

WILLMERKÖSTER JOHANNISWALL 23 27283 Verden

DR. CHRISTIAN WILLMER
FACHANWALT FÜR INSOLVENZRECHT

JOHANNISWALL 23
27283 Verden

Unser Zeichen:

Hotline:
0211 9933 1127

Juni 2021

**Insolvency proceedings over the assets of
Mondi GmbH Personaldienstleistungen für Industrie- Büro und Hand-
werk, File No. 11 IN 20/21**

Mondi Personalservice GmbH, File No. 11 IN 21/21

WFD GmbH Personaldienstleistungen, File No. 11 IN 22/21

Andere Sprachen / Other languages

Im Internet unter: willmerkoester.de/mondi

Please use only the form attached to this letter for filing your claim,
as it contains an individualized barcode.

Dear Sirs,

The insolvency court of Verden has opened insolvency proceedings over the assets of Mondi GmbH Personaldienstleistungen für Industrie- Büro und Handwerk, Mondi Personalservice GmbH, WFD GmbH Personaldienstleistungen by order of June 1, 2021 and appointed me as insolvency administrator.

Around 6,500 creditors are to be considered in these insolvency proceedings. In order to be able to process the proceedings properly, it is imperative that I automate the course of the proceedings to a large extent. I would

PARTNERSCHAFTSGESELLSCHAFT
EINGETRAGEN IM
PARTNERSCHAFTSREGISTER
DES AMTSGERICHTS HANNOVER
PR 200298
SITZ VERDEN

WWW.WILLMERKOESTER.DE

therefore ask you to read the following comments carefully and take note of them.

According to the information provided by the insolvency debtor, you are one of the creditors. You can now only assert your claim within the framework of the insolvency proceedings. You have the opportunity to file your claim with me by 01.09.2021. Late filings of claims will not be considered at the verification meeting and will be examined at a later verification meeting subject to a fee.

1. Registration of a claim

Please use only the registration form enclosed as an attachment for your claim registration. If your personal data (surname, first name, address) are incorrect, please enter the corrections in the corresponding change field.

The claim registration form lists the amount, divided into principal claim, interest and costs, which Mondi GmbH Personaldienstleistungen für Industrie- Büro und Handwerk, Mondi Personalservice GmbH, WFD GmbH Personaldienstleistungen owes you according to the documents available to me.

The debtor's financial accounting has been extensively prepared by me. Your personal data was checked for any changes already known. The statement of claim is structured as follows:

Claim:

The amount corresponds to the total of the receivables from the respective contracts determined by me. If an amount of EUR 0,00 is stated here, receivables from the contracts could not be determined. If this is the case, i.e. you have no claims, please do not return the registration form.

Interest:

Interest has already been calculated on the principal claim for the period between the due date of the claim and the date on which the insolvency proceedings were opened. The interest rate is the five / nine percentage points above the prime rate applicable in commercial transactions. The creditor is no longer entitled to interest for the period from the opening of the insolvency proceedings.

Costs:

A lump sum of EUR 10,00 has been automatically added to cover the costs incurred to date as a result of the correspondence conducted in advance.

You have the option of entering a different amount in the change fields if the pre-printed amount is incorrect according to your documents.

Please note the following points when changing the preprinted amount:

- The claim amount filed has to be indicated in EURO.
- In case of changes of the pre-printed amounts, please prove your claim by copies of invoices, contracts, proofs of payment, etc.
- If you claim further interest, this may only be calculated up to the day before the opening of proceedings. A calculation must be enclosed.
- Interest from the day of the opening of insolvency proceedings and costs incurred by you as a result of participating in the insolvency proceedings (for example, for travel to the creditors' meeting) may not be claimed.
- Only claim registrations signed are effective.
- Copies of any existing judgments or enforcement orders must be attached.
- If the application is filed by a representative (e.g. lawyer), a power of attorney specifically related to the insolvency proceedings must be enclosed.
- I cannot take into account claims that have already been filed before the opening of the proceedings.

- Therefore, please submit your application again.
- Due to the large number of claims filed, I am unable to issue confirmations of receipt.
- In order to avoid duplicate procedures in my office, please refrain from filing claims "in advance by fax".
- Claims for exclusion or settlement (rights of retention of title and liens, rights from assignment of claims, etc.) as well as rights of set-off must be asserted to me within the registration period with this letter / with a separate letter.

If the pre-printed amounts are not changed, I ask that you to not submit any additional documents with the claim filing in any case, as all the information necessary for your claim to be recognized will already be available.

The only exceptions to this are creditors with rights to separate settlement . These are rights to priority settlement from the realization of assets to which the creditor is secured by liens, transfer of ownership by way of security, assignment by way of security, extended reservation of title or similar. Even if the specified amounts are correct, any rights to separate settlement must be evidenced by appropriate documentation.

Please be sure to note that any change to the pre-printed amounts will lead to a considerable delay in the examination of your claim and thus in the entire procedure, because largely automated processing will then not be possible. In the case of only minor deviations, changes should therefore be refrained from in your own interest.

2. Dates

The deadline for filing a claim is 01.09.2021.

The report meeting (Section 156 InsO) has been scheduled for

Thursday, 26.08.2021, 09:00 a.m., Room 104, Verden Regional Court.

For the organizational preparation of the report meeting, I would like to ask you to mark the separate item "I will attend a creditors' meeting" accordingly on the claim notification form in the event of your appearance.

The dates for the examination of the filed claims will take place on 01.11.2021 in written form.

3. Procedural information on the internet

Immediately after the above-mentioned report date, you can view the status of the insolvency proceedings and - after the examination date - the examination result of the claim filed by you on the website <https://willmerkoester.de/glaeubigerinformation>. Here you will also find leaflets on the insolvency proceedings.

4. No reply to inquiries about the state of affairs

Neither the insolvency administrator nor the court is legally obliged to provide individual information. In the interest of expediting the proceedings, I will therefore not answer general inquiries about the state of affairs. At the conclusion of the proceedings, I will inform you without being asked how much quota you will receive. Please take into account that the settlement of these insolvency proceedings will take at least 3 years.

We have set up a hotline for queries relating to your claim application, which will be available to you under telephone no. 0211 9933 1127.

Yours faithfully,

DR. CHRISTIAN WILLMER

Attorney / Insolvency administrator

Explanation of the form for filing a claim in English:

Please use only the German language form enclosed with the letter sent to you by mail for filing your claim, as it contains an individual-

Regarding field 1. (German: "Gläubiger"):

Your contact details are pre-printed here. Please check whether these are still correct and change them, if necessary, in the field on the right (German: "Änderungsfeld").

Regarding field 2. (German: "Bankverbindung"):

Your bank details are pre-printed here. Please check whether these are still correct and change them, if necessary, in the field on the right (German: "Änderungsfeld").

Regarding field 3. (German: "Angemeldeter Forderungsbetrag"):

Your claim is pre-printed here. Please check whether it is still correct and change it, if necessary, in the field on the right (German: "Änderungsfeld").

It is essential that you note that any change to the pre-printed amounts will lead to a considerable delay in the examination of your claim and thus in the entire procedure, because largely automated processing is then not possible. In the case of only minor deviations, changes should therefore be refrained from in your own interest.

Regarding field 4. (German: "Interest"):

Here - only if applicable to your claim - automatically calculated interest on your claim is pre-printed. You also participate in the insolvency proceedings with the interest claim after filing the claim.

It is essential that you note that any change to the pre-printed amounts will lead to a considerable delay in the examination of your claim and thus in the entire procedure, because largely automated processing is then not possible. In the case of only minor deviations, changes should therefore be refrained from in your own interest.

Regarding field 5. (German "Kosten")

Here - only if applicable to your claim - costs relating to the assertion of your claim are pre-printed. You also participate in the insolvency proceedings with the interest claim after filing the claim.

It is essential that you note that any change to the pre-printed amounts will lead to a considerable delay in the examination of your claim and thus in the entire procedure, because largely automated processing is then not possible. In the case of only minor deviations, changes should therefore be refrained from in your own interest.

Regarding field 6. (German "Forderungsgrund")

The reason for the claim is pre-printed here. Changes on your part are not required.

Regarding field 7. (German "Gläubigervertreter mit zustellfähiger Adresse")

If you are represented in these proceedings, also enter the creditor's representative (e.g. lawyer) here. A special power of attorney must be enclosed.

Regarding field 7. (German " Gesetzlicher Vertreter")

If you are legally represented, please enter your legal representative and contact details here. Proof of legal representation must be enclosed.

Subsequent fields (German: "Ort" and "Unterschrift")**Tickable (German: "Abgesonderte Befriedigung wird geltend gemacht • yes")**

If rights to separate settlement (rights of retention of title and liens, rights arising from assignments, cessions, etc.) are asserted, they must be marked with a cross, These must be substantiated in a separate letter.

Tickable (German: "Ich werde voraussichtlich an dem Berichtstermin teilnehmen • yes ")

If you are planning to attend the report meeting at the Regional Court of Verden (Aller), please tick "yes". This information is absolutely necessary for the smooth conduct of the court hearing.