

Note:

This sample represents the formal design of an application of conciliation. The responsibility for the content of the application for conciliation lies exclusively with the applicant. The rules of procedure in the version valid at the time of making application apply.

1 To
CenaCom GmbH
Center for Applied Conflict Management
- State approved conciliation office -
Kleinoberfeld 1
76135 Karlsruhe

2 Number of pages:
(including this one)

3 by Fax to **+49 (0) 721 / 180 560 59** On (Date)

4 Herewith I/we make application
(complete address, possibly by naming the legal representative)

Surname, first name/Company

Street, number

Postal code/Place

Country (if not Germany)

Telephone/Fax

Email

further applicants see Appendix

5 Representative of applicant/s

Street, number

Postal code/Place

Country (if not Germany)

Telephone/Fax

Email

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6

**APPLICATION
for the initiation of an out-of-court conciliation procedure**

7

Party/parties to the proceedings – Defendant/s is/are
(complete address, possibly by naming the legal representative, if known):

Surname, first name/Company

Representative

Street, number

Postal code/Place

Country (if not Germany)

Telephone/Fax (if known):

Email (if known):

further defendants see Appendix

8

Justification:

(Note: the object of dispute must be sufficiently specified, possibly by referring to previous correspondence; in the case of doubt, involve an expert [lawyer, tax consultant etc.]

further pages (number of pages):

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9 Monetary value of the claim (if quantifiable):

10 Number of copies of conciliation application/Appendices:

11 Appendices:

(Note: Documents that could help to clear up the issue)

further pages (number of pages):

12

(possibly Company/Law Firm stamp)

Place, date

Signature