

Registration of a claim in an insolvency procedure
 Registrations have to be sent only to the liquidator – not to the court!

Debtor
Insolvency court: _____ file number: _____

Creditor Creditors name, address (without post office box) and phone number	Creditor's representative You are entitled to mandate a lawyer. The authorisation explicitly has to include the insolvency proceeding.
In case of companies: representative in law (e.g. managing director) with the address	Authorisation: attached () will be filed subsequently ()
Bank details of the creditor	Bank details of the creditor's representative
Reference number (e.g. customer number)	Reference number (e.g. file number)

Registered claim	
Principal claim § 38 InsO (if the exact amount is not known assess the value)	_____ Euros
Interest from maturity to the opening of the insolvency procedure (legal interest rate; if higher with evidence)	_____ Euros
Costs as far as incurred before the opening of the insolvency procedure (fees for this registration can't be announced)	_____ Euros
Total sum	_____ Euros

Reason and explanation for the claims (e.g. delivery of goods, rent, loan, reparation, salary, bill, compensation)
All documents that are necessary to prove this claim have to be enclosed to this document (contract, invoice, delivery note etc.)

Subordinated claims § 39 InsO
 If secondary claims according to § 39 InsO are registered, please give explanation on a different sheet. These claims are only to be registered if the court expressly asked you to do so (§ 173 (3) InsO).

Separate claims simultaneously registered in case of deficiency required ()
Not required ()

(Separate claims can be claimed if the creditor has got e.g. a lien. If you have got a separate claim the justification has to be enclosed separately)

A title for execution is available and enclosed () not available ()

All documents proving the claim are enclosed in duplicate

 (place of execution) _____ (date) _____ (signature)