



PROOF OF CLAIM IN BANKRUPTCY

Submit by mail to:

Konkursamt Basel-Stadt
 Postfach
 CH-4001 Basel
 Switzerland

Bankruptcy
Name or company of debtor

Creditor
Name or company and address

Authorised agent ①
if applicable

Bank account
IBAN or
BIC + account no.

Holder of account Creditor Authorised agent

Your reference

Responsible person

Telephone no.

Email address

Amount of claim CHF ②
Foreign currencies are to be converted at the exchange rate on the date of bankruptcy

Interest on arrears ③
From default up to the date of bankruptcy

Rate from to

Debt collection costs ④
Cost of legal collection proceedings

Total amount of claim CHF

Basis for claim ⑤

Claim entitled to priority Art. 219 para. 4 DEBA

1st Class
Claims from employment, alimony, pension claims, accident insurance

2nd Class
Social security contributions, claims from the administration of the child's property

No priority (3rd Class)

Secured claim ⑥
 Please provide evidence

Mortgage
 Pledge/pawn
 Rental deposit/Cash deposit
 Assignment

Lessor's lien
 Other:

Additional information on collateral
 Account no, location, etc.

Co-debtors ⑦
 Guarantor, joint debtor, etc.

Payments made by co-debtors CHF
 Payments by co-debtors are not to be set off from the total claim

The individual signing this form hereby confirms that the information provided in this claim is true and correct to the best of his/her knowledge. Presenting a fraudulent claim is punished by imprisonment of up to three years or by fine (Criminal code, art. 163 para. 2).

Signed by Creditor Authorised agent ①

Place and date Signature

Supporting documents ⑧
 Unless otherwise noted, copies can be submitted

Power of attorney ①
 Contract/Order
 Invoice
 Delivery note
 Formal reminder
 Account statement

Interest statement ③
 Establishment of lien, assignment ⑥
 Loss certificate
 Other:

Instructions for proof of claim form

- ① Authorised agent
 Creditors can be represented by any person capable of acting. A power of attorney must be enclosed if the claim is signed by the agent. Notifications from the bankruptcy administration are only sent to the specified agent.
- ② Amount of claim
 Please state the claim as of the date of opening of bankruptcy (excluding interest listed separately), after deduction of downpayments or installments.
- ③ Default interest
 Interest on arrears is usually only owed after a reminder and only up to the date of bankruptcy. Please provide evidence for interest exceeding 5 per cent. In case of more than one interest date attach a statement itemising interest.
- ④ Kosten
 The costs of representation may not be passed on to the debtor (art. 27 para. 2 DEBA).

- ⑤ Basis for claim
 State the type of debt in such a way that the amount and legal reason for the claim can be drawn from the documents submitted. Include a statement that itemises complex or fragmented claims.
- ⑥ Collateral
 Indicate where collateral has been deposited. Pledged chattel is to be handed to the bankruptcy administration for realisation. Submit originals of paper mortgage notes.
- ⑦ Co-debtors
 Indicate name and address of third persons who are liable for the same claim. Indicate payments by co-debtors, but do not deduct such payments from the amount of claim (art. 217 DEBA).
- ⑧ Supporting documents
 Documents can be submitted as copies. Original documents sent in unsolicited will not be returned.

Claims and requests must be submitted in writing by post or at the counter or with the sender's valid SuisseID signature via a recognized delivery platform. Please note that all official communications will be in German.