i> application must be made under QB Rule 10-33 to name appropriate person to be directed to attend for examination. 				
<ul style="list-style-type: none"> • If it is alleged that property has been transferred to another person or firm, under QB Rule 10-33, an order may be sought to compel recipient to attend for examination in aid of execution. This must be done on notice to judgment debtor. 				
<ul style="list-style-type: none"> • The Appointment. <ul style="list-style-type: none"> • Book an appointment for the examination with the court reporter. Confirm in writing. 				
<ul style="list-style-type: none"> • Once you have determined whom you wish to examine, obtain an appointment from the local registrar, ensuring that the examination will be in the judicial centre closest to where the examinee resides. 				
<ul style="list-style-type: none"> • If you will require the examinee to produce documents, issue a subpoena <i>duces tecum</i> in the appropriate form. 				

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<ul style="list-style-type: none"> Serve the appointment and subpoena, if used, conduct money and witness fee, as far in advance of the examination as you can. Serve the debtor personally, not through his or her solicitor (if the debtor has legal counsel, provide a courtesy copy following personal service). Typically, you will utilize a process server to effect service. If you wish to examine a person in more than one capacity (e.g., as guarantor and director), indicate this on the appointment and subpoena. If an order for examination was granted, have copy of this served at same time. 				
<ul style="list-style-type: none"> Send a copy of the appointment to the court reporter, under cover of a letter, seeking confirmation of the date and location. 				
<ul style="list-style-type: none"> Obtain proof of service of appointment (and subpoena), and of the witness fee and conduct money. Retain on your file. 				
<ul style="list-style-type: none"> Review and update any personal information obtained on the debtor. The difficulty in conducting an examination in aid of execution is that the judgment debtor knows the lay of the land better than you. Moreover, there is substantial incentive on the part of the judgment debtor to mislead you. Canvass all information sources available to you to obtain independent information as to the debtor's assets. This information will assist you in preparing for the examination and will serve as a check on the debtor's veracity. 				
<ul style="list-style-type: none"> Prepare questions in accordance with the following checklist. 				
<ul style="list-style-type: none"> If the examinee appears, proceed with the examination. 				
<ul style="list-style-type: none"> Failure to Appear: <ul style="list-style-type: none"> If the examinee does not appear after one-half hour, have the court reporter make a note of this. 				
<ul style="list-style-type: none"> Upon return to your office, prepare an affidavit and have court reporter swear to non-attendance. 				

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<ul style="list-style-type: none"> File proof of service of the appointment (and subpoena), witness fee and conduct money. File the Affidavit of Court Reporter, before proceeding further. 				
<ul style="list-style-type: none"> Prepare the Notice of Application and draft order, seeking an order committing the examinee for contempt of court, or in the alternative, requiring him or her to attend at the time or place to be specified in draft order. If the examinee is to bring documents with him or her, ensure that the draft order reflects this. 				
<ul style="list-style-type: none"> Make necessary arrangements to have the examinee served with the Notice of Application, affidavit material and draft order, well in advance of the return date. Again, ensure that the examinee is served personally, and not via legal counsel. 				
<ul style="list-style-type: none"> Remember the application for committal requires strict adherence to rules. Ensure all steps are taken in the appropriate time frames and there is technical compliance with all Queen's Bench Rules respecting motions and affidavits. 				
<ul style="list-style-type: none"> File Proof of Service of Motion and supporting documents. 				
<ul style="list-style-type: none"> Appear on the return date, seeking an order. If this is the first appearance, be prepared to have the court order re-attendance. 				
<ul style="list-style-type: none"> In case of a second or subsequent failure to appear, be prepared to argue vigorously for a committal order. 				
<ul style="list-style-type: none"> In the event that an order to attend is granted, make the necessary arrangements to have this order served upon the examinee and re-attend at the court reporter at the appointed time and place. 				

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<p>2. The Examination</p> <p>The following are suggested areas you may wish to canvass with the examinee. Remember, however, full preparation is required for examination, and be mindful at all times of particular circumstances of the examinee and/or judgment debtor.</p>				
<p>The following suggestions are premised on examination of an individual judgment debtor. Appropriate departures should be considered for other types of examinations.</p> <ul style="list-style-type: none"> • Preliminary Matter: <ul style="list-style-type: none"> • Name, aliases. 				
<ul style="list-style-type: none"> • Date of birth. 				
<ul style="list-style-type: none"> • Address, telephone and cell phone number. 				
<ul style="list-style-type: none"> • Whether this person is, in fact, the judgment debtor in these proceedings. 				
<ul style="list-style-type: none"> • Specify date and amount of judgment. 				
<ul style="list-style-type: none"> • Discuss the mechanics of examination in aid of execution, including: <ul style="list-style-type: none"> ○ Will examine regarding assets to best of the examinee's ability. 				
<ul style="list-style-type: none"> ○ Questions relating to property owned now, and property disposed of since debt was incurred. 				
<ul style="list-style-type: none"> ○ Questions relating to assets held in trust for the judgment debtor. 				
<ul style="list-style-type: none"> • Answers must be verbal. 				
<ul style="list-style-type: none"> • Income Earning Activities: <ul style="list-style-type: none"> • Employment. <ul style="list-style-type: none"> ○ Occupation. 				

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<ul style="list-style-type: none"> ○ Present employment, including: <ul style="list-style-type: none"> ➤ Name and address of employer. 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Length of employment. 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Title of position. 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Full or part-time. 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Disciplinary action or prospects for promotion. 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Whether strictly an employee, or a part owner of business. 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Basis of payment. 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ When is employment income paid, date and the like? 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Is payment made by way of cheque or direct deposit? 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Is employee entitled to any bonuses? If so, when paid, and how? 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Any stock participation plan? How does it work? 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Any expenses paid by employer? If so, how and when? Any amounts currently owing? 				
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ What deductions are made from pay cheque, income tax returns filed for last five years? If so, produce copies, and verify truth of statements contained therein. 				
<ul style="list-style-type: none"> • Any part-time employment in addition to the foregoing? If so, repeat the questions above. 				
<ul style="list-style-type: none"> • If unemployed, obtain the full details of termination from most recent position. Why did it occur? Was there a severance package? How was the severance package paid? Is any of it yet available for attachment? 				

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ACTION	NA	DATE DUE	DATE DONE	Notes
<ul style="list-style-type: none"> • Shareholdings or partnership interests that the debtor may have in any business. 				
<ul style="list-style-type: none"> • If presently self-employed, or employed by business in which the debtor has interest: <ul style="list-style-type: none"> ○ Name of business 				
<ul style="list-style-type: none"> ○ Business premises. 				
<ul style="list-style-type: none"> ○ Registered office. 				
<ul style="list-style-type: none"> ○ Nature of partnership or shareholding interest. 				
<ul style="list-style-type: none"> ○ Names of other partners or shareholders. 				
<ul style="list-style-type: none"> ○ Is there any partnership agreement or shareholders agreement in place? Ask for a copy of the agreement. 				
<ul style="list-style-type: none"> ○ Any financial statements for business available? Ask for copies. 				
<ul style="list-style-type: none"> ○ What is current financial status of business? How much is owing? To what banks? What security is held? 				
<ul style="list-style-type: none"> ○ Does business owe any money to debtor? How much, when is it payable and how much has been paid in past? 				
<ul style="list-style-type: none"> ○ Income tax returns should have been subpoenaed and should be checked. Questions arising should be addressed. 				
<ul style="list-style-type: none"> • Real Property <ul style="list-style-type: none"> • Present Residence: <ul style="list-style-type: none"> ○ Address. 				
<ul style="list-style-type: none"> ○ Owned or rented? 				
<ul style="list-style-type: none"> ○ If rented, amount of rent, when due and whether paid by cash or cheque? 				
<ul style="list-style-type: none"> ○ Name of landlord? 				

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ACTION	NA	DATE DUE	DATE DONE	Notes
○ Details of lease, including who signed it?				
○ Relationship of landlord to debtor? In particular, if landlord is related to debtor, how did landlord obtain property?				
○ If owned, owned wholly or jointly? Date of purchase? Amount of mortgage payments? How mortgage payments are met?				
○ Equity in property? Ask for copy of Certificate of Title and of any mortgage, or other such arrangement.				
● Does debtor own or have interest in other real property by him or herself? In partnership with anyone?				
● Does debtor have interest in real property outside of Saskatchewan? If so, where located?				
● Has debtor disposed of any real property in last 24 months?				
● For each piece of property, obtain:				
○ Location, address and legal description.				
○ Nature of interest held, whether joint tenant, tenancy-in-common, trustee, beneficiary or so on?				
○ Length of time property has been owned or was owned?				
○ Present value of property, or sale price of property when disposed?				
○ Whether leased, and if so, name of tenant and any sublessees?				
○ For property currently owned, how did debtor obtain money to purchase property?				
○ For property sold, what did debtor do with proceeds?				

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ACTION	NA	DATE DUE	DATE DONE	Notes
<ul style="list-style-type: none"> • If debtor does not own any real property, when was last time such property was owned, and to whom was it transferred? What was the consideration and what was done with the consideration? 				
<ul style="list-style-type: none"> • Other Property <ul style="list-style-type: none"> • Motor Vehicles: <ul style="list-style-type: none"> ○ Does debtor own any vehicles? If so, obtain full description, including license plate and VIN (you may wish to backstop this with a prior SGI search). 				
<ul style="list-style-type: none"> ○ Who has legal title to vehicles? Owned jointly, individually, and so on? 				
<ul style="list-style-type: none"> ○ If a farmer, how are vehicles used in farming operation? 				
<ul style="list-style-type: none"> ○ How did debtor get to examination in aid of execution? Which vehicle was brought? Where is it currently parked? Is the debtor prepared to turn the vehicle over to the Sheriff today? 				
<ul style="list-style-type: none"> ○ If vehicles are encumbered, nature of encumbrance? 				
<ul style="list-style-type: none"> ○ If debtor does not own vehicle, when last owned, when disposed and destination of proceeds? 				
<ul style="list-style-type: none"> • Other vehicles, such as boats, planes, all-terrain vehicles, trailers and snowmobiles: <ul style="list-style-type: none"> ○ Description, including registration number, type of interest, how long owned, value, whether used in business, trade, profession or calling? 				
<ul style="list-style-type: none"> ○ Money owing and whether encumbered? 				
<ul style="list-style-type: none"> ○ Present location? 				
<ul style="list-style-type: none"> • Machinery, equipment, tools, office furniture and so on: <ul style="list-style-type: none"> ○ Description? 				
<ul style="list-style-type: none"> ○ Nature of debtor's interest? 				

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○ How long owned?				
○ Location?				
○ Value?				
○ Whether used in trade, business, profession or calling? If so, nature and extent of use.				
<ul style="list-style-type: none"> ● Investments (bonds, stocks, mutual funds, GICs, TFSAs): <ul style="list-style-type: none"> ○ Detailed description, including number of shares, nature of shares and so on? 				
○ How long held?				
○ Where are certificates located?				
○ Who is transfer agent?				
○ Does debtor own alone or jointly with someone else?				
○ Are interest payments or dividend payments made periodically? If so, when?				
<ul style="list-style-type: none"> ● RRSPs: Name of selling institution and trustee? Obtain all details, including whether self-directed, collapsible and how plan is held. Obtain copy of plan. 				
<ul style="list-style-type: none"> ● Accounts of financial institutions? 				
<ul style="list-style-type: none"> ○ Name of financial institution 				
○ Branch at which account maintained				
○ Approximate amount on deposit				
○ Type of account (chequing, savings, term deposit)				
○ Is interest paid on regular basis? If so, when?				
○ Is account joint, or solely in name of debtor? If joint, name of other account holders?				

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<ul style="list-style-type: none"> • Insurance (on examinee's life, someone else's life, annuities, accident insurance, disability plans): <ul style="list-style-type: none"> ○ Description of insurance. 				
<ul style="list-style-type: none"> ○ Carrier and policy number? Obtain copy of policy. 				
<ul style="list-style-type: none"> ○ Nature of interest? (Is it insurance on the examinee's life, disability insurance, or so on?) 				
<ul style="list-style-type: none"> ○ Beneficiary? 				
<ul style="list-style-type: none"> ○ Face value, cash surrender value of plan now, maturity date and value as at maturity? 				
<ul style="list-style-type: none"> ○ Amount and timing of payments, including who makes payments? 				
<ul style="list-style-type: none"> • Money owing to debtor? <ul style="list-style-type: none"> ○ Type of obligation (promissory note, IOU, judgment, secured debt and so on)? 				
<ul style="list-style-type: none"> ○ Amount owed? 				
<ul style="list-style-type: none"> ○ Due now, or in future? 				
<ul style="list-style-type: none"> ○ Current value of obligation, and if not owing, value at maturity? 				
<ul style="list-style-type: none"> ○ Is debt owing to judgment debtor alone? If not, identity of other joint creditors? 				
<ul style="list-style-type: none"> ○ Debtor's name, address, occupation and employer? 				
<ul style="list-style-type: none"> ○ Any security held for debt? If so, nature of security? 				
<ul style="list-style-type: none"> ○ Has judgment debtor taken any steps to collect? 				
<ul style="list-style-type: none"> • Cheques, bonds, negotiable instruments, travelers cheques and so on? <ul style="list-style-type: none"> ○ Description of document held? 				
<ul style="list-style-type: none"> ○ Amount? 				

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<ul style="list-style-type: none"> ○ Whether held by the debtor alone, or jointly with someone else, including details? 				
<ul style="list-style-type: none"> • Any other investments in businesses, not covered above, including full details of business, address and so on? 				
<ul style="list-style-type: none"> • Furnishings and personal belongings: <ul style="list-style-type: none"> ○ What type of furniture does the debtor own? What is its value? 				
<ul style="list-style-type: none"> ○ Does the debtor own anything special (e.g., expensive stereo, big-screen TV, art, jewelry, antiques, or the like, which might exceed household furnishings exemption)? 				
<ul style="list-style-type: none"> ○ Is debtor involved in any hobbies, crafts, or other special interests, requiring specialized equipment? If so, what equipment does debtor own and what is its value? 				
<ul style="list-style-type: none"> • Cash currently in debtor's pocket? 				
<ul style="list-style-type: none"> • Cash held at home or in other locations? 				
<ul style="list-style-type: none"> • Safety deposit boxes? Where are they located? What do they contain? What in them is of any monetary value, and who has keys to the safety deposit box? 				
<ul style="list-style-type: none"> • Any unexecuted contracts? 				
<ul style="list-style-type: none"> • Is there agreement for sale for land or property that is not executed? If so, provide full details, including name of other party, value, amount paid, and so on. 				
<ul style="list-style-type: none"> • Any property presently in anyone else's possession? <ul style="list-style-type: none"> ○ For repair? Pawned? Loaned? 				
<ul style="list-style-type: none"> ○ If so, obtain full details including location and name of person who currently has possession. 				

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<ul style="list-style-type: none"> Is the judgment debtor the beneficiary of a family trust or any other trust? If so, nature of trust? Name of trustee? Value of interest? Name of other beneficiaries? 				
<ul style="list-style-type: none"> Disposition of Assets. <ul style="list-style-type: none"> Has the debtor sold, disposed or transferred any assets since debt arose? If so, obtain description of property and the debtor's interest in that property. 				
<ul style="list-style-type: none"> Manner in which property was disposed of 				
<ul style="list-style-type: none"> Assignment, gift, encumbrance, sale? 				
<ul style="list-style-type: none"> Date of disposition? 				
<ul style="list-style-type: none"> Any value received for disposition? 				
<ul style="list-style-type: none"> Does the debtor still have interest in property? 				
<ul style="list-style-type: none"> At the time of disposition, was the debtor: paying debts as they became due? In a position where realizable value of his or her assets exceeded that of his or her liabilities? 				
<ul style="list-style-type: none"> If the disposition was payment, was it in ordinary course of business? Was it at the demand of the creditor? 				
<ul style="list-style-type: none"> Has the debtor granted security in his or her property to anyone? 				
<ul style="list-style-type: none"> Has the debtor allowed anyone to use his or her property without charging for use? 				
<ul style="list-style-type: none"> Types of gifts made to family members, including Christmas gifts, birthday gifts, and so on? 				
<ul style="list-style-type: none"> Family Means and Assets <ul style="list-style-type: none"> Marital status of debtor. For how long? 				
<ul style="list-style-type: none"> If married or common law, spouse's name? 				
<ul style="list-style-type: none"> Spouse's employment status? If employed, position held? 				

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○ Employer, including address?				
○ Approximate earnings?				
○ Length of employment?				
● If unemployed: previous employment? When terminated? Any money owing?				
● Does the spouse own real property? Refer to questions above.				
● Does the spouse own any vehicles? Refer to questions above.				
● Does the spouse have accounts at financial institutions? Refer to questions above.				
● Has the debtor given the spouse any money to put in his or her accounts? If so, when?				
● Spouse's other property, including type, description, location and nature of address.				
● Did debtor provide money for spouse to buy any items of property? If so, provide complete details.				
● Has any property been conveyed to the spouse recently? If so, provide complete details.				
● Does the spouse support anyone not in the debtor's family unit?				
● Are there other family members living with the debtor? Does the debtor support them? Who are they and what do they do?				
● Does the debtor support any family members not living with them?				
● Are any of the debtor's children living at home employed? If so, details of employment and amount earned?				
● Do any of the debtor's children own real property, vehicles or possess bank accounts? If so, see corresponding items for spouse.				

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<ul style="list-style-type: none"> • Has any property been recently transferred or conveyed to family members? If so, provide complete details. 				
<ul style="list-style-type: none"> • Have family members been given cash, or has property been purchased for them recently by the debtor? If so, provide complete details. 				
<ul style="list-style-type: none"> • Inheritances <ul style="list-style-type: none"> • Has the debtor received an inheritance recently from anyone? If so, from whom? Amount? Where did the inheritance go? Have all payments been made under the inheritance? • Does the debtor expect to obtain any inheritance in the next 12 to 36 months? From whom? Approximate amount? Approximate timing of inheritance? 				
<ul style="list-style-type: none"> • Present Income/Expenses <ul style="list-style-type: none"> • Income Per Month: <ul style="list-style-type: none"> ○ Principal job. 				
<ul style="list-style-type: none"> ○ Part-time income. 				
<ul style="list-style-type: none"> ○ Room and board or rent from others. 				
<ul style="list-style-type: none"> ○ Pension payments. 				
<ul style="list-style-type: none"> ○ Unemployment insurance. 				
<ul style="list-style-type: none"> ○ Workers' compensation. 				
<ul style="list-style-type: none"> ○ Disability benefits. 				
<ul style="list-style-type: none"> ○ Refundable tax credits. 				
<ul style="list-style-type: none"> ○ Annuities. 				
<ul style="list-style-type: none"> ○ Anything else? 				
<ul style="list-style-type: none"> • Expenses per month: <ul style="list-style-type: none"> ○ Food. 				
<ul style="list-style-type: none"> ○ Clothing. 				

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○ Mortgage/rent.				
○ Property tax.				
○ Utilities.				
○ Car/transportation.				
○ Insurance.				
○ Education.				
○ Recreation.				
○ Debt payments.				
○ Other.				
<ul style="list-style-type: none"> • Debts <ul style="list-style-type: none"> • What debts other than this does the examinee have (bank debts, judgment debts, credit cards, mortgage and so on)? 				
<ul style="list-style-type: none"> • For each debt: <ul style="list-style-type: none"> ○ Name of the creditor. 				
<ul style="list-style-type: none"> ○ Amount owed? 				
<ul style="list-style-type: none"> ○ Details of repayment? Is the debt current? 				
<ul style="list-style-type: none"> ○ Security held? 				
<ul style="list-style-type: none"> ○ Account/credit card number? 				
<ul style="list-style-type: none"> • When did examinee last apply for loan? Provide details. 				
<ul style="list-style-type: none"> • Has the debtor guaranteed anyone else's indebtedness since this debt arose? 				
<ul style="list-style-type: none"> • Are there any other contingent liabilities, such as guarantees, that the debtor may be liable upon? 				
<ul style="list-style-type: none"> • Has the debtor made promissory notes or bills of exchange or endorsed any such notes or bills since the debt arose? If so, provide complete details. 				

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ACTION	NA	DATE DUE	DATE DONE	Notes
<ul style="list-style-type: none"> Is the debtor holding any property for anyone else, such as a trustee, bailee or otherwise? 				
<ul style="list-style-type: none"> What is cause of the debtor's financial difficulties? 				
<ul style="list-style-type: none"> Has there been any general assignment of debts made by the debtor? 				
<ul style="list-style-type: none"> Has the debtor ever signed or been petitioned into bankruptcy? If so, provide details. 				
<ul style="list-style-type: none"> Has the debtor ever said that they were insolvent or made proposal under the <i>Bankruptcy and Insolvency Act</i>, RSC 1985, c B-3? If so, provide full details. 				
<ul style="list-style-type: none"> Other Judgments <ul style="list-style-type: none"> Is this the only judgment outstanding against debtor? If not, full details of each. 				
<ul style="list-style-type: none"> Are there any legal proceedings pending against debtor? If so, full details of each. 				
<ul style="list-style-type: none"> Has debtor brought or threatened any legal proceedings against anyone in last 36 months? If so, provide full details of each. 				
<ul style="list-style-type: none"> Have any other creditors taken enforcement proceedings against debtor in last 12 months? 				
<ul style="list-style-type: none"> Is debtor paying anything to any other judgment creditor on regular basis? If so, how and full details? 				
<ul style="list-style-type: none"> Is there any other anticipated litigation against debtor in next 12 months? 				
<ul style="list-style-type: none"> Are there any criminal proceedings against debtor, or contemplated, including income tax, and so on? 				

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ACTION	NA	DATE DUE	DATE DONE	Notes
<ul style="list-style-type: none"> Is there any potential for director's assessments against defendant from Workers' Compensation, Revenue Canada, the provincial government and so on? 				
<ul style="list-style-type: none"> What is current status of debtor on his or her income tax payments? 				
<ul style="list-style-type: none"> Why has this judgment not been paid? 				
<ul style="list-style-type: none"> Does the debtor intend to pay the judgment creditor? If so, how? 				
<p>3. Supplementary Questions for Corporate Officer</p> <ul style="list-style-type: none"> Preliminary Matters: <ul style="list-style-type: none"> Name of the officer. 				
<ul style="list-style-type: none"> Home and business address. 				
<ul style="list-style-type: none"> Telephone and cell phone numbers. 				
<ul style="list-style-type: none"> Position held and length of time. 				
<ul style="list-style-type: none"> Officer agrees that they are there for examination in aid of execution. 				
<ul style="list-style-type: none"> Whether officer is aware of the amount owing to creditor pursuant to the judgment. 				
<ul style="list-style-type: none"> Records. <ul style="list-style-type: none"> Location of minute book. 				
<ul style="list-style-type: none"> Location of financial statements. 				
<ul style="list-style-type: none"> Are financial statements available for the past five years? If so, obtain copies. 				
<ul style="list-style-type: none"> Verify the following from financial statements: <ul style="list-style-type: none"> Revenues and expenses. 				
<ul style="list-style-type: none"> Salaries paid to officers and directors. 				

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ACTION	NA	DATE DUE	DATE DONE	Notes
○ Loan advances and dividends to shareholders.				
● Any share re-purchases.				
● If dividends paid or share re-purchase made, was the company insolvent at the time this was done? If so, names and addresses of all directors at time action was taken.				
● Bank statements available? If so, obtain copies.				
● Date of incorporation? If Certificate of Incorporation is available, obtain a copy.				
● Present shareholders and interest held.				
● Have any shareholders left the corporation since the date the debt arose? If so, provide complete details.				
● Have any shareholders joined the corporation since the date the debt arose? If so, provide complete details.				
● Is there a Unanimous Shareholders Agreement? If so, where is it located? Obtain a copy.				
● Details regarding share transfer since the debt arose. Determine whether shares are paid for in full, and whether the company has undergone any share reorganization since the debt arose.				
● Names of directors and officers since the debt arose.				
● If the corporation is of moderate size, names of employees since the debt arose.				
● Address of current business premises and registered office.				
● Are current business premises owned or leased? Provide full details.				
● Nature of business carried on by the company.				

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ACTION	NA	DATE DUE	DATE DONE	Notes
<ul style="list-style-type: none"> • Cause of financial difficulties faced by the company, and cause of its inability to pay judgment debt. 				
<ul style="list-style-type: none"> • If the company has ceased to carry on business, the date upon which this happened. 				
<ul style="list-style-type: none"> • Has the company assigned in bankruptcy, or had receiver appointed? 				
<ul style="list-style-type: none"> • Any goods held or sold on consignment. 				
<ul style="list-style-type: none"> • Does the debtor company have any related companies? If so, details of relationship. 				
<ul style="list-style-type: none"> • Dividends and Payments: <ul style="list-style-type: none"> • If review of records shows that these are an issue, revisit this in detail. If no records are available, then question the corporate officer in detail on these items. <ul style="list-style-type: none"> • Last dividend paid by company, including date, to whom paid and amount. 				
<ul style="list-style-type: none"> • Other dividends paid since debt arose, including dates, to whom paid and amount. 				
<ul style="list-style-type: none"> • Salaries and bonuses: obtain full details of salaries and bonuses paid to employees over past 12 months. 				
<ul style="list-style-type: none"> • Have any expenses been incurred on behalf of company by directors, shareholders or employees which were paid back by company since debt arose? If so, full details. 				
<ul style="list-style-type: none"> • Have shareholders loans been repaid by company since debt arose? If so, provide full details. 				
<ul style="list-style-type: none"> • Has company provided any financial assistance to related companies, officers or directors since debt incurred? If so, full details. 				

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ACTION	NA	DATE DUE	DATE DONE	Notes
<ul style="list-style-type: none"> Have there been bank loans, leases or other liabilities owed by company since debt arose which have been paid out? If so, obtain full details. 				
<ul style="list-style-type: none"> Inquire as to whether corporate debtor intends to satisfy judgment, and how. 				
<p>4. Costs</p> <ul style="list-style-type: none"> Note in the event that an application must be made to compel attendance, or to seek committal, these costs will normally be sought in the order. 				
<ul style="list-style-type: none"> In the case where an application is brought to name a corporate officer, the costs of the application and of the examination in aid of execution are matters to be dealt with by the court. 				
<ul style="list-style-type: none"> If you are fortunate enough to have sufficient assets available to satisfy your judgment, you may consider bringing an application under QB Rule 10-36, to have the court order that you are entitled to recover the costs of bringing applications, and examining, in addition to the amount of the judgment debt. 				

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