

Bankruptcy recovery evidence pack

General information to help you organise your paperwork. Not legal advice.

Estate and project summary

Assemble a coherent record for the Licensed Insolvency Trustee and your adviser. This pack supports review; it is not a proof of claim, lien filing or assertion of priority. Keep the evidence for the debtor identity and proceeding separate from project payment records.

Creditor legal name and representative: _____

Debtor legal name and entity identifier: _____

Estate / court file and proceeding type: _____

Proceeding date and source: _____

Verified Licensed Insolvency Trustee or other professional contact:

Project address, jurisdiction and owner type: _____

Contract reference and scope: _____

Prepared by, version and as-of date: _____

Event	Date / uncertainty	Evidence ID

Include the original notice and court order if available. Distinguish a search match from confirmation of your exact contracting debtor.

Debt and recovery reconciliation

Invoice / supply period	Gross CAD	Credits CAD	Paid CAD	Balance CAD

Total ledger balance at proceeding snapshot: _____

Retained holdback already included: _____

Disputed or contingent items: _____

Post-snapshot invoices and receipts kept separate: _____

Security or guarantee documents: _____

Other recovery received and allocation: _____

Project evidence

Work / change	Authorization	Delivery or performance	Invoice link

Do not add a change order twice if already invoiced. Do not add holdback to a balance that already contains it. A projected estate distribution is not a confirmed recovery.

Document index and outstanding questions

ID	Document / date	Fact supported	Custodian / location

- ☐ Contract, invoice statement, credits, bank receipts and performance evidence reconcile.
- ☐ Proceeding identity and professional contact are verified.
- ☐ Trust, holdback, lien and security questions are marked for legal review.
- ☐ Submitted official form, attachments and delivery evidence are retained separately.
- ☐ Every request from the Licensed Insolvency Trustee has an owner and recorded response.

Missing evidence and retrieval owner: _____

Unconfirmed dates requiring attention: _____

Questions for adviser or Licensed Insolvency Trustee: _____

Secure transfer recipient and date: _____

Do not treat this pack as an official form or a legal opinion.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.