

Claim details

In your own interest, please complete this form carefully. Speculations are to be put in brackets.

In case of joint debtors please complete one form for each debtor¹

If more space is required (e.g., if the debtor has additional contact information), please attach a separate sheet.

<p><u>Debtor</u></p> <p>General Information</p> <p>For private individuals: Last known address Presumed addresses in brackets</p> <p>For businesses Registered business address</p>	<p>Name / Company name: _____ Legal form: _____</p> <p>Owner or legal representative _____</p> <p>Street, Number _____ Postcode, City: _____</p> <p>Identity card number.: _____</p> <p>Legal form: _____ Number of Registration.: _____ Registration court: _____</p>
<p>Contact (if applicable: further information on a supplementary sheet)</p>	<p>Telephone number.: _____ Fax number.: _____ Mobile phone number: _____</p> <p>E-Mail: _____ Website _____</p>
<p>Bank details (if applicable: further information on a supplementary sheet)</p>	<p>Bank: _____</p> <p>Account number: _____ Bank identification number: _____</p> <p>2. Bank: _____</p> <p>Account number: _____ Bank identification number: _____</p>
<p><u>Debt Claim</u></p> <p>Debt information</p>	<p>Amount of the claim _____ Reason for claim (Attachment 5) _____</p> <p>Date of contract: _____ Date of invoice: _____ Due date: _____ Date First reminder: _____</p>
<p>Involved parties (if different from client and debtor)</p>	<p>The contract was signed by :</p> <p>Client: _____ Debtor: _____</p>
<p>Evidence regarding the contract</p>	<p><input type="checkbox"/> written agreement or declaration of intent (original enclosed)</p> <p><input type="checkbox"/> non-written agreement can be demonstrated by the following evidence or witnesses (summonable address and telephone number of the witnesses)</p> <p>_____</p> <p>_____</p> <p>_____</p>

¹ More than one debtor are liable for the claim

Conditions of contract	<p>The contract is based on the following General Terms and Conditions:</p> <input type="checkbox"/> GTC of the client <input type="checkbox"/> GTC of the debtor <input type="checkbox"/> GTC of both parties <input type="checkbox"/> German construction contract procedures ²
Specifics	<p>Specifics of the contract:</p> <hr/> <hr/>
Supporting documents (e.g., invoice , delivery note, etc)	<p>Date: _____ Type of supporting document: _____</p> <p>Date: _____ Type of supporting document: _____</p> <p>Date: _____ Type of supporting document: _____</p>
Mandate to secure movables	<p>Goods delivered in fulfillment of the contract</p> <input type="checkbox"/> should be returned if the debtor does not pay the debt in full <input type="checkbox"/> should be returned. This is preferred to payment. <input type="checkbox"/> should be secured, stored and liquidated.

<p><u>Debt claim monitoring case</u> Debt information</p>	<p>Original enforcement orders:</p> <p>Date: _____ Type: _____</p> <p>Date: _____ Type: _____</p> <p>Date: _____ Type: _____</p> <p>Date: _____ Type: _____</p> <p><input type="checkbox"/> legal enforcement was financed by a legal expenses insurance</p>
Enforcement	<p>Enforcement documents enclosed:</p> <p>Date: _____ Type: _____</p> <p>Date: _____ Type: _____</p> <p>Date: _____ Type: _____</p> <p>Date: _____ Type: _____</p>

<u>Payments of the debtor</u>	<p>Date</p> <hr/> <hr/> <hr/>	<p>Amount</p> <hr/> <hr/> <hr/>
	<input type="checkbox"/> Debtor denied further payments.	

² Deutsche Verdingungsordnung für Bauleistungen (General Terms and Conditions for service contracts in the construction sector, stipulated by German law)

<p>Which reason does your debtor give? Which additional reasons do you suspect? (in brackets)</p>	<hr/> <hr/>
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<p><u>Further Information about debtor</u> Additional creditors (Addresses / Amount of claim)</p>	<hr/> <hr/>
<p>Entries in the list of debtors (proved facts)</p>	<p>Date: _____ Type of debtor listing: _____</p> <p>Date: _____ Type of debtor listing: _____</p>
<p>Negative facts (soft factors) (Please enclose information)</p>	<p>Date: _____ Type / Result _____</p> <p>Date: _____ Type / Result _____</p> <p>Date: _____ Type / Result _____</p>
<p><u>Debtor's assets</u> Property (Addresses if known)</p>	<hr/>
<p>Investments and shareholdings</p>	<hr/>
<p>Other assets (e.g., cars, boats, valuable objects, etc.).</p>	<hr/>

Additional information regarding natural persons :

<p>Income sources and amount (turnover, salary, foreign investments, etc.)</p> <p>Please also include suspected sources of income in brackets (including illegal employment)</p>	<hr/> <hr/> <hr/>
<p>Employer (including address) Please underline the current employer Please also include the suspected employer for illegal employment (in brackets)</p>	<hr/> <hr/> <hr/>
<p>Occupation held by debtor</p>	<hr/>
<p>Qualified profession of debtor</p>	<hr/>
<p>Hobbies and leisure activities of debtor</p>	<hr/>

Spouse, name and address Please underline current address	<hr/>
Spouse's occupation	
Spouse, amount of income	
Children Name / Year of birth / living in the debtors household (yes / no)	<hr/> <hr/> <hr/>
Former residences (if necessary use additional sheet)	<hr/>

Further information (in case of companies)

Location(s)	<hr/> <hr/> <hr/>
Company history (e.g., GbR until 2001, then GmbH)	<hr/>
Machinery and equipment (Machinery, cars, etc.) If necessary please use an additional sheet	<hr/> <hr/> <hr/>
Turnover	
Number of employees and their qualifications	
Clients / Customers of the debtor (including address) Further business associates (including address) Please underline current associates and clients	<hr/> <hr/>
List of suppliers (including address)	<hr/>
Have any plant sections been sold? To whom?	<hr/>

Is there a material influence of a third party on business management? Who is this party?	
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Further information about legal persons³

Shareholder (GS) and executive director (GF) <i>Including names and addresses, as well as names, dates of birth and addresses of spouses and children</i>	<hr/> <hr/> <hr/> <hr/>
Former shareholders / Former executive directors <i>Including addresses and date of separation from the company</i>	<hr/>
Qualified profession <i>of shareholder(s) and executive director(s)</i>	<hr/>
Further shareholdings <i>of shareholder(s) and executive director(s)</i>	<hr/>
Hobbies <i>of shareholder(s) and executive director(s)</i>	<hr/>

Please add further information on a separate sheet:

Please add any kind of information and personal impressions you have gained during your business connection, including suspected illegal or criminal activities of the debtor or their representatives.

*Please list **EVERYTHING** – Example: You suspect that the debtor has assets in other countries, transferred wealth to third parties, works illegally, falsifies balance sheets, blackmails or deceives others, has an affair, pursues immoral activities, etc. (please place suspicions in brackets).*

³ Companies with a legal personality