

the Polish authorities in all cases where it appears to the Department that the claim is sufficiently well established and well founded so as to be taken into account in the course of the forthcoming negotiations. Such completed questionnaires with supporting documentation may be subject to joint examination by Polish and Canadian authorities during the course of the negotiations. It is therefore important that all supporting documents of which the original language is Polish should be submitted to the Department both in the original Polish and in English or French translations.

12. The questionnaires should be completed in block capitals or by typewriter. Claimants should supply information under each item on the questionnaire or state why it is not possible to do so. If any item on the questionnaire is not applicable, "Not Applicable" should be entered in the appropriate place. Attach additional sheets as needed for any items where space on the form is insufficient. If two or more persons (e.g. husband and wife or brothers and sisters) have joint interests in the property which gives rise to the claim, it is preferable that they submit a single joint statement of claim. Each of the joint claimants should sign the completed questionnaires.

13. Failure to complete the questionnaires, to clarify all aspects of the claim or to supply necessary supporting documentation will result in delays in advancing claims towards a settlement, since the Department may be obliged to engage in further correspondence with claimants in order to obtain clarification of any aspects of their claims which are not clear or in order to elicit further information or documentation which the Canadian negotiators will require in order to advance the claims effectively during the negotiations.

#### **Valuation of Claims**

14. For purposes of discussion of claims with the Polish Government, claimants are asked to indicate a valuation of their losses both in local currency (zloties, reichsmarks, etc.) and in Canadian dollars. Under established principles of international law, property claims should normally be based upon the reasonable or fair market value of the property concerned at the time of the loss, nationalization or confiscation. However where market values of the properties concerned at the time of loss are unknown or considered to be unrealistic in the absence of normal market conditions, the claimant should submit to the Department information and evidence as to the reasonable market value of the properties during the last period of relative economic stability, normally before the outbreak of war in September, 1939.

15. Values of properties from earlier pre-war periods should also be submitted if known. For example, if the claimant has a record of a pre-war purchase price as set out in a deed, an insurance appraisal or a tax assessment, such evidence together with supporting documentation (photocopies of pre-war deeds, etc.) should be submitted in duplicate. Such values should be converted into Canadian currency at the pre-war rate of exchange prevailing at the time of the valuation.