



To Rechtsanwalt

Schwanthalerstrasse 32
80336 Munich
GERMANY

as the Administrator in the insolvency proceedings against the assets of

File number of the Court: _____ : _____ / _____ Z

Claims must be filed by: _____

Filing of a Claim

Creditor

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

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