

Instructions for registrations of claims against Bank Hottinger & Cie Ltd in liquidation

The following instructions apply to the registrations of claims against Bank Hottinger & Cie Ltd in liquidation.

I. GENERAL NOTES

- Claims must be registered with the bankruptcy trustees no later than 30 November 2015 (date of postmark of a Swiss post office).
- Forms for the registration of claims are available on this website (www.liquidation-bankhottinger.ch). The claims must be proven by appropriate documentary evidence; copies suffice.
- Book claims of the bank will be considered *ex officio*. Irrespective of this, these creditors can also register their claims with the bankruptcy trustees.
- Bankruptcy proceedings only allow for money claims. Other claims must be converted into money. The proceedings will be settled in Swiss francs. The bankruptcy trustees will convert any sums in other currencies into Swiss francs at the middle exchange rate on the date of the opening of bankruptcy (i.e. 26 October 2015).
- Claims secured by pledge or claims not yet due at present must also be registered. Explicit reference should be made to pledges and other securities, to co-debtors as well as to conditional claims.
- Interest on claims other than those secured by pledge can only be claimed up to the date of the opening of bankruptcy, i.e. until 26 October 2015. Any interest accrued up to that date must be calculated by the creditor.
- Creditors must disclose their name and address. Anonymous claim registrations cannot be accepted.
- If a creditor is represented by a third party, a written power of attorney must be submitted. A respective form is available on the website (www.liquidation-bankhottinger.ch).

II. INSTRUCTIONS TO EMPLOYEES

For employees a special form to register their claims is available on the website (www.liquidation-bankhottinger.ch).

Any questions should be referred to bankhottinger@wenger-plattner.ch or by telephone over the hotline numbers +41 43 222 38 30 (German), +41 43 222 38 40 (French) and +41 43 222 38 50 (English).

Bank Hottinger & Cie Ltd in liquidation

The bankruptcy trustees:

Brigitte Umbach-Spahn

Karl Wüthrich