



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Eidgenössisches Justiz- und Polizeidepartement EJPD

Bundesamt für Justiz BJ
Direktionsbereich Zentrale Dienste
Fachbereich Rechtsinformatik

SchKG Formular-Spezifikation

Konkursandrohung Commination de faillite Comminatoria di fallimento Bankruptcy warning

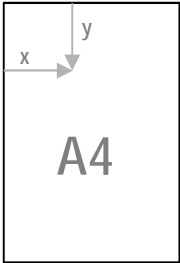
Version 2.0 | November 2015

Specification

Konkursandrohung
Commination de faillite
Comminatoria di fallimento
Bankruptcy warning

Grafisches Layout zweisprachig
Graphical layout (bi-lingual)

General



Paper dimension: A4 (210mm x 297mm)

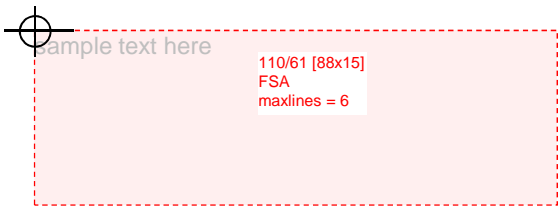
Locations are specified using x and y coordinates:
x = actual distance from left edge of the paper
y = actual distance from top edge of the paper

Text



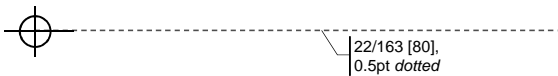
Font size is 8pt unless indicated otherwise
In a bi-lingual form, apply *italic* style to complementary language

Boxes



- 110/61** coordinates of upper left corner (110mm from left, 61mm from top)
- [88x15]** box dimensions (88mm wide, 15mm high)
- 9pt** font size
- bold** apply bold decoration on text
- FSA** Font Size Adaptation (use largest possible font size to enhance readability). Allowed font sizes (in pt): 9.0, 8.5, 8.0, 7.5
- r.a.** right align
- lines** number of lines (strict)
- maxlines** maximum number of text lines in a multi-line box
- simile** use similar definitions (recurring boxes only)

Lines



- Orientation is either vertical or horizontal (check spec drawing)
- 22/163** coordinates of left end (22mm from left, 163mm from top)
 - [80]** length of the line in mm
 - 0.5pt** thickness
 - dotted** draw dotted line. If nothing is indicated, draw solid line.

Betreiber 170/24 [35] r.a. white
170/28 [35] 8.5pt bold r.a. 34329

137/34 [68] r.a. Ref./Réf.: K00.400.100000008856



Betreibungsamt
des Kantons Basel-Stadt
Bäumleingasse 1
4001 Basel
110/61 [88x15]
FSA
maxlines = 6

15/85 bold
Bemerkungen 15/89 bold *remarques*
15/93 [90], 0.75pt
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.
15/94 [90x30]
FSA

Weitere 110/89 bold *autres (CHF) / Frais ultérieurs de notification (CHF)*
110/93 [95], 0.75pt
1. Zustellversuch 28.04.2016 (30.00) 110/95 [-] FSA
maxlines = 2
110/103 [95], 0.5pt dotted
110/105 [-] FSA
maxlines = 2
110/113 [95], 0.5pt dotted
110/115 [-] FSA
maxlines = 2
110/123 [95], 0.5pt dotted

Zustellbescheid 15/128 bold *Notification*
15/132 [190], 0.75pt
An Adressat: 22/134 *destinataire* Heidi Müller 62/134 [-] 8.5pt
17/134 [3x3]
An eine Person 22/140 bold *son / A une autre personne*
17/140 [3x3] Vorname, Name und Verhältnis 22/144 *à l'adresse de* Adressaten
17/140 [3x3] *Prénom, nom et relation avec* 22/148 *le* *destinataire*

90/144 [-] 8.5pt
maxlines = 2
22/152 [183], 0.5pt dotted

Datum 22/155 *de* Zustellung
Date c 22/159 *de* *notification*
30. April 2016 55/158 [-] 8.5pt

Unterschrift 111/155 9pt bold *signature*
der zustellenden Person 111/160
de l'agent qui procède à la notification lines = 2
grey: 10% 110/155 [95x14]
round edges

Nicht zustellbar 15/168 bold *non notifiable*
22/163 [80],
0.5pt dotted
15/172 [190], 0.75pt
Nicht abgefordert 22/174 *non réclamé*
17/174 [3x3]
Weggezogen 22/180 *déménagé*
17/180 [3x3]
Gestorben 22/186 *dé*
17/186 [3x3]
Im Militär-, Zivildienst 80/174 *en service militaire*
ou service civil
lines = 2
160/176 [-] 8.5pt
80/181 [125], 0.5pt dotted
Em 80/184 *non* nicht ermittelbar / *Destinataire introuvable*
Grund / *Rais* 80/192
110/188 [-] 8.5pt
maxlines = 2
80/196 [125], 0.5pt dotted

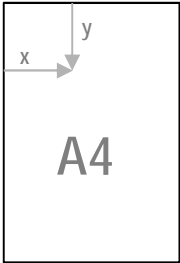
Rechtliche 15/206 bold *Remarques légales*
15/210 [190],
0.75pt
Will der Schuldner die Zulässigkeit der Konkursbetreibung bestreiten, so hat er innerhalb von 10 Tagen bei der Aufsichtsbehörde Beschwerde zu führen (Art. 17 SchKG).
Der Schuldner ist berechtigt, beim Nachlassverwalter einen Nachlassvertrag vorzuschlagen (Art. 173a SchKG).
Nach Ablauf von 20 Tagen seit der Zustellung der Konkursandrohung kann der Gläubiger unter Vorlegung dieser Urkunde und des Zahlungsbefehls beim Konkursgericht das Konkursbegehren stellen. Dieses Recht erlischt 15/211 [90x48] *full justification / Blocksatz* der Zustellung des Zahlungsbefehls. Ist Rechtsvorschlag erhoben worden, so steht diese Frist zwischen der Einleitung und der Erledigung eines dadurch veranlassten gerichtlichen Verfahrens still (Art. 166 SchKG).
Zieht der Gläubiger das Konkursbegehren zurück, so kann er es nicht vor Ablauf eines Monats erneuern (Art. 167 SchKG).
Si le débiteur estime ne pas être sujet à la poursuite par voie de faillite, il peut porter plainte auprès de l'autorité de surveillance dans les dix jours, selon l'art. 17 de la loi sur la poursuite pour dettes et la faillite.
Le débiteur a la faculté de présenter au juge du concordat un projet de concordat (art. 173a LP).
A l'expiration du délai de 20 jours de la notification de la commination de faillite, le créancier peut requérir du juge la déclaration de faillite. Il joint à sa demande le commandement de payer et la commination de faillite. Le droit de requ 110/211 [90x48] *full justification / Blocksatz* me par quinze mois à compter de la notification du commandement de payer. Si opposition a été formée, ce délai ne court pas entre l'introduction de la procédure judiciaire et le jugement définitif (art. 166 LP).
Le créancier qui a retiré la réquisition de faillite ne peut la renouveler qu'un mois après (art. 167 LP).

Specification

Konkursandrohung
Commination de faillite
Comminatoria di fallimento
Bankruptcy warning

Grafisches Layout einsprachig
Graphical layout (mono-lingual)

General



Paper dimension: A4 (210mm x 297mm)

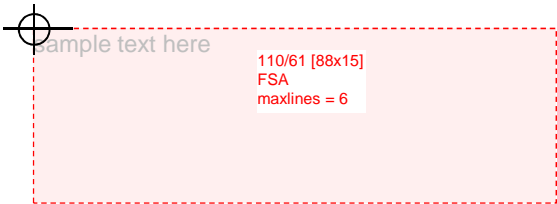
Locations are specified using x and y coordinates:
x = actual distance from left edge of the paper
y = actual distance from top edge of the paper

Text



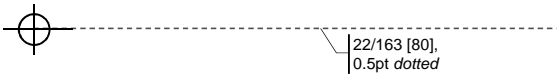
Font size is 8pt unless indicated otherwise

Boxes



- 110/61** coordinates of upper left corner (110mm from left, 61mm from top)
- [88x15]** box dimensions (88mm wide, 15mm high)
- 9pt** font size
- bold** apply bold decoration on text
- FSA** Font Size Adaptation (use largest possible font size to enhance readability). Allowed font sizes (in pt): 9.0, 8.5, 8.0, 7.5
- r.a.** right align
- lines** number of lines (strict)
- maxlines** maximum number of text lines in a multi-line box
- simile** use similar definitions (recurring boxes only)

Lines



- Orientation is either vertical or horizontal (check spec drawing)
- 22/163** coordinates of left end (22mm from left, 163mm from top)
- [80]** length of the line in mm
- 0.5pt** thickness
- dotted** draw dotted line. If nothing is indicated, draw solid line.

170/24 [35] r.a. **Betreibung**
170/28 [35] 8.5pt **bold** r.a. **84329**

137/34 [68] r.a. Ref.: K00.400.100000008856



Betreibungsamt
des Kantons Basel-Stadt
Bäumleingasse 1
4001 Basel
110/61 [88x15]
FSA
6 lines max.

Bemerkunge 15/89 **bold** 15/93 [90], 0.75pt

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

15/94 [90x30]
FSA

Weitere Zustellkosten (CHF) 110/89 **bold** 110/93 [95], 0.75pt

1. Zustellversuch 28.04.2016 (30.00) 110/95 [-] FSA
maxlines = 2
110/103 [95], 0.5pt *dotted* 110/105 [-] FSA
maxlines = 2
110/113 [95], 0.5pt *dotted* 110/115 [-] FSA
maxlines = 2
110/123 [95], 0.5pt *dotted*

Zustellbescheinigung 15/128 **bold** 15/132 [190], 0.75pt

☒ **An Adressat** 22/134 **Heidi Müller** 62/134 [-] 8.5pt
17/134 [3x3]
☐ **An eine andere Person** 22/140 **bold**
17/140 [3x3]
Vorname, Name und Verhä 22/148 **n Adressaten**

90/144 [-] 8.5pt
maxlines = 2 22/152 [183], 0.5pt *dotted*

22/159
Datum der Zustellung 30. April 2016 55/158 [-] 8.5pt

Untersch 111/155 9pt **bold** *ire*
der zustellenden Person 111/161 **grey: 10%** 110/155 [95x14]
round edges

22/163 [80],
0.5pt *dotted* 15/172 [190], 0.75pt

Nicht zustell 15/168 **bold** *notifiable*

☐ **Nicht abgeholt** 22/174 **im Militär-, Zivil- oder Schutzdienst bis** 80/174
17/174 [3x3] 75/174 [3x3] maxlines = 2 160/176 [-] 8.5pt
☐ **Weggezogen** 22/180 80/181 [125], 0.5pt *dotted*
17/180 [3x3]
☐ **Gestorben** 22/186 **Empfänger nicht ermittelbar** 80/184
17/186 [3x3] 75/184 [3x3] 110/188 [-] 8.5pt
Grund 80/192 maxlines = 2 80/196 [125], 0.5pt *dotted*

Rechtliche Hinweise 15/206 **bold** 15/210 [190],
0.75pt

Will der Schuldner die Zulässigkeit der Konkursbetreibung bestreiten, so hat er **innerhalb von 10 Tagen** bei der Aufsichtsbehörde Beschwerde zu führen (Art. 17 SchKG).

Der Schuldner ist berechtigt, beim Nachlassrichter einen Nachlassvertrag vorzuschlagen (Art. 173a SchKG).

Nach Ablauf von 20 Tag **full justification / Blocksatz** der Konkursandrohung, kann der Gläubiger unter Vorlegung dieser Urkunde und des Zahlungsbefehls beim Konkursgericht das Konkursbegehren stellen. Dieses Recht erlischt 15 Monate nach der Zustellung des Zahlungsbefehls. Ist Rechtsvorschlag erhoben worden, so steht diese Frist zwischen der Einleitung und der Erledigung eines dadurch veranlassten gerichtlichen Verfahrens still (Art. 166 SchKG).

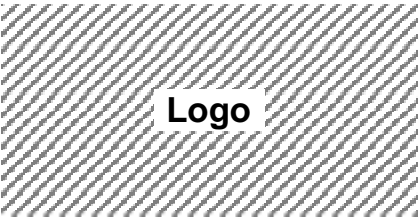
Zieht der Gläubiger das Konkursbegehren zurück, so kann er es nicht vor Ablauf eines Monats erneuern (Art. 167 SchKG).

Paragraph separation: 6pt

Specification

Konkursandrohung
Commination de faillite
Comminatoria di fallimento
Bankruptcy warning

Grafisches Layout – Adressfenster links
Graphical layout – left address window



Konkursandrohung
Commination de faillite

Betreibung / Poursuite
5884329

Ausfertigung für den Gläubiger
Exemplaire pour le créancier

Ref./Réf. K00.400.10000008856



Schuldner 115/41 bold er

Hans Müller c/o Jakob Meier
Weglein 22
3362 Niederönz b. Herzogenbuchsee

115/45 [88x15] FSA
maxlines = 4

InCas GmbH
Strasse 11
Postfach 4388
3014 Bern

20/61 [88x15]
FSA
maxlines = 6

Gläubiger 115/62 bold er

Felix Muster
Gasse 2
Wylers
8092 Zürich

115/66 [88x15] FSA
maxlines = 4

Vertreter 115/83 bold iger / Représentant du créancier

InCas GmbH
Strasse 11
Postfach 4388
3014 Bern

115/87 [88x15] FSA
maxlines = 4



Betreibungsamt
des Kantons Basel-Stadt
Bäumleingasse 1
4001 Basel

20/61 [88x15]
FSA
maxlines = 6

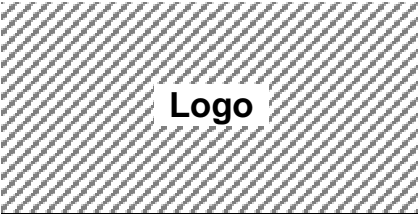
Specification

Konkursandrohung
Commination de faillite
Comminatoria di fallimento
Bankruptcy warning

Inhaltsreferenz zweisprachig

Content reference bi-lingual

Referenz/Reference: KA-2.0-formContent.xlsx



C01
C01

C05 (or C06)
C05 (or C06)

C03 / C03
[case number]

C04/C04: [creditor ref]

C07 / C07

[debtor particulars and address]

[barcode]

C08 / C08

[creditor particulars and address]

[destination address]

C09 / C09

[representative particulars and address]

C10 / C10

[recipient (role of recipient)];

C11

C11

C12
C12

C13 C14 C15
C13 C14 C15

1	[claim 1 reason]	[amount 1]	[interest 1]	[date 1]
2	[claim 2 reason]	[amount 2]	[interest 2]	[date 2]
3	[claim 3 reason]	[amount 3]	[interest 3]	[date 3]
4	[claim 4 reason]	[amount 4]	[interest 4]	[date 4]
5	[claim 5 reason]	[amount 5]	[interest 5]	[date 5]
6	[claim 6 reason]	[amount 6]	[interest 6]	[date 6]
7	[claim 7 reason]	[amount 7]	[interest 7]	[date 7]
8	[claim 8 reason]	[amount 8]	[interest 8]	[date 8]
9	[claim 9 reason]	[amount 9]	[interest 9]	[date 9]
10	[claim 10 reason]	[amount 10]	[interest 10]	[date 10]
C16	cost item one	cost amount 1		
C16	cost item two	cost amount 2		

C18
C18

C17 / C17

[iban number]
[name of holder]

[city, date]
[office name]

[case number]

C04/C04: [senderRefData]

[barcode]

[destination address]

C19 / C19

additional remarks

C20 / C20

cost item 1 (cost item amount 1)

cost item 2 (cost item amount 2)

cost item 3 (cost item amount 3)

C21 / C21

☐ C22 / C22

[destination name]

☐ C23 / C23

C24

C24

[alternative recipient]

C25

C25

[delivery date]

C26 / C26

C27

C27

C28 / C28

☐ C29 / C29

☐ C30 / C30

☐ C31 / C31

☐ C32
C32

☐ C33 / C33

C34 / C34

date of return

additional information

C35 / C35

C36

C36

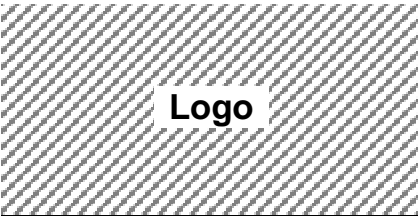
Specification

Konkursandrohung
Commination de faillite
Comminatoria di fallimento
Bankruptcy warning

Inhaltsreferenz einsprachig

Content reference mono-lingual

Referenz/Reference: KA-2.0-formContent.xlsx



C01

C02

C05 (or C06)

C03

[case number]

C04: [creditor ref]

C07

[debtor particulars and address]

[barcode]

C08

[creditor particulars and address]

[destination address]

C09

[representative particulars and address]

C10

[recipient (role of recipient)];

C11

C12

C13

C14

C15

1	[claim 1 reason]	[amount 1]	[interest 1]	[date 1]
2	[claim 2 reason]	[amount 2]	[interest 2]	[date 2]
3	[claim 3 reason]	[amount 3]	[interest 3]	[date 3]
4	[claim 4 reason]	[amount 4]	[interest 4]	[date 4]
5	[claim 5 reason]	[amount 5]	[interest 5]	[date 5]
6	[claim 6 reason]	[amount 6]	[interest 6]	[date 6]
7	[claim 7 reason]	[amount 7]	[interest 7]	[date 7]
8	[claim 8 reason]	[amount 8]	[interest 8]	[date 8]
9	[claim 9 reason]	[amount 9]	[interest 9]	[date 9]
10	[claim 10 reason]	[amount 10]	[interest 10]	[date 10]

C16

cost item one

cost amount 1

cost item two

cost amount 2

C18

C17

[iban number]

[name of holder]

[city, date]

[office name]

[case number]

C04: [senderRefData]

[barcode]

[destination address]

C19

additional remarks

C20

cost item 1 (cost item amount 1)

cost item 2 (cost item amount 2)

cost item 3 (cost item amount 3)

C21

☐ C22

[destination name]

☐ C23

[alternative recipient]

C24

C25

[delivery date]

C26

C27

C28

☐ C29

☐ C32

date of return

☐ C30

☐ C33

☐ C31

additional information

C34

C35

C36

Specification

Konkursandrohung Commination de faillite Comminatoria di fallimento Bankruptcy warning

Inhaltsregeln Vorderseite Content rules (front page)

C05 If this is the debtor's copy.

C06 If this is the creditor's copy.

[case number] à The official case number of the collection.

[creditor ref] à The creditor's reference number.

[debtor particulars and address] à Do not exceed four (4) lines. Do not print outside of the text box.

[creditor particulars and address] à Do not exceed four (4) lines. Do not print outside of the text box.

[representative particulars and address] à Do not exceed four (4) lines. Do not print outside of the text box.

[barcode] à See specifications for barcodes provided by Schweizerische Post.

[destination address] à Address of the recipient of this document. Do not exceed six (6) lines.

[recipient (role of recipient)] à Print full name and role (in parenthesis) of each person receiving a document. Separate multiple recipients by a semicolon. In a bi-lingual form, express role in both languages, use slash as a separator. Do not exceed three (3) lines. Do not print outside of the text box.

Example: **Jean Leblanc (Schuldner/débiteur); Giselle Leblanc (gesetzlicher Vertreter/représentant légal)**

[claim 1 reason] à Reason of the first claim. Do not exceed one (1) line. Do not print outside of the text box. Apply font size adaption when confined.

[claim n reason] ($n = 2 \dots 10$) à Reason of the n -th claim. Do not exceed one (1) line. Do not print outside of the text box. Apply font size adaption when confined.

[amount], [interest], [date] à The amount claimed along with an interest rate and date when interest begins, if applicable. Apply for each claim.

cost item one(two), cost amount 1(2) à Applicable cost of the document.

[iban number], [name of holder] à Payment instructions. Do not exceed two (2) lines. Do not print outside of the text box.

[city, date], [officeName] à MUST use two (2) lines.

Line 1 for city and date (Example: **Basel, 12.12.2014**)

Line 2 for office name (Example: **Betreibungs- und Konkursamt Basel-Stadt**)

Specification

Konkursandrohung
Commination de faillite
Comminatoria di fallimento
Bankruptcy warning

Inhaltsregeln Rückseite
Content rules (back page)

C19 Additional remarks, at the discretion of the collection office.

cost item n (cost item amount n) à n between 1 and 3. Do not exceed two (2) lines for each text box. Do not print outside the text box. Print information about further costs of the default summons or the delivery. Provide the cost amount in parenthesis.

Example: **Zweiter Zustellversuch (45.00)**

[destination name] à The intended recipient of this document, the same person as on the front side address field. Provide full name. Do not mention any role. Example: **Jean Leblanc**

[alternative recipient] à The person who actually received the default summons (a person other than the intended recipient). Provide full name and the relationship with the intended recipient.

Example: **Suzanne Leblanc (Tochter des Schuldners)**

[delivery date] à Date when the default summons was delivered.

date of return à Expected date of return from service.

additional information à Additional information about why the delivery failed.