

Notification of the negotiation of an Extrajudicial Debt Settlement with all creditors of (Mr./Mrs.)	Debtor's Name and First Name
	Street and House Number
	Postal Code and City
	Authorized Representative in the Extrajudicial Debt Settlement Procedure
	Reference Number
	Contact Person
To all creditors	
I. Notification of the negotiation of an Extrajudicial Debt Settlement	This is to notify you that I am currently negotiating an Extrajudicial Debt Settlement with all my creditors. Based on my current assets and income I am not able to meet all my financial commitments, weather overdue or due shortly.
II. Commencement of an Extrajudicial Debt Settlement	Please refrain from initiating and / or suspend any debt enforcement actions for three months, starting upon receipt of this notice.
III. Appendixes	Personal data (appendix 1) <input checked="" type="checkbox"/> Certification of the negotiation of an Extrajudicial Debt Settlement (appendix 2) <input checked="" type="checkbox"/> Statement of Assets and Liabilities (appendix 3) <input checked="" type="checkbox"/> Extrajudicial Debt Settlement Plan (appendix 4) <input checked="" type="checkbox"/> Additional provisions to the Extrajudicial Debt Settlement (appendix 5) <input checked="" type="checkbox"/>

(City, Date)

(Signature)

Appendix 1
To the Notification of the negotiation of an Extrajudicial Debt Settlement for

Debtor's Name and First Name:

Fact sheet: personal data

Name		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Full First Name (preferred name underlined)		Date of Birth	
Maiden Name		Any other former Name	
Street		House Number	
Postal Code	City		
Phone Number		E-mail	
Marital Status	<input type="checkbox"/> Single		<input type="checkbox"/> Divorced since:
	<input type="checkbox"/> Married		<input type="checkbox"/> Separated since:
	<input type="checkbox"/> Civil Union		<input type="checkbox"/> Widowed since:
Dependent Persons	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Number: Thereof Minor	
	Learned Trade/Profession:		
Employment Status	<input type="checkbox"/> Currently self-employed as:		
	<input type="checkbox"/> Currently employed as: <input type="checkbox"/> Worker <input type="checkbox"/> Clerk <input type="checkbox"/> Public officer <input type="checkbox"/> Public sector employee <input type="checkbox"/> Temporary job <input type="checkbox"/> Other, namely:		<input type="checkbox"/> Currently not benefiting from income generating activity, because: <input type="checkbox"/> Retired Person/ Pensioner since <input type="checkbox"/> Unemployed, since <input type="checkbox"/> Student until <input type="checkbox"/> Househusband/Housewife since <input type="checkbox"/> Other, namely:

Appendix 2**To the Notification of the negotiation of an Extrajudicial Debt Settlement for**

Debtor's Name and First Name:

**Certification of the negotiation of an Extrajudicial Debt Settlement
- The Appendix 2 should be completed by the Licensed Representative -****Licensed Representative according to Art. 305 InsO
(attending in the Extrajudicial Debt Settlement procedure)**

Name

Street and House Number

Postal Code and City

 YesLicence granting Government Agency:
Reference Number:

1. **Substantial reasons to expect a successful Extrajudicial Debt Settlement:** The submitted Extrajudicial Debt Settlement Plan meets the requirements of German Insolvency Proceedings (=InsO). Should seizable amounts exist during the term of the Extrajudicial Debt Settlement, these will not be consumed by legal costs, but rather be uniformly distributed according to the percentage of total indebtedness the individual creditor holds.
2. In order to avoid bankruptcy the debtor is willing to pay a fixed monthly instalment out of his unseizable income. The only income available is unseizable. Therefore insolvency proceedings would lead to a "0 EUR"- insolvency plan. Voluntary payments would not take place.
3. In return for creditors giving up remaining claims, the debtor agrees to pay a one-off payment. Insolvency proceedings would lead to a "0 EUR"- insolvency plan due to the available income not being seizable.
4. The submitted Extrajudicial Debt Settlement Plan meets the requirements of German Insolvency Proceedings (=InsO). As a result of the InsO reform the overall term may be shortened according to defined preconditions.
5. The overall term of the Extrajudicial Debt Settlement Plan may start within 6 weeks of the consent of all creditors. Since in bankruptcy proceedings court costs would be covered by the seizable income, the overall term is reduced to 5 instead of 6 years.
6. The overall term of the Extrajudicial Debt Settlement Plan is 4 years. In insolvency proceedings before court the minimum return legally required would be reached after 3 years and would cover the legal costs.
7. In the interest of all parties involved, and in order to achieve a quick settlement as well as to avoid formal insolvency proceedings, the debtor waives his right to shorten the term of the Extrajudicial Debt Settlement on the grounds of the legally required minimum return having been achieved.
8. In insolvency proceedings voluntary or seizable amounts would not be available, since these would be consumed by the costs.

1. Please find attached the Extrajudicial Debt Settlement dated _____.

2. The Extrajudicial Debt Settlement will be forwarded to all creditors on the creditors list at the same time.

I/we certify that the debtor will conduct an Extrajudicial Debt Settlement with my/our assistance and based upon a plan. The plan was issued on the basis of documents presented and information received.

(City, Date)

(Signature/ Stamp of certifying licensed representative)

Appendix 3 Notification of the negotiation of an Extrajudicial Debt Settlement for

Debtor's Name and First Name:

Statement of Assets and Liabilities (Statement of present assets and income)

I. Statement on Assets

I Hereby declare to have the following assets and income at my disposal.

1.	Assets	Yes	Value in EUR (total amount)	Security Interests of third parties	No
1.1	Cash <i>(also in foreign currency)</i>	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.2	Credit balance on current accounts, savings accounts, savings agreements, home loan savings contract, securities, debt register claim, claim in respect of a loan	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.3	Household goods, furniture, television sets and video equipment, computer, other electronic devices, valuable clothes, other valuable basic commodities (e.g. cameras, weapons, optical devices or similar), valuable books (count, total value) exceeding what is existentially necessary	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.4	Buildings/constructions on third party property (e.g. sales stand or stall etc)	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.5	Privately used motor vehicles (car, truck, mobile home, motorbike, moped etc)	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.6	Claims against third parties (receivables, debts outstanding, earnings overdue, insurance claims, claims from succession)	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.7	Real estate, owner-occupied flats and inheritable building rights, rights on real estate	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.8.	Securities, profit participation rights or other interest in a corporation, a private company or a cooperative	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.9.	Rights or claims based on copyrights, immaterial assets (e.g. patents)	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
1.10.	Other assets	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
2	Monthly Income	Yes	Monthly net sum in EUR	Security Interests of third parties	No
2.1	Average net earned income including bonus payments und fringe benefits. Please find attached my pay slip/salary declaration for the last 2 months.	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
2.2	Benefits according to SGB II, SGB III, SGB XII (e.g. unemployment benefit , ALG II, social services) Please find attached the notification of approval.	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
2.3	Sick pay Please find attached the notification of approval.	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>

2.4	Payment of German Pension Insurance, employee pension, superannuation benefits (from public sector) Please find attached the notice of pension granted.	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
2.5	Private pension schemes, savings agreements and other insurances Please find attached documents as proof.	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
2.6	Other social benefits (e.g. child benefits, parental allowance, housing benefits etc)	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
2.7	Other monthly earnings (e.g. alimony)	<input type="checkbox"/>		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
3	Annual Income	Yes	Monthly net sum in EUR	Security Interests of third parties	No
3.1	Earnings based on employment (e.g. Christmas bonus, performance bonus, other bonus etc)	<input type="checkbox"/>	net: gross:	<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
3.2	Income from rent and lease	<input type="checkbox"/>	net: gross:	<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
3.3	Income from investment of capital	<input type="checkbox"/>	net: gross:	<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
3.4	Other annual income	<input type="checkbox"/>	net: gross:	<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	<input type="checkbox"/>
4.	Other Livelihood	<input type="checkbox"/> I do not possess regular income according to No. 2 and 3. Therefore, I earn my living through / my living is provided by:			
5.	Recurring Payment Obligations	Yes	Monthly net sum in EUR		No
5.1	e.g. Alimony, child support obligations	<input type="checkbox"/>	<input type="checkbox"/> support in kind for persons <input type="checkbox"/> cash support for persons with the total amount in EUR		<input type="checkbox"/>
5.2	Housing costs (rent etc)	<input type="checkbox"/>			<input type="checkbox"/>
5.3	Other substantial obligations	<input type="checkbox"/>			<input type="checkbox"/>
II. No Possessions Declaration		<input type="checkbox"/> I hereby declare that I do not own any of the aforementioned assets or other assets except for the income declared under Number I.4 (No Possessions Declaration).			
III. Declaration on Donations and Realization of Assets		In the last four years I donated cash, claims and/or objects (not counting objects of everyday use of little value).		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	
		In the last two years I sold assets to relatives and friends.		<input type="checkbox"/> no <input type="checkbox"/> yes, amounting to EUR	
IV. Guarantee Declaration		I assure you of the accuracy and completeness of this statement of my assets and liabilities. I am aware, that deliberate incorrect or inaccurate information given by me may lead to prosecution. Incorrect or inaccurate information can lead to the Extrajudicial Debt Settlement Agreement being contested.			

(City, Date)

(Signature)