

PLEASE ATTACH DOCUMENTARY EVIDENCE

(as an integral part of this communication with the aim the application for the admission of claims of users/investors)

For everyone:

Possible interest amount in detail and the method of calculating interest used. Please note that overdue interest can be claimed by and no later the Declaration of insolvency proceedings pursuant to clause 1, paragraph 2, letter a) Italian legislation n. 231/2002.

Entrepreneur and/or Self-employed

- Copy of accounting entry related to business relationships over time frame of interest;
- Copy of invoices and receipts;

Legal Costs

- Injunction: to be recognised a credit, the relative final injunction has to be dated by and no later the Declaration of insolvency proceedings. The final proof can be alternatively:
 - a) the final injunction Executive Order, in the absence of interim injunction;
 - b) proof notification and No Objection Certificate, in case of interim injunction;
- Costs: proof of expense and receipt have to be attached even if it is a matter of legal nature;
- Promissory note: a bill must be protested before the Declaration of insolvency proceedings and identifying by a date certain. You must attach the original documents.
- VAT tax: to be recognised the VAT refund as pre-emption credit, you have to describe the relative good and the relative supply.

Employees:

- Payslip, monthly pay and salary, paid and unpaid;
- lump sum (payable on retirement) within December, 31th, 2000 and moreover the following. You must specify the amount of lump sum as well as the appropriate increases to the settlement;
- the amount of the credit for the appropriate increases to the settlement from the maturity till the date of the meeting of creditors and the amount of the credit for legal interests, to the date of the Declaration of insolvency proceedings.

Intellectual Property (IP) Professionals:

- expense reports and consideration fee of the credit regarding professional fee and down payment;
- period of reference of the service and the date of the end of the collaboration;
- VAT tax and welfare fund in case you haven't already issued the invoice;
- Copy of invoices and receipts;
- Letter of offer and/or service or business cooperation contract identifying by a date certain in advance of the Declaration of insolvency proceedings;
- A service report in detail with evidentiary documents.

Sales agents:

- Chamber of Commerce certificate that declare the position of the sales agent;
- Copy of agency contract identifying by a date certain pursuant to clause 2704 Italian civil code and clause 145 Italian Code for Companies Insolvency – CCII;
- Copy of invoices issued by the company in insolvency proceedings on which are calculated the commission otherwise the Sales Details;
- Individual credit in details;
- Copy of invoices and receipts.

Farmers:

- Chamber of Commerce certificate that declare the position of Farmer;

- Copy of contract identifying by a date certain in advance of the Declaration of insolvency proceedings;
- Copy of “individual income tax return” with reference to the years the credit has grown;
- Copy of invoices and receipts.

Artisan business:

- Chamber of Commerce certificate that declare the position of Artisan business;
- Copy of “individual income tax return” (with reference of VAT tax turnover) with reference to the years the credit has grown;
- Copy of List of names and declaration of numbers of workers with reference to the years the credit has grown;
- Copy of Fixed asset register and declaration about the use of instrumental goods and also the quality of products and services;
- Copy of invoices and receipts.

Institutions and production cooperatives:

- Prefect certificate and Chamber of Commerce certificate that declare the position of production cooperative and business activity;
- Copy of the deed of incorporation and copy of the company bylaws in effect at the time the credit arose and the list of Employees-Partners of the cooperative;
- Copy of the financial statements, notes to the financial statements, Director's Report in effect at the time the credit arose;
- Copy of List of names to verify kind of activity of partners
- Copy of “individual income tax return” with reference to the years the credit has grown;
- Copy of invoices and receipts.

Agricultural cooperatives:

- Chamber of Commerce certificate that declare the position of Agricultural cooperative;
- Copy of the deed of incorporation and copy of the company bylaws in effect at the time the credit arose and the list of Employees-Partners as agricultural entrepreneur;
- Copy of the financial statements, notes to the financial statements, Director's Report in effect at the time the credit arose;
- Copy of “individual income tax return” with reference to the years the credit has grown;
- Copy of invoices and receipts.

Supply Temporary workers:

- Copy of supply contract of temporary worker;
- Copy of invoices relating to services rendered;
- Copy of receipts;
- Copy of Employees’ Payslip.

Suppliers:

- Copy of invoices and transport document DDT;
- Copy of invoices relating to services rendered;
- Copy of receipts;
- Copy of any business contracts.

Leasing companies:

- Leasing contract identifying by a date certain in advance of the Declaration of insolvency proceedings;
- Copy of Purchase Invoices regarding leasing goods;
- Copy of receipts;
- List of operation in detail till contract termination or till the Declaration of insolvency proceedings;

- Any documents identifying by a date certain in advance of the Declaration of insolvency proceedings.

Lending institutions or Banks:

- Copy of contract of current account;
- Copy of the bank statement of operations completed in the two-year period in advance of the Declaration of insolvency proceedings, even though in default. Moreover, copy of compound interest condition and the date of adaptation to resolution CICR of 2000 (Bank of Italy) that regulate homogeneity principle of period in charge and in credit of interests. In addition, you must specify the amount of the borrowing interest rate periodically charged to the company in insolvency from the opening a bank account till the date of adaptation to resolution CICR of 2000 (Bank of Italy).

Hypothetical lien creditors/mortgage creditors:

- Copy of mortgage note;
- Copy of contract or deed by which mortgage note that sets out all the terms of the mortgage;
- Deed of distribute a loan and accounting entry;
- Amortization schedule with indication of the unpaid mortgage payment divided into principal and interest portions. These data may affect on the admission as pre-emption credit pursuant to clause 2855 Italian civil code;
- Interest rates in details in the course of time.

Pledgee creditors:

- Copy of contract or deed of pledge;
- Copy of valid title that shows legal ownership to an asset or to the right of pledge.

Admission of claims:

- Copy of good title to claim legal title to that good identifying by a date certain in advance of the Declaration of insolvency proceedings.