

99066012058000, 99066012058000

# Apply as an insolvency administrator or insolvency administrator

Heruntergeladen am 24.05.2025

<https://fimportal.de/xzufi-services/213254544/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99066012058000, 99066012058000
Leistungsbezeichnung I	Apply as an insolvency administrator or insolvency administrator
Leistungsbezeichnung II	Apply as an insolvency administrator or insolvency administrator
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Insolvenz (066)
Verrichtungskennung	Durchführung (058)

Modul	Sachverhalt
SDG-Informationsbereich	Eintragung, Änderung der Rechtsform oder Schließung eines Unternehmens (Registrierungsverfahren und Rechtsformen für geschäftliche Tätigkeiten)
Lagen Portalverbund	Sanierung und Insolvenz (2160300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	12.09.2022
Fachlich freigegen durch	Thuringian Ministry for Migration, Justice and Consumer Protection
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/inso/_27.html">https://www.gesetze-im-internet.de/inso/_27.html</a> <a href="https://www.gesetze-im-internet.de/inso/_56.html">https://www.gesetze-im-internet.de/inso/_56.html</a> <a href="https://www.gesetze-im-internet.de/inso/_27.html">https://www.gesetze-im-internet.de/inso/_27.html</a> <a href="https://www.gesetze-im-internet.de/inso/_56.html">https://www.gesetze-im-internet.de/inso/_56.html</a>
Teaser	If you want to work as an insolvency administrator, you can first apply for inclusion in the pre-selection list.
Volltext	<p>The appointment of an insolvency administrator is generally made by the competent insolvency judge at his own discretion. One possibilityOne way of becoming a potential insolvency administrator is through the so-called pre-selection list.</p> <p>If you apply successfully and are included in the pre-selection list for insolvency administrators, you can be appointed as an insolvency administrator in future insolvencies. Even if you are on the pre-selection list, you are still not entitled to be appointed as an insolvency administrator.</p> <p>If you are included in the pre-selection list for insolvency administrators, you are obliged to notify the relevant insolvency court immediately of any changes affecting your suitability as an insolvency administrator.</p> <p>If your application is rejected, you may reapply in the future.</p>
Erforderliche Unterlagen	• Procedure list

## Modul

## Sachverhalt

- Proof of fulfillment of the requirements
- a copy of the certificate or certificates confirming qualification as a judge, or a university degree in business or economics, or a license to practice as a tax advisor, auditor or comparable qualification (with the grade blacked out, if applicable)
- an unrestricted police clearance certificate (official clearance certificate)
- a negative credit report from the Schutzgemeinschaft für allgemeine Kreditsicherung (SCHUFA) or a comparable credit report,
- proof of professional liability insurance including financial losses for risks arising from the activity as an insolvency administrator

## Voraussetzungen

There is no training or course of study to become an insolvency administrator directly. To apply for inclusion in the pre-selection list as an insolvency administrator, you must:

- be qualified to hold judicial office or have a university degree in business or economics, or be licensed as a tax advisor, auditor or have a comparable qualification

**\*\*and\*\***

- have the technical, organizational and personal qualifications to handle insolvency proceedings, in particular,
  - have accounting software approved by the tax office
  - have personnel for processing the insolvency schedule and personnel accounting

Modul	Sachverhalt
	<ul style="list-style-type: none"> <li>• not have a criminal record for a felony, insolvency or property offense, and</li> <li>• be in orderly financial circumstances.</li> </ul>
Kosten	Gebühr: Es fallen keine Kosten an
Verfahrensablauf	<p>You should submit your application for inclusion on the pre-selection list for insolvency administrators in writing to the relevant insolvency court, enclosing all the necessary supporting documents.</p> <ul style="list-style-type: none"> <li>• The court will check whether your application is complete.</li> <li>• If you need to provide additional documents, the court will contact you and request that you provide them.</li> <li>• After a decision has been made on your application, you will receive notification of either acceptance or rejection.</li> <li>• If you are included in the pre-selection list, you may be appointed as an insolvency administrator in future insolvency proceedings by the competent insolvency judge.</li> <li>• However, you have no legal entitlement to be appointed as an insolvency administrator.</li> </ul> <p>• If your inclusion in the pre-selection list is rejected, legal action may be taken in accordance with sections 23 et seq. of the EGGVG.</p>
Bearbeitungsdauer	The decision on inclusion in the shortlist is usually made only once a year, so no specific processing time can be given.
Frist	<ul style="list-style-type: none"> <li>• There are no fixed application deadlines. The decision on inclusion in the pre-selection list is often made at the beginning of each year - deviations are possible.</li> <li>• If your inclusion in the pre-selection list is rejected, you have the option of filing an application for a court decision pursuant to sections 23 et seq. of the Introductory Act to the Judicature Act (EGGVG) within one month of becoming aware of the decision.</li> </ul>
weiterführende Informationen	

Modul	Sachverhalt
<b>Hinweise</b>	
<b>Rechtsbehelf</b>	An appeal against the decision not to be included on the list may be made to the Thuringian Higher Regional Court in accordance with sections 23 et seq. of the Introductory Act to the Judicature Act (EGGVG).
<b>Kurztext</b>	<ul style="list-style-type: none"> <li>• Processing of inclusion in the pre-selection list for insolvency administrators Implementation               <ul style="list-style-type: none"> <li>• Inclusion on the shortlist is usually a prerequisite for being appointed as an insolvency administrator</li> <li>• Depending on the insolvency court responsible, insolvency administrators who are not on a pre-selection list may also be appointed</li> <li>• Only written applications possible</li> <li>• Even if you are on the shortlist, there is no guarantee that you will be appointed as an insolvency administrator</li> <li>• The decision to appoint an insolvency administrator is made by the insolvency judge</li> <li>• There is no direct training or study to become an insolvency administrator</li> <li>• There are professional, technical, organizational and personal requirements</li> <li>• All requirements set must be met</li> <li>• Responsible: Insolvency court</li> </ul> </li> </ul>
<b>Ansprechpunkt</b>	Please contact the relevant insolvency court.
<b>Zuständige Stelle</b>	
<b>Formulare</b>	<ul style="list-style-type: none"> <li>• Forms: no</li> <li>• Online service: no</li> <li>• Written form required: yes</li> <li>• Personal appearance required: no</li> </ul>
<b>Ursprungsportal</b>	Apply as an insolvency administrator or insolvency administrator, Als Insolvenzverwalter oder Insolvenzverwalterin bewerben