

Lodgement of claims
regarding insolvency proceedings over the assets of

File number of the court: _____

Insolvency administrator: _____

Lodgement of claim

Creditor	Creditor's representative
(First name & surname or full company name with postal address; in the case of companies with details of the legal representative)	(DThe appointment of a lawyer is optional. Power of attorney including power of attorney to receive money must be submitted if payments are to be made to creditors' representatives.)
street, number:	street, number:
postal code, city:	postal code, city:
eMail adress:	eMail adress:
telephone number:	telephone number:
reference:	reference:
bank account:	bank account:
IBAN:	IBAN:
BIC:	BIC:

1. Claims

In addition, please be sure to follow the instructions on the enclosed information sheet (request to file a claim).

If the main claim is made up of various individual invoices, please enclose a detailed breakdown as an attachment. Costs may be claimed if they were incurred before the opening of proceedings. (Enclose proof of costs).

a. First main claim

1. claim				_____	€
2. interest	% from	€ from	to	_____	€
3. costs				_____	€
Total of 1. to 3.					_____ €

b. Second main claim

1. claim				_____	€
2. interest	% from	€ from	to	_____	€
3. costs				_____	€
Total of 1. to 3.					_____ €

c. Nature of the claim

to 1a)

(e.g. delivery of goods, rent, loan, compensation for damages, work wage claim, wage claim, etc.)

to 1b)

(e.g. delivery of goods, rent, loan, compensation for damages, work wage claim, wage claim, etc.)

3. Separate Settlement

Pursuant to sections 50, 51 InsO, separate settlement shall be claimed due to retention of title, liens, ownership by way of security, etc. The right to separate settlement shall be asserted by means of corresponding documents. **The asserted right must be proven by appropriate documents.**

no yes

4. Construction work

It is essential to state whether the claim for work compensation is based on a construction work (section 48 EstG)

no yes

5. Tort

The debtor's liabilities result from a deliberately committed tort, from arrears of statutory maintenance which the debtor deliberately fails to pay or from a tax debt. The legal basis of the tort must be stated separately. **Only relevant for natural persons.**

no yes

6. The following are enclosed as proof of the claim

(e.g. judgment, writ of execution, invoice, contract, acknowledgement of debt, directly enforceable guarantee, etc.)

(city,date)

(signature of all creditors or representatives)