

## Information pursuant to Sections 20, 97 InsO

### I. Legal relationships of the company

1. Company name:
2. Registered in the commercial register:  
File number:
3. Shareholders of the company

Name	Exact address	Share in the company
a)		
b)		
c)		

4. (only for AG, GmbH and KG) Amount of the share capital: EUR

5. (only for AG, GmbH, and KG) Has the share capital been paid in?

Please submit the **original** payment receipts!

6. Authorized representatives (managing directors, board members, authorized signatories; if there have been any changes in the last 12 months, former representatives must also be listed); please provide their full address and birthdate:

7. When did business operations commence?  
Has business operation already been discontinued, and if so, when?

8. Company headquarters (please provide full address):

9. Branches, subsidiaries, warehouses (please provide exact addresses!):

10. Has the company already submitted its financial disclosure statement?  
If so, please provide the name of the court and the file number:

### II. Business information

1. Purpose of the company
2. Business registration with which district office?  
Business deregistration completed?
3. Member of the Chamber of Industry and Commerce?  
Member of the Chamber of Crafts?  
Member of which professional association (please provide address)?

Your employer identification number for reporting social security data?

4.
  - a) Who did the bookkeeping (full name and address)?
  - b) Are there any accounting backlogs? If so, since when?
  - c) Which accounting system is used?
5.
  - a) Which tax office is responsible (with address)? b
  - b) What is the tax number?
  - c) Who is the tax advisor (full name and address)? b
  - d) Is there a fiscal unity relationship?
  - e) Is taxation based on agreed remuneration or on the basis of a net income calculation (Section 4 (3) EStG)?
  - f) Are you exempt from sales tax (VAT) as a small business owner in accordance with Section 19 UStG, or is VAT calculated on the basis of fees received in accordance with Section 20 UStG?
  - g) For which assessment period was the last tax audit by the tax office carried out?
  - h) Have any construction withholding taxes been paid? (only for companies that provide construction services in accordance with Section 48 (1) sentence 2 EStG and do not have an exemption certificate) If so, how much? And where?
6. Last annual financial statements prepared for the year 2024 (please **send/bring with you!**):
7. Turnover for the last 3 years:  
Profit/loss for the last 3 years: amex
8. Employees
  - a) How many employees are currently still employed?
  - b) Have the employees already been dismissed, and if so, when?
  - c) What is the total monthly salary (gross)?
  - d) Since when have there been salary arrears?  
How much (gross)?
  - e) Is there a collective bargaining agreement in place, and if so, which one?
  - f) Is there a works council?  
If applicable, name of the chairperson(s)
  - g) Severely disabled employees? Employees performing civil or military service?  
Mothers on parental leave?
  - h) Is there a company pension scheme (pension commitments, direct insurance, pension funds)?

## 9. Leases

Please list all rental agreements here (attaching the **rental agreements**):

a) Rental property:

Address of rental property:

Landlord (full address):

Monthly rent:

Rent arrears:

Has the lease been terminated, and if so, when?

Has the property been vacated?

Does the landlord have a security deposit, and if so, how much?

b) Rental property:

Address of rental property:

Landlord (full address):

Monthly rent:

Rent arrears:

Has the lease been terminated, and if so, when?

Has the property been vacated?

Does the landlord have a security deposit, and if so, how much?

## 10. Leasing agreements

What leasing agreements are there (excluding motor vehicles)

## 11. Business insurance

Business liability at:

paid up to:

Car insurance at:

paid up to:

D & O-insurance at:

paid up to:

Other:

## 12. Other ongoing contracts, e.g., electricity, gas, water, telephone, internet (please specify the contractual partner and contract/customer number in each case)

## 13. Environmental charges

Are there any facilities subject to the Federal Immission Control Act (BImSchG)  
(decommissioning plan)?

Is there any knowledge or evidence of environmental pollution caused by your business? 13.

### III. Financial circumstances

#### 1. Assets

Asset	Value	Please do not fill in this column!
a) <b>Intangible assets</b> (e.g., property rights, concessions, Internet domain)	EUR	
b) <b>Real estate</b> (if applicable, attach extracts from the land register or provide land register page numbers)	EUR	
<b>Real estate liens (land charges, mortgages)</b>  Has <b>receivership/forced sale</b> been ordered (please specify court and file number, if applicable)?  What property-related <b>insurance policies</b> are in place?	EUR	
c) <b>Machinery and equipment, business and operating equipment, vehicle fleet</b> (please attach inventory list with values) e.g.  <ul style="list-style-type: none"> <li>• Office equipment (IT systems, etc.)</li> <li>• Shop/warehouse equipment</li> <li>• Machines, devices, tools</li> <li>• Other:</li> </ul> <ul style="list-style-type: none"> <li>• Own vehicles (type, year of manufacture, mileage, license plate number):</li> <li>•</li> <li>•</li> <li>•</li> <li>• Leased vehicles (type, year of manufacture, mileage, license plate number)</li> <li>•</li> <li>•</li> <li>•</li> </ul>	EUR EUR EUR EUR  EUR EUR EUR EUR  No value specified for leased vehicles	
Asset	Value	Please do not fill

		in this column!
d) <b>Financial assets</b> (e.g. shares in affiliated companies, equity investments)	EUR	
e) <b>Inventories, stock</b> (if applicable, submit inventory list)  Where stored?  Total EUR of which unpaid approx. EUR remaining free inventory with	EUR	
f) <b>Trade receivables</b>  • Total: EUR • of which disputed/uncollectible EUR • of which assigned/seized EUR (If applicable, please bring any documents relating to assignments or similar)  thus remaining	EUR	
g) <b>Other assets and claims</b> , e.g. shares in companies, endowned life insurance policies, patents, licenses, trademarks security deposits, etc.  • • •	EUR EUR EUR	
h) <b>Securities</b> (please specify the bank)	EUR	
i) Total <b>cash balance</b> : • Please bring the <b>cash book</b>  • <b>Bank accounts</b> : Please list <u>all</u> accounts and complete <b>appendix 1</b>	EUR	
<b>Total</b>	<b>EUR</b>	

## 2. Liabilities

Type of debt	Amount	Please do not fill this column!
a) Provisions	EUR	
b) Liabilities to banks	EUR	
c) Liabilities from deliveries and services, of which input tax is charged	EUR	
d) Liabilities to affiliated and associated companies	EUR	
e) Tax liabilities	EUR	
f) Liabilities from social security contributions	EUR	
g) Payroll liabilities	EUR	
h) Other liabilities	EUR	
<b>Total</b>	<b>EUR</b>	

## IV. Former assets

1. What enforcement measures have been taken by which creditors, when did they begin, and what was the outcome?

Name of the enforcement creditor	Enforcement since	Type of enforcement Measure (e.g., account seizure)	Amounts paid to the creditor as a result of enforcement

2. Are there any security agreements (e.g., security assignments and transfers of ownership by way of security for banks or other creditors)?

3. Have you given money or valuable items to related parties (managing directors/board members, shareholders or their relatives, persons who have the opportunity to obtain information about the economic circumstances due to a comparable connection under company law or an employment contract) as gifts or transferred them for a small fee in the last 10 years?

no       yes, namely (specify recipient, item and value):

4. Have any fixed assets been sold in the last six months?

no       yes, and (specify recipient, item and value):

Please bring the **documents** for IV 1. – 4. with you, if applicable.

#### **VI. Causes of the crisis**

- Please provide further details on the **causes of the crisis** here:

- Since when has **the insolvency** existed (please specify **date**)?

- Since when has **the over-indebtedness** existed (please provide **date**)?

#### **VII. Other**

1. What **legal proceedings** are currently underway?

Please provide the names and addresses of your lawyers, if applicable: None

2. **Business documents**

Where are they located?

How extensive are they?

How is data backed up?

Which employee/company is responsible for computer technology/data backup?

Date: .....

Signature:.....

## Appendix 1

### Overview of bank details

Please **bring your bank statements from the last 3 months prior to filing for insolvency** and (if you use online banking) your **PIN!**

#### 1. Postal giro office / Bank

a) Address: PIN:  
b) IBAN: Account balance:  
IBAN: Account balance:  
  
c) What collateral does the bank hold?  
f) What credit limit has been granted by the bank?  
(Indication of the amount)

Has the bank already terminated the loan? If so, when (exact date)?

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#### 2. Postal giro office / Bank

a) Address: PIN:  
b) IBAN: Account balance:  
IBAN: Account balance:  
  
c) What collateral does the bank hold?  
f) What credit limit has been granted by the bank?  
(Indication of the amount)

Has the bank already terminated the loan? If so, when (exact date)?

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#### 3. Postal giro office / Bank

a) Address: PIN:  
b) IBAN: Account balance:  
IBAN: Account balance:  
  
c) What collateral does the bank hold?  
f) What credit limit has been granted by the bank?  
(Indication of the amount)

Has the bank already terminated the loan? If so, when (exact date)?



## Declaration of Release from Confidentiality

In my capacity as managing director of

FELD\_Akte\_Bezeichnung

I hereby release all banks, tax authorities, lawyers, notaries, tax advisors, insurance companies, social security institutions, land registries, and all other authorities and institutions from their duty of confidentiality towards Christoph Rosenmüller in his capacity as a court-appointed expert in the insolvency proceedings concerning the assets of the above-mentioned company. This applies both regarding the general provisions on official secrecy and with regard to supplementation and extension by more specific provisions (e.g., § 30 AO, tax secrecy).

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Place, date

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FELD\_Schuldner\_NameGF (Managing Director)