



To Rechtsanwalt

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Schwanthalerstrasse 32  
80336 Munich  
GERMANY

as the Administrator in the insolvency proceedings against the assets of

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File number of the Court: \_\_\_\_\_ : \_\_\_\_\_ / \_\_\_\_\_ Z

Claims must be filed by: \_\_\_\_\_

## Filing of a Claim

**Creditor**

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**Comment:**

Changes of address or bank account details connection have to be notified. In case of delayed notification, there will be delays in a possible paying out of quota.

**Bank account details of the creditor**

Account No \_\_\_\_\_ Bank code \_\_\_\_\_

IBAN \_\_\_\_\_

BIC \_\_\_\_\_

**Representative of the Creditor**

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**Comment:**

The mandating of a lawyer is optional. The power of attorney must refer to the insolvency proceedings. The original power of attorney has to be enclosed.

**Bank account details of the representative of the creditor**

Account No \_\_\_\_\_ Bank code \_\_\_\_\_

IBAN \_\_\_\_\_

BIC \_\_\_\_\_



**I. CLAIMS**

As far as the principal claim consists of various individual invoices, please include a detailed listing as an attachment.

Interest may only be calculated until the opening of proceedings – date of the adjudication order. In the case of various claims regarding interest, please enclose a grading for the interest payments. Claims regarding costs can be asserted as far as they occurred before the opening of proceedings. Please enclose a calculation of the interest and costs.

**Please ensure to take notice of the comments on the attached instructions (request for filing of claims).**

**Comment:**

**As of the opening of the insolvency proceedings, outstanding wages and salary should not be lodged to the schedule of creditor's claims, because these are preferential debts of the estate. In accordance with art. 53, 55 InsO (German Insolvency Law) these claims have to be registered automatically and if necessary be rectified beforehand by the insolvency administrator.**

**A. Principal claim**

- 1. purchase price (inclusive of VAT): \_\_\_\_\_ EUR
- 2. rent, lease, etc.: \_\_\_\_\_ EUR
- 3. loan, current account: \_\_\_\_\_ EUR
- 4. contract for work and services, etc.: (please notice number IV) \_\_\_\_\_ EUR
- 5. service contract (gross salary, etc.): \_\_\_\_\_ EUR
- (if necessary please indicate estimated amounts) \_\_\_\_\_ EUR
- 6. compensation for damages: \_\_\_\_\_ EUR
- 7. other: (please fill in Number II) \_\_\_\_\_ EUR
- Sum of A1. to A7. = \_\_\_\_\_ EUR**

**B. Interest until the opening of proceedings:**

\_\_\_\_\_ % of EUR \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ EUR

**C. Costs:** \_\_\_\_\_ EUR

**Total amount of claims:** \_\_\_\_\_ EUR

**II. LEGAL GROUNDS OF THE CLAIMS**

\_\_\_\_\_  
(e.g. delivery of goods, rent, loan, compensation for damages, performance of repairs, wage claim, etc.)

**III. PREFERENTIAL PAYMENT**

In accordance with artt. 50, 51 of InsO, a preferential payment is asserted due to reservation of title, rights of lien, equitable pledge, etc.

no     yes

**IV. CONSTRUCTION WORK**

Please ensure to indicate whether the remunerated performance of work is based on a construction work (art. 48 EstG/ german tax).

no     yes

**V. THE FOLLOWING IS ENCLOSED AS EVIDENCE OF THE CLAIMS:**

\_\_\_\_\_  
(e.g. judgement, writ of execution, bill of exchange, check, invoice, contract, acknowledgement of debt, absolute guarantee)

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signatures of all creditors or their representatives