

# Notification of claim in connection with insolvency proceedings

**Insolvency administrator:**

**IMPORTANT:** Only this notification schedule should be used. You must submit two copies of the schedule and attachments. Experience shows that other forms of notification lead to errors, time-consuming queries and in some cases loss of legal rights.

Explanations are given in the attached information sheet.

|  |   |
|--|---|
| <p><b>Creditor:</b><br/>(Exact name of creditor including postal address; in the case of companies, name of legal representative). Please provide supplementary information where necessary.</p> | <p><b>Creditor representative:</b><br/>(You are free to instruct a lawyer. The power of attorney must specifically cover insolvency proceedings).</p> |
|  |   |

|  |  |
|--|--|
| <p><b>1. Principal claim with ranking in accordance with § 38 of the Insolvency Act (InsO)</b><br/>(estimate where necessary)</p> <p><b>Interest</b> of..... % on Euro..... from .....</p> <p>to date of opening of insolvency proceedings</p> <p><b>Costs</b> (incurred prior to opening of insolvency proceedings)</p> <p><b>Total amount claimed:</b></p> | <p>Euro</p> <hr/> <p>Euro</p> <hr/> <p>Euro</p> <hr/> <p><b>Euro</b></p> |
|--|--|

**Reason for claim**

Reason for claim: \_\_\_\_\_  
(e.g. delivery of goods, rent, loan, compensatory damages, repair services, wages, salaries etc)

Claim based on intentional tort.  
Circumstances indicating that the claim is one based on intentional tort by the debtor are described in the attached schedule.

**Preferential settlement of claims**  
is hereby applied for together with a claim in case of loss.

No     Yes, reason (attach as appendix where necessary):

**The following documents are attached to support the claim:**

judgement     enforcement order     bill of exchange     cheque     invoice     contract  
(please also provide one copy, if possible)

\_\_\_\_\_ dated \_\_\_\_\_  original     copy

|  |             |
|--|-------------|
| <b>2. Principal claim with ranking in accordance with § 38 InsO</b><br>(estimate where necessary)<br>(Each further claim must be shown separately in an appendix following the same format)<br><br><b>Interest</b> of..... % on Euro..... from .....<br>to date of opening of insolvency proceedings<br><br><b>Costs</b> (incurred prior to opening of insolvency proceedings)<br><br><b>Total amount claimed:</b> | Euro        |
|  | Euro        |
|  | Euro        |
|  | <b>Euro</b> |

**Reason for claim**

Reason for claim: \_\_\_\_\_  
 (e.g. delivery of goods, rent, loan, compensatory damages, repair services, wages, salaries etc)

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 (please also provide one copy if possible)

dated  original  copy

| <b>Subordinated claims (§ 39 InsO)</b>   |      |
|--|------|
| These claims may only be notified if the court has specifically requested notification (§ 174 (3) InsO). The appropriate legal rank should be ticked. From rank 3 and below, interest and costs must be stated separately and attributed to the principal debt (see. § 39 (3) InsO). |      |
| 1. <input type="checkbox"/> rank pursuant to § 39 (1) no. 1 InsO   | Euro |
| 2. <input type="checkbox"/> rank pursuant to § 39 (1) no. 2 InsO   | Euro |
| 3. <input type="checkbox"/> rank pursuant to § 39 (1) no. 3 InsO   | Euro |
| 4. <input type="checkbox"/> rank pursuant to § 39 (1) no. 4 InsO   | Euro |
| 5. <input type="checkbox"/> rank pursuant to § 39 (1) no. 5 InsO   | Euro |
| 6. <input type="checkbox"/> rank pursuant to § 39 (2) InsO   | Euro |
| Interest (§ 39 (3) InsO) relating to ranks 3 – 4 – 5 – 6   | Euro |
| Costs (§ 39 (3) InsO) relating to ranks 3 – 4 – 5 – 6  | Euro |
| <b>Total of subordinated claims</b>  | Euro |

.....  
 (Place) (Date)

.....  
 (signature and company stamp where appropriate)

**Please always submit two copies of this notification and of all other documents directly to the administrator.**

**Please take note of the guidance given in the attached leaflet relating to the notification schedule**