

Aufforderung zur Anmeldung einer Forderung. Etwaige Fristen beachten!*

Покана за регистрация на вземане. Да се спазват сроковете!

Opfordring til anmeldelse af fordringer. Vær opmærksom fristerne!*

Invitation to lodge a claim. Time limits to be observed!*

Kutse nõudeavalduse esitamiseks. Arvestage kehtestatud tähtaegu!*

Kehotus saatavan ilmoittamiseen. Noudatettavat määräajat!*

Invitation à produire une créance. Délais à respecter!*

Πρόσκληση για αναγγελία απαιτήσεως. Προσοχή στις προθεσμίες!*

Invito all'insinuazione di un credito. Termine da osservare!*

Poziv na prijavu tražbine. Eventualni rokovi se moraju poštivati!*

Aicinājums iesniegt prasījumu pieteikumus. Ievērot varbūtējos termiņus!*

Kvietimas pateikti reikalavimą. Privalomieji terminai!*

Oproep tot indiening van schuldvorderingen. In acht te nemen termijnen!*

Sejha sabieχ tissottometti talba. Il-perijodi ta` żmien stupulati għandhom jiġu osservati*.

Wezwanie do zgłoszenia wierzytelności. Proszę nie zapominać o konieczności dotrzymania ew. terminów!*

Aviso de reclamação de créditos. Prazos legais a observar!*

Invitație de înregistrare a cererii de admitere a creanței. A se respecta termenele limită!*

Výzva na přihlášení pohľadávky. Všimnite si prípadné termíny!*

Poziv k prijavi terjatve. Roki, ki jih je treba upoštevati!*

Convocatoria para la presentación de créditos. Plazos aplicables!

Anmodan att anmäla fordran. Tidsfrister att iaktta!*

Výzva k uplatnění pohľadávky Případné lhůty musejí být dodrženy!*

Felhívás egy követelés bejelentésére. Esetleges határidőket figyelembe venni!*

As you may have gathered from the accompanying order of the insolvency court, insolvency proceedings have been opened regarding the assets of the debtor named therein, which serves the uniform satisfaction of creditors' claims.

Every creditor, including the tax authorities and the social insurance institutions of Member States, may **lodge a written claim in the insolvency proceedings**. This also applies to creditors whose habitual residence, domicile, or registered office is in a different Member State than the State in which the insolvency proceedings were opened (Article 39 of the Council Regulation on Insolvency Proceedings). Creditors may also lodge their claims in the official language or in one of the official languages of such other State. In this case, the claim must at least contain the **heading “Anmeldung einer Forderung” (“Lodgement of a Claim”) in the German language**. The creditor may be required to provide a

*This form meets the obligation to provide information to creditors pursuant to Article 40 in conjunction with Article 42 para. 1 of Regulation (EC) No. 1346/2000 of the Council of 29 May 2000 on Insolvency Proceedings (OJ L 160/1).

translation of the claim in German (Article 42 para. 2 of the Council Regulation on Insolvency Proceedings).

The claim must be lodged **within the time period set forth in the accompanying order opening the insolvency proceedings** (section 28 subsection 1 of the Insolvency Statute).

Claims that are first lodged **after expiration of the filing period** may necessitate an **additional verification proceeding**. The costs arising therefrom shall be borne by the creditor who lodged an **untimely claim** (section 177 subsection 1 of the Insolvency Statute).

The claim shall be lodged not with the insolvency court but **with the insolvency administrator set forth in the accompanying order opening the insolvency proceedings** (section 174 of the Insolvency Statute). If an insolvency monitor is appointed (section 270 of the Insolvency Statute), the claim shall be lodged there.

In lodging the claim, the creditor shall state the **nature of the claim, the date on which it arose and its amount**, and, as applicable, shall **attach copies of any available documents evidencing the claim** (Article 41 of the Council Regulation on Insolvency Proceedings; section 174 subsection 1 of the Insolvency Statute).

Furthermore, the **reason for the claim** must be stated, as shall any applicable **facts** from which, in the view of the creditor, **it emerges that the claim is based on an unauthorised act committed with intent by the debtor, or a violation, committed with intent and in breach of duty, of the debtor's statutory maintenance obligation** (section 174 subsection 2 of the Insolvency Statute). Such liabilities arising from unauthorised intentional acts or **statutory maintenance arrears that the debtor, in breach of duty, has intentionally not paid**, shall remain unaffected by the grant of discharge from remaining debts only if the creditor has lodged a corresponding claim, citing the present legal basis and the underlying facts (section 302 no. 1 of the Insolvency Statute).

All claims are to be asserted as fixed amounts stated **in euros** and, finally, summarised as a total amount. **Claims in foreign currency must be converted to euros** at the exchange rate applicable at the time the proceedings were opened. Non-liquidated claims or contingent claims must be lodged at their estimated value (section 45 of the Insolvency Statute).

Interest can usually be claimed **only for the period up until the opening of the insolvency proceedings** (the date of the accompanying opening order). The interest rate and time period upon which the interest is calculated shall be provided, and the interest must be stated as a fixed amount.

Subordinate claims (for example, interest that has accrued since the opening of the proceedings or claims based upon services provided free of charge by the debtor) **shall be lodged only to the extent that the insolvency court has expressly invited the lodgement of such claims in the order opening the insolvency proceedings**. Upon lodging such claims, their lower-ranking status shall be indicated and the creditor's rank shall be denoted (section 174 subsection 3 of the Insolvency Statute).

To the extent that creditors claim **security interests in movable property or rights of the debtor**, they must **inform the insolvency administrator** thereof immediately. At the same time, details are to be provided of the object of the claimed security interest, the nature and causal origin of the security interest, as well as the secured claim. **Whoever culpably refrains from or delays such notification, is liable for the consequent damage** (section 28 subsection 2 of the Insolvency Statute).

Creditors who, based upon a lien or other security interest, **may demand separate satisfaction, are creditors in the insolvency insofar as they have a personal claim against the debtor**, e.g. based on a loan or purchase agreement. **This personal claim may be lodged**. Such creditors will be considered in the

distribution of the insolvency assets, however, only insofar as they waive their right to separate satisfaction or separate satisfaction has failed (section 52 of the Insolvency Statute).

Anyone entitled to claim the separation of an object from the insolvency estate based upon a right *in rem* or *in personam* (e.g. as owner) shall not be included in the group of insolvency creditors. Entitlement to separation of such object from the assets shall not be lodged in the insolvency proceedings, but is instead governed by the statutes that apply outside of the insolvency proceedings (section 47 of the Insolvency Statute).