

ATODLEN 1

Rheoliadau 3(2)(g) ac 8(1)

FFURF HYSBYSIAD YN GWAHODD CYMRYD RHAN

DEDDF CYFUNDALIAD A DIWYGIO CYFRAITH LESDDALIAD 2002
Hysbysiad o wahoddiad i gymryd rhan yn yr hawl i reoli

At

Tu

[enw a chlyfeiriad] (Gweler Nodyn 1 isod)

[name and address] (See Note 1 below)

1. Mae 1.

[enw'r cwmni RTM]

[Name of RTM company]

("y cwmni"), sy'n gwmni preifat cyfyngedig
drwy warant, clyfeiriad

("the company"), a private company limited by
guarantee of

[clyfeiriad y swyddfa gofrestrdedig]

[address of registered office]

rhif cofrestrdedig

and of which the registered number is

[rhif o dan Ddeddf Cwmnïau 1985]

[number under Companies Act 1985]

wedi ei awdurdodi gan ei fennorandwm
cymdeithasu i gaffael ac arfer yr hawl i reoli

is authorised by its memorandum of association to
acquire and exercise the right to manage

[enw'r fangre y mae'r hysbysiad yn berthnasol iddi]
("y fangre").

[name of premises to which notice relates]
("the premises").

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

2. Mae'r cwmni yn bwriadu caffael yr hawl i reoli'r fangie.

2. The company intends to acquire the right to manage the premises.

Naill ai

Either

3.1 Mae memorandwm cymdeithasu'r cwmni, ynghyd â'i erthyglau cymdeithasu, yn dod gyda'r hysbysiad hwn.

3.1 The company's memorandum of association, together with its articles of association, accompanies this notice.

Ydyw [Ticwch os yw hynny'n gywir ac ewch i baragraff 4 (gweler Nodyn 2 isod)

Yes. Tick if this is the case and proceed to paragraph 4 (See Note 2 below)

Neu

Or

3.2 Cewch archwilio memorandwm cymdeithasu'r cwmni, ynghyd â'i erthyglau cymdeithasu, yn unol â'r trefniadau yn y paragraff canlynol.

3.2 The company's memorandum of association, together with its articles of association, may be inspected in accordance with the arrangements in the following paragraph.

Cewch. [Ticwch os yw'r datganiad uchod yn gywir a chwblhewch weddill y paragraff 3 hwn.] (Gweler Nodyn 2)

Yes [Tick if the statement above applies and complete the remainder of this paragraph 3.] (See Note 2)

3.2.1 Yn

3.2.1

At

[cyfeiriad ar gyfer yr archwiliad]

[address for inspection]

3.2.2 rhwng

3.2.2

between

[nodwch yr amserau]. (gweler Nodyn 3 isod)

[specify times]. (See Note 3 below)

3.2.3 Ar unrhyw adeg o fewn y cyfnod o saith diwrnod gan ddechrau ar y diwrnod ar ôl i'r hysbysiad hwn gael ei roi, gellir archebu copi o'r memorandwm cymdeithasu a'r erthyglau cymdeithasu oddi wrth

3.2.3 At any time within the period of seven days beginning with the day after this notice is given, a copy of the memorandum of association and articles of association may be ordered from

[nodwch y cyfeiriad]

[specify address]

3.2.4 drwy dalu

3.2.4

on payment of

[nodwch y ffi]. (gweler Nodyn 4 isod)

[specify fee]. (See Note 4 below)

4. Nodir enwau-

4. The names of-

(a) aelodau'r cwmni;

(a) the members of the company;

(b) cyfarwyddwyr y cwmni; ac

(b) the company's directors; and

(c) ysgrifemydd y cwmni,

(c) the company's secretary,

yn yr Atodlen isod.

are set out in the Schedule below

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5. Enwau'r landlord a'r person (os o gwbl) sy'n barti i brydles ar y cyfan neu ar unrhyw ran o'r fangre heblaw fel landlord neu denant yw:

5. The names of the landlord and of the person (if any) who is party to a lease of the whole or any part of the premises otherwise than as landlord or tenant are:

[nodwch]

[specifi]

6. Yn ddarostyngedig i'r eithriadau a grybwyllir ym mharagraff 8, os bydd y cwmni yn caffael yr hawl i reoli, bydd y cwmni'n gyfrifol am-
(a) cyflawni dyletswyddau'r landlord o dan y les; a
(b) arfer ei bwerau o dan y les.

6. Subject to the exclusions mentioned in paragraph 8, if the right to manage is acquired by the company, the company will be responsible for-
(a) the discharge of the landlord's duties under the lease; and
(b) the exercise of his powers under the lease,

o ran gwasanaethau, trwsio, cynnal a chadw, gwelliannau, yswiriant a rheoli.

with respect to services, repairs, maintenance, improvements, insurance and management.

7. Yn ddarostyngedig i'r eithriad a grybwyllir ym mharagraff 8(b), os bydd y cwmni yn caffael yr hawl i reoli, caiff y cwmni orlodi cyllamodau tenant na chawsant eu trosglwyddo. (Gweler Nodyn 5 isod)

7. Subject to the exclusion mentioned in paragraph 8(b), if the right to manage is acquired by the company, the company may enforce untransferred tenant covenants. (See Note 5 below)

8. Os bydd y cwmni yn caffael yr hawl i reoli, ni fydd y cwmni'n gyfrifol am gyflawni dyletswyddau'r landlord nac arfer ei bwerau o dan y les-
(a) o ran mater sy'n ymwneud yn unig â rhan o'r fangre sy'n llai neu'n uned arall nad yw'n ddarostyngedig i brydles a gaiff ei dal gan denant cynwys; neu
(b) ynghylch ailfynediad neu llorfediad.

8. If the right to manage is acquired by the company, the company will not be responsible for the discharge of the landlord's duties or the exercise of his powers under the lease-
(a) with respect to a matter concerning only a part of the premises consisting of a flat or other unit not subject to a lease held by a qualifying tenant; or
(b) relating to re-entry or forfeiture.

9. Os bydd y cwmni yn caffael yr hawl i reoli, bydd gan y cwmni swyddogaethau o dan y ddeddfau statudol y cyfeirir atynt yn Atodlen 7 i Ddeddf Cyd-ddeiliadaeth a Diwygio Cyfraith Prydles 2002. (Gweler Nodyn 6 isod)

9. If the right to manage is acquired by the company, the company will have functions under the statutory provisions referred to in Schedule 7 to the Commonhold and Leasehold Reform Act 2002. (See Note 6 below)

Naill ai

Either

9.1 Mae'r cwmni yn bwriadu penodi asiant rheoli yn yr ystyr sydd i "managing agent" yn adran 30B(8) o Ddeddf Landlord a Tenant 1985. (Gweler Nodyn 7 isod)

9.1 The company intends to appoint a managing agent within the meaning of section 30B(8) of the Landlord and Tenant Act 1985. (See Note 7 below)

Ydyw. Ticwch os yw'r datganiad uchod yn gymwys. Os ydych yn ticwch blwch hwn, ewch i baragraff 9.2. Os nad ydych yn ticwch blwch hwn, ewch i baragraff 9.4.

Yes. Tick if the statement above applies. If you tick this box, proceed to paragraph 9.2. If you do not tick this box, proceed to paragraph 9.4.

9.2 Os yw'n hysbys, rhoddech enw a chyfeiriad yr asiant rheoli arfaethedig isod. Ewch i baragraff 9.3.

9.2 If known, give the name and address of the proposed managing agent below. Proceed to paragraph 9.3.

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[Enw a chyfeiriad yr asiant rheoli arfaethedig]	[Name and address of the proposed managing agent]
<p>9.3 Y person a enwir yn mharagraff 9.2 uchod yw'r asiant rheoli ar hyn o bryd.</p> <p>Ie Ticiwch os yw'r datganiad uchod yn gymwys. Ewch i baragraff 10 p'un a yw'r datganiad uchod yn gymwys ai peidio.</p>	<p>9.3 The person named in paragraph 9.2 above is the current managing agent.</p> <p><i>Yes. Tick if the statement above applies. Proceed to paragraph 10 whether or not the statement above applies.</i></p>
<p>Neu</p> <p>9.4 Nid yw'r cwmni ya bwriadu penodi asiant rheoli o fewn ystyr adran 30B(8) o Ddeddf Landlord a Tenant 1985.</p> <p><i>Cywir: Ticiwch os yw'r datganiad uchod yn gymwys. (Gweler Nodyn 7 isod) [Os oes gan unrhyw aelod presennol o'r cwmni gymwysterau neu brofiad mewn perthynas â rheoli eiddo preswyl, rhwng y manwlion ym mharagraff 4 o'r Amodlen isod.]</i></p>	<p>Or</p> <p>9.4 The company does not intend to appoint a managing agent within the meaning of section 30B(8) of the Landlord and Tenant Act 1985.</p> <p><i>Yes. Tick if the statement above applies. (See Note 7 below) [If any existing member of the company has qualifications or experience in relation to the management of residential property, give details in paragraph 4 of the Schedule below.]</i></p>
<p>10. Os yw'r cwmni yn hysbysu ei hawliad i gaffael yr hawl i reoli'r langre ("hysbysiad hawlio"), gall berson sydd neu sydd wedi bod yn aelod o'r cwmni fod yn atebol am y costau a dynnir gan y landlord ac eraill o ganlyniad i'r hysbysiad hawlio. (Gweler Nodyn 8 isod)</p>	<p>10. If the company gives notice of its claim to acquire the right to manage the premises (a "claim notice"), a person who is or has been a member of the company may be liable for costs incurred by the landlord and others in consequence of the claim notice. (See Note 8 below)</p>
<p>11. Gwahoddir chi i ddod yn aelod o'r cwmni. (Gweler Nodyn 9 isod)</p>	<p>11. You are invited to become a member of the company. (See Note 9 below)</p>
<p>12. Os nad ydych yn llwyr ddeall diben neu oblygiadau'r hysbysiad hwn, cynghorir chi i geisio cymorth proffesiynol.</p>	<p>12. If you do not fully understand the purpose or implications of this notice you are advised to seek professional help.</p>

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ATODLEN

1. Dyma enwau aelodau'r cwmni:

1. The names of the members of the company are:

[nodwch enwau aelodau'r cwmni]

[state names of company members]

2. Dyma enwau cyfarwyddwyr y cwmni:

2. The names of the company's directors are:

[enwau'r cyfarwyddwyr]

[directors' names]

3. Dyma enw ysgrifennydd y cwmni:

3. The name of the company's secretary is:

[enw ysgrifennydd y cwmni]

[company secretary's name]

[Os yw'n gymmys rhwng yr wybodaeth ganlynol.] (Gweler paragraff 9.4 uchod)

[If applicable complete the following information.] (See paragraph 9.4 above)

4. Mae gan aelod[au] canlynol y cwmni gymwysterau neu brofiad mewn perthynas â rheoli eiddo preswyl:

4. The following member[s] of the company [has][have] qualifications or experience in relation to the management of residential property:

(1)

(1)

[Enw'r aelod]

Name of member

[y cynhwyster mewn perthynas â rheoli tir ac adeiladau preswyl]

[qualification in relation to the management of residential property]

[Nifer o flynyddoedd o brofiad mewn perthynas â rheoli eiddo preswyl]

[Number of years experience in relation to the management of residential property]

[cyfeiriad[au] yr eiddo a'r dyddiadau pan gafwyd y brofiad]

[address[es] of [y]property][properties]and dates when experience acquired]

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(2) [rhwngch y manylion priodol gan ddilyn y patrwm uchod yn ôl yr angen]

(2) [repeat as above as necessary]

Llofnodwyd drwy awdurdod y cwmni,

Signed by authority of the company,

[Llofnod aelod neu swyddog awdurdodedig]

[Signature of authorised member or officer]

i /

[Rhewch y dyddiad (Gweler Nodyn 13 isod)]

[Insert date (See Note 13 below)]

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NODIADAU : NOTES

1. Rhaid anfon yr hysbysiad sy'n gwahodd cymryd rhan (hysbysiad yn y ffurf a gair yn Atodlen 1 i Reoliadau'r Hawl i Reoli (Manylion a Ffurff Rhagnodedig) (Cymru) 2004) at bob person sydd ar yr adeg y rhoddir yr hysbysiad yn denant cymwys fflat yn y fangre ond nad yw eisoes yn aelod o'r cwmni ac nad yw wedi cytuno i fod yn aelod ohono. Diffinir "qualifying tenant" ("tenant cymwys") yn adran 75 o Ddeddf Cyfunddaliad a Dirwygio Cyfraith Lesddaliad 2002 ("Ddeddf 2002").
 2. Rhaid rhoi gyda'r hysbysiad naill ai (a) copi o femorandwm cymdeithasu ac erthyglau cymdeithasu'r cwmni RTM neu (b) rhaid iddo gynnwys datganiad ynghylch archwilio a chopi'r Memorandwm Cymdeithasu ac Erthyglau Cymdeithasu'r cwmni RTM yn rhoi'r wybodaeth a bennir yn mharagraff 3 o'r hysbysiad.
 3. Rhaid i'r amserau a nodir fod yn gyfnodau o 2 awr o leiaf ar bob un o 3 diwrnod o leiaf (gan gynnwys dydd Sadwrn neu ddydd Sul neu'r ddau) o fewn y 7 diwrnod gan ddechrau deunoddi i'r diwrnod y rhoddir yr hysbysiad.
 4. Rhaid i'r cyfleuster archebu fod ar gael drwy'r cyfnod 7 diwrnod y cyfeirir ato yn Nodyn 3. Rhaid i'r ffi beidio â bod yn fwy na chost resymol daparu'r copi a archebu.
 5. Cylamod tenant na chafodd ei drosglwyddo yw cylamod mewn les tenant y mae'n rhaid iddo gydymffurfio ag ef, ond na ellir ei orfodi gan y cwmni ond yn rhinwedd adran 100 o Ddeddf 2002.
 6. Mae'r swyddogaethau'n ymwneud â materion megis rhwymedigaethau trwsio, taliadau gweinyddu a thaliadau gwaanaeth. a'r wybodaeth sydd i'w throsglwyddo i denantiaid. Gellir cael y manylion oddi wrth y cwmni RTM.
 7. Rhaid i'r hysbysiad gynnwys datganiad naill ai bod y cwmni RTM yn bwriadu, neu yn ôl y digwydd, nad yw'n bwriadu penodi asiant rheoli o fewn yr ystyr sydd iddo yn adran 30B(8) o Ddeddf Landlord a Tenant 1985; ac-
os yw'n fariad o'r fath ganddo, ddatganiad-
(aa) o enw a chyfeiriad yr asiant rheoli arfaethedig (os yw'n wybyddus); a
(bb) os mai dyna yw'r achos, bod y person yn asiant rheoli i'r landlord; neu
1. The notice inviting participation (a notice set out in the form set out in Schedule 1 to the Right to Manage (Prescribed Particulars and Forms) (Wales) Regulations 2004) must be sent to each person who is at the time the notice is given a qualifying tenant of a flat in the premises but who is not already, and has not agreed to become, a member of the company. A qualifying tenant is defined in section 75 of the Commonhold and Leasehold Reform Act 2002 ("the 2002 Act").
 2. The notice must either (a) be accompanied by a copy of the memorandum of association and articles of association of the RTM company or (b) include a statement about inspection and copying the Memorandum of Association and the Articles of Association of the RTM company giving the information specified in paragraph 3 of the notice.
 3. The specified times must be periods of at least 2 hours on each of at least 3 days (including a Saturday or Sunday or both) within the 7 days beginning with the day following that on which the notice is given.
 4. The ordering facility must be available throughout the 7 day period referred to in Note 3. The fee must not exceed the reasonable cost of providing the ordered copy.
 5. An untransferred tenant covenant is a covenant in a tenant's lease that he must comply with, but which can be enforced by the company only by virtue of section 100 of the 2002 Act.
 6. The functions relate to matters such as repairing obligations, administration and service charges, and information to be furnished to tenants. Details may be obtained from the RTM company.
 7. The notice must contain a statement either that the RTM company intends or, as the case may be, does not intend, to appoint a managing agent within the meaning of section 30B(8) of the Landlord and Tenant Act 1985; and-
if it does so intend, a statement-
(aa) of the name and address of the proposed managing agent (if known); and
(bb) if it be the case, that the person is the landlord's managing agent; or

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os nad yw'n fwiad o'r fath ganddo, cymwysterau neu brofiad (os o gwbl) aelodau presennol y cwmni RTM mewn perthynas â rheoli eiddo preswyl.

if it does not so intend, the qualifications or experience (if any) of the existing members of the RTM company in relation to the management of residential property.

8. Os caiff hysbysiad hawlio ei dynnu'n ôl ar unrhyw adeg, neu os bennir iddo gael ei dynnu'n ôl neu os yw'n peidio â bod yn effeithiol mewn ffordd arall, bydd pob person sydd neu sydd wedi bod yn aelod o'r cwmni yn atebol (ac eithrio yn yr amgylchiadau a grybwyllir ar ddiwedd y nodyn hwn) am y costau rhesymol a dynnwyd gan -

8. If the claim notice is at any time withdrawn, deemed to be withdrawn or otherwise ceases to have effect, each person who is or has been a member of the company is liable (except in the circumstances mentioned at the end of this note) for reasonable costs incurred by-

- (a) y landlord,
- (b) unrhyw berson sy'n barti i brydles ar y cyfan neu ar unrhyw ran o'r fangre heblaw fel laudlord neu denant, neu
- (c) rheolwr a benodwyd o dan Ran 2 o Ddeddf Landlord a Tenant 1987 i weithredu mewn perthynas â'r fangre, neu unrhyw fangre sy'n cynnwys neu a gynhwysir yn y fangre y mae'r hysbysiad hwn yn berthnasol iddi,

- (a) the landlord,
- (b) any person who is party to a lease of the whole or any part of the premises otherwise than as landlord or tenant, or
- (c) a manager appointed under Part 2 of the Landlord and Tenant Act 1987 to act in relation to the premises to which this notice relates, or any premises containing or contained in the premises to which this notice relates,

o ganlyniad i'r hysbysiad hawlio.

in consequence of the claim notice.

Mae aelod cyfredol neu aelod blaenorol o'r cwmni yn atebol ar y cyd â'r cwmni ac ar y cyd â phob person sydd neu sydd wedi bod yn aelod o'r cwmni, ac yn unigol. Er hynny, nid yw aelod blaenorol yn atebol os yw wedi asinio'r les yr oedd yn denant cymwys o'i phlegid i berson arall a bod y person arall hwnnw wedi dod yn aelod o'r cwmni.

A current or former member of the company is liable both jointly with the company and every other person who is or has been a member of the company, and individually. However, a former member is not liable if he has assigned the lease by virtue of which he was a qualifying tenant to another person and that other person has become a member of the company.

9. Mae gan bob tenant cymwys o flatiau yn y fangre yr hawl i ddedd yn aelodau. Mae gan landlordiaid o dan lesocedd ar y cyfan neu ar unrhyw ran o'r fangre hefyd yr hawl i fod yn aelodau, ond dim ond ar ôl i'r cwmni gaffael yr hawl i reoli. Gellir gwneud cais am aelodaeth yn unol ag erthyglau cyndeithasur cwmni, ac os nad ydynt gyda'r hysbysiad hwn, gellir eu harchwilio fel y crybwyllir ym mharagraff 3.2 o'r hysbysiad.

9. All qualifying tenants of flats contained in the premises are entitled to be members. Landlords under leases of the whole or any part of the premises are also entitled to be members, but only once the right to manage has been acquired by the company. An application for membership may be made in accordance with the company's articles of association which, if they do not accompany this notice, may be inspected as mentioned in paragraph 3.2 of the notice.

10. Os bydd y cwmni'n caffael yr hawl i reoli rhaid iddo adrodd i unrhyw berson sy'n laudlord o dan les ar y cyfan neu ar unrhyw ran o'r fangre am unrhyw fethiant i gydymffurfio ag unrhyw gyfarnod tenant ar y les o'i bai, o fewn cyfnod o dri mis yn dechrau ar y diwrnod y daw'r methiant i gydymffurfio i sylw'r cwmni-

10. If the right to manage is acquired by the company, the company must report to any person who is landlord under a lease of the whole or any part of premises any failure to comply with any tenant covenant of the lease unless, within the period of three months beginning with the day on which the failure to comply comes to the attention of the company-

- (a) bod y methiant wedi cael ei gywiro,
- (b) bod iawndal rhesymol wedi cael ei dalu mewn perthynas â'r methiant, neu
- (c) bod y landlord wedi hysbysu'r cwmni nad oes angen iddo adrodd am fethiannau o'r math sydd o dan sylw.

- (a) the failure has been remedied,
- (b) reasonable compensation has been paid in respect of the failure, or
- (c) the landlord has notified the company that it need not report to him failures of the description of the failure concerned.

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11. Os yw'r cwmni'n caiffael yr hawl i reoli, daw swyddogaethau rheoli person sydd yn barti i les ar y cyfan neu ar unrhyw ran o'r fangre heblaw fel landlord neu denant yn swyddogaethau'r cwmni. Bydd y cwmni'n gyfrifol am gyflawni dyletswyddau'r person hwnnw o dan y les ac arfer ei bwerau o dan y les, o ran gwasanaethau, trwsio, cynnal a chadw, gwelliannau, yswiriant a rheoli. Er hynny, ni fydd y cwmni'n gyfrifol am faterion sy'n ymwneud yn unig â rhan o'r fangre sy'n fflat neu'n uned arall nad yw'n ddarostyngedig i les a gaiff ei dal gan denant cymwys, neu sy'n ymwneud ag aillynediad neu fforffediad.

11. If the right to manage is acquired by the company, management functions of a person who is party to a lease of the whole or any part of the premises otherwise than as landlord or tenant will become functions of the company. The company will be responsible for the discharge of that person's duties under the lease and the exercise of his powers under the lease, with respect to services, repairs, maintenance, improvements, insurance and management. However, the company will not be responsible for matters concerning only a part of the premises consisting of a flat or other unit not subject to a lease held by a qualifying tenant, or relating to re-entry or forfeiture.

12. Os yw'r cwmni'n caiffael yr hawl i reoli, bydd y cwmni'n gyfrifol am arfer y pwerau ynghylch rhoi cymradwyaethau i denant o dan les, ond ni fydd yn gyfrifol am arfer y pwerau hynny ynghylch cymradwyaeth sy'n ymwneud yn unig â rhan o'r fangre sy'n fflat neu'n uned arall nad yw'n ddarostyngedig i les a gaiff ei dal gan denant cymwys.

12. If the right to manage is acquired by the company, the company will be responsible for the exercise of the powers relating to the grant of approvals to a tenant under the lease, but will not be responsible for the exercise of those powers in relation to an approval concerning only a part of the premises consisting of a flat or other unit not subject to a lease held by a qualifying tenant.

13. Rhaid defnyddio ffigurau ac nid geiriau am bob dyddiad - e.g. byddai 12 Medi 2004 yn 12/9/2004.

13. All dates must be completed using numbers not words - e.g. 12 September 2004 would be 12/9/2004.

ATODLEN 2

Rheoliadau 4(d) ac 8(2)

FFURF HYSBYSIAD HAWLIO

DEDDF CYFUNDALIAD A DIWYGIO CYFRAITH LESDDALIAD 2002 Hysbysiad Hawlio

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<p>At</p> <p>1. Mae</p> <p>[<i>enw'r cwmni RTM</i>] (Gweler Nodyn 1 isod) ("y cwmni"), o</p>	<p>To</p> <p>1.</p> <p>[<i>name of RTM company</i>] (See Note 1 below) ("the company"), of</p>
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<p>[<i>cyfeiriad y swyddfa gofrestrvddig</i>]</p>	<p>[<i>address of registered office</i>]</p>
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<p>rhif cofrestru</p>	<p>and of which the registered number is</p>
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<p>[<i>y rhif o dan Ddeddf Cwmnïau 1985</i>]</p> <p>yn unol â Phennod 1 o Ran 2 o Ddeddf Cyfunddaliad a Diwygio Cyfraith T esddaliad 2002 ("Deddf 2002") yn hawlio caffael yr hawl i reoli</p>	<p>[<i>number under Companies Act 1985</i>]</p> <p>in accordance with Chapter 1 of Part 2 of the Commonhold and Leasehold Reform Act 2002 ("the 2002 Act") claims to acquire the right to manage</p>
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<p>[<i>enw'r fangre v mae'r hysbysiad yn berthnasol iddi</i>]</p> <p>("y fangre").</p>	<p>[<i>name of premises to which notice relates</i>]</p> <p>("the premises").</p>
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<p>2. Mae'r cwmni'n hawlio bod y fangre yn un y mae Feunod 1 o Ddeddf 2002 yn gymwys iddi ar y sail a nodir yn is-adran</p>	<p>2. The company claims that the premises are ones to which Chapter 1 of the 2002 Act applies on the grounds set out in subsection</p>
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<p>[<i>nodwch is-adran berthnasol yn adran 72</i>]. (Gweler Nodyn 2 isod)</p>	<p>[<i>state relevant subsection of section 72</i>] (See Note 2 below)</p>
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Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

o adran 72 o Ddeddf Cytunddaliad a Diwygio Cytfaith Lesddaliad 2002 ac nad yw'r fangre yn fangre sy'n dod o fewn Atodlen 6 o'r Ddeddf honno.

of section 72 of the Commonhold and Leasehold Reform Act 2002 and that the premises are not premises which fall within Schedule 6 of that Act.

3. Ceir enwau llawn pob person sydd-

- (a) yn denant cynwys fflat sydd yn y fangre, yn ogystal â bod
- (b) yn aelod o'r cwmni, a chyfeiriad ei fflat yn Rhan 1 o'r Atodlen isod.

3. The full names of each person who is both-

- (a) the qualifying tenant of a flat contained in the premises, and
- (b) a member of the company, and the address of his flat are set out in Part 1 of the Schedule below.

4. Nodir yn Rhan 2 o'r Atodlen, mewn perthynas â phob person a enwir yn Rhan 1 o'r Atodlen-

- (a) y dyddiad yr ymrwymwyd yn ei brydles,
- (b) cyfnod y brydles,
- (c) dyddiad cychwyn y cyfnod*
- (ch) manylion eraill ei brydles er mwyn gallu ei dynodi.

4. There are set out in Part 2 of the Schedule, in relation to each person named in Part 1 of the Schedule-

- (a) the date on which his lease was entered into,
- (b) the term for which it was granted,
- (c) the date of commencement of the term*
- (d) such other particulars of his lease as are necessary to identify it.

**dylid amwblhysu (ch) os nad oes angen rhoi manylion eraill.*

**(d) should be ignored if no other particulars need to be given.*

5. Os ydych

- (a) yn landlord o dan les ar y cyfan neu ar unrhyw ran o'r fangre,
- (b) yn barti i les o'r fath heb law fel landlord neu denant, neu
- (c) yn rheolwr a benodwyd o dan Ran 2 o Ddeddf Landlord a Tenant 1987 i weithredu mewn perthynas â'r fangre, neu unrhyw fangre sy'n cynnwys neu a gynhwysir yn y fangre,

5. If you are-

- (a) landlord under a lease of the whole or any part of the premises,
- (b) party to such a lease otherwise than as landlord or tenant, or
- (c) a manager appointed under Part 2 of the Landlord and Tenant Act 1987 to act in relation to the premises, or any premises containing or contained in the premises,

cewch ymateb i'r hysbysiad hawlio hwn drwy roi gwrth-hysbysiad o dan adran 84 o Ddeddf 2002. Rhaid i wrth-hysbysiad fod yn y ffurf a nodir yn Atodlen 3 i Reoliadau'r Hawlio i Reoli (Manylion a Ffurff Rhagnodedig) (Cymru) 2004. Rhaid ei roi i'r cwmni, yn y cyfeiriad yn nharagraff 1, ddim hwyrach na

you may respond to this claim notice by giving a counter-notice under section 84 of the 2002 Act. A counter-notice must be in the form set out in Schedule 3 to the Right to Manage (Prescribed Particulars and Forms) (Wales) Regulations 2004. It must be given to the company, at the address in paragraph 1, not later than

/ /

[nodwch y dyddiad heb fod yn gynharach nag un mis ar ôl y dyddiad y rhoddid yr hysbysiad hawlio (Gweler Nodyn 3 isod)].

[specify date not earlier than one month after the date on which the claim notice is given (See Note 3 below)].

Os nad ydych yn llwyr ddeall diben neu oblygiadau'r hysbysiad hwn, cynghorir chi i geisio cymorth profesiynol.

If you do not fully understand the purpose or implications of this notice you are advised to seek professional help.

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

6. Mae'r cwmni'n bwriadu caffael yr hawl i reoli'r fangre ar

6. The company intends to acquire the right to manage the premises on

specify date, being at least three months after specified in paragraph 5 (See Note 3 below).

specify date, being at least three months after specified in paragraph 5 (See Note 3 below)

7. Os ydych yn herson y mae paragraff 5 yn gymwys iddo ac-
(a) nad ydych yn dadlau â hawl y cwmni RTM i gallael yr hawl i reoli; a
(b) chi yw'r parti rheolwr o dan contract rheoli sy'n bodoli yn union cyn y dyddiad a nodir yn yr hysbysiad hwn,

7. If you are a person to whom paragraph 5 applies and-
(a) you do not dispute the company's entitlement to acquire the right to manage; and
(b) you are the manager party under a management contract subsisting immediately before the date specified in this notice,

rhaid i chi, yn unol ag adran 92 (dylenswyddau i hysbysu am contractau) o Ddeddf 2002, roi hysbysiad mewn perthynas â'r contract i'r person sydd yn barti contractiwr mewn perthynas â'r contract ac i'r cwmni. (Gweler Nodyn 4 isod).

you must, in accordance with section 92 (duties to give notice of contracts) of the 2002 Act, give a notice in relation to the contract to the person who is the contractor party in relation to the contract and to the company. (See Note 4 below).

8. O'r dyddiad pan fydd y cwmni'n caffael yr hawl i reoli'r fangre, mae gan landlordiaid o dan lesoddd ar y cylfan neu ar unrhyw ran o'r fangre yr hawl i fod yn aelodau o'r cwmni (Gweler Nodyn 5 isod).

8. From the date on which the company acquires the right to manage the premises, landlords under leases of the whole or any part of the premises are entitled to be members of the company (See Note 5 below).

9. Nid yw'r hysbysiad wedi'i annilysu gan unrhyw anglywirdeb yn unrhyw fanylion sy'n ofynnol gan adran 80(2) i (7) o Ddeddf 2002 neu reoliad 4 u Reoliadau'r Hawl i Reoli (Manylion a Ffurf Rhagnodedig) (Cymru) 2004. Os ydych o'r farn bod unrhyw fanylion sydd yn yr hysbysiad hawlio yn anglywir, zewch hysbysu'r cwmni o'r manylion o dan sylw, gan nodi pam yr ydych o'r farn eu bod yn anglywir.

9. This notice is not invalidated by any inaccuracy in any of the particulars required by section 80(2) to (7) of the 2002 Act or regulation 4 of the Right to Manage (Prescribed Particulars and Forms) (Wales) Regulations 2004. If you are of the opinion that any of the particulars contained in the claim notice are inaccurate you may notify the company of the particulars in question, indicating the respects in which you think that they are inaccurate.

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ATODLEN

RHAN 1 : PART 1

Enwau llawn a chyfeiriadau llawn y personau sydd yn denantiaid cymwys yn ogystal â bod yn aelodau o'r cwmni [nodwch yma y manylion sy'n ofynnol gan baragraff 3 uchod]

Full names and addresses of persons who are both qualifying tenants and members of the company [set out here the particulars required by paragraph 3 above]

RHAN 2 : PART 2

Manylion lesocdd y personau a enwir yn Rhan 1 o'r Atodlen hon

Particulars of leases of persons named in Part 1 of this Schedule

[Nodwch yn y tabl hon y manylion sy'n ofynnol gan baragraff 4 uchod a dilynwch yr un patrwm ar gyfer pob person a enwir yn yr Atodlen]	[Set out in this table the particulars required by paragraph 4 above and repeat as necessary for each person named in the Schedule]
[Enw'r person y cyfeirir ato yn Rhan 1 o'r Atodlen hon]	[Name of person referred to in Part 1 of this Schedule]
[y ddeddiad yr ymrwymwyd yn y les (Gweler Nodyn 3 isod)]	[date on which lease was entered into See Note 3 below]
[cyfnod o flynyddoedd y les]	[term of years for which lease was granted]
[dyddiad cychwyn y cyfnod (Gweler Nodyn 3 isod)]	[date of commencement of term See Note 3 below]
[y manylion eraill sydd eu hangen iw cyn dynodi'r les. Ni ddylid llenwi'r adran hon os yw'n bosibl dynodi'r les oddi wrth weudill yr wybodaeth a roddir yn y tabl hon]	[such other particulars as are necessary to identify the lease. This section should not be completed if it is possible to identify the lease from the remainder of the information in this table]

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Llofnodwyd drwy awdurdod y cwmni,

Signed by authority of the company,

[Llofnod amlod neu swyddog awdurdodedig]

[Signature of authorised member or officer]

[Rhych y dyddiad (Gweler Nodyn 3 isod)]

[Insert date (See Note 3 below)]

Nodiadau : Notes

1. Rhaid rhoi hysbysiad hawlio (hysbysiad yn y ffurf a nodir yn Atodlen 2 i Reoliadau'r Hawl i Reoli (Manylion a Ffurff Rhagnodedig) (Cymru) 2004 o hawliad i arfer yr hawl i reoli mangre peroddedig) i bob person sydd, ar y dyddiad y rhoddir yr hysbysiad (a) yn landlord o dan les ar y cyfan neu ar unrhyw ran o'r fangre y mae'r hysbysiad yn berthnasol iddi, (b) yn barti i les o'r fath heb law fel landlord neu denant, neu (c) yn rheolwr a benodwyd o dan Ran 2 o Ddeddf Landlord a Tenant 1987 i weithredu mewn perthynas â'r fangre, neu unrhyw fangre sy'n cynnwys neu a gynhwysir yn y fangre.

1. A claim notice (a notice in the form set out in Schedule 2 to the Right to Manage (Prescribed Particulars and Forms) (Wales) Regulations 2004 of a claim to exercise the right to manage specified premises) must be given to each person who, on the date on which the notice is given, is- (a) landlord under a lease of the whole or any part of the premises to which the notice relates, (b) party to such a lease otherwise than as landlord or tenant, or (c) a manager appointed under Part 2 of the Landlord and Tenant Act 1987 to act in relation to the premises, or any premises containing or contained in the premises.

Ond nid oes angen rhoi hysbysiad i berson o'r fath os na ellir dod o hyd iddo, neu os na ellir dynodi pwy ydyw. Os yw hynny'n golygu nad oes neb y gellir rhoi'r hysbysiad iddo, caiff y cwmni wneud cais i driwlynys priso lesdaliad am orchynyn bod y cwmni i gaffael yr hawl i reoli'r fangre. Yn yr achos hwnnw, bydd y gweithdrefnau a bennir yn adran 85 o Ddeddf 2002 (landlordiaid etc. na ellir eu holchain) yn gymwys.

But notice need not be given to such a person if he cannot be found, or if his identity cannot be ascertained. If that means that there is no one to whom the notice must be given, the company may apply to a leasehold valuation tribunal for an order that the company is to acquire the right to manage the premises. In that case, the procedures specified in section 85 of the 2002 Act (landlords etc. not traceable) will apply.

2. Ceir y darpariaethau perthnasol yn adran 72 o Ddeddf 2002 (mangre y mae Pennod 1 yn gymwys iddi). Cynghorir y cwmni i ystyried, yn benodol, Atodlen 6 i Ddeddf 2002 (mangre a oithir o Pennod 1).

2. The relevant provisions are contained in section 72 of the 2002 Act (premises to which Chapter 1 applies). The company is advised to consider, in particular, Schedule 6 to the 2002 Act (premises excepted from Chapter 1)

3. Rhaid defnyddio ffigurau ac nid geiriau am bob dyddiad - ee byddai 12 Medi 2004 yn 12/9/2004.

3. All dates must be completed using numbers not words - eg 12 September 2004 would be 12/9/2004.

4. Diffinnir y termau "management contract", "manager party" a "contractor party" yn adran 91(2) o Ddeddf 2002 (hysbysiaid ynghylch contractau rheoli).

4. The terms "management contract", "manager party" and "contractor party" are defined in section 91(2) of the 2002 Act (notices relating to management contracts).

5. Mae gan landlordiaid o dan lesoddi ar y cyfan neu ar unrhyw ran o'r fangre yr hawl i fod yn aelodau o'r cwmni, ond dim ond ar ôl i'r cwmni gaffael yr hawl i reoli. Gellir gwneud cais am aelodaeth yn unol ag erthyglau cyndeithasur cwmni, y gellir eu harchwilio yn swyddfa gofrestrdedig y cwmni, yn ddi-dâl, ar unrhyw adwg resymol.

5. Landlords under leases of the whole or any part of the premises are entitled to be members of the company, but only once the right to manage has been acquired by the company. An application for membership may be made in accordance with the company's articles of association, which may be inspected at the company's registered office, free of charge, at any reasonable time.

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

ATODLEN 3

Rheoliadau 5(c) ac 8(3)

FFURF GWRTH-HYSBYSIAD

DEDDF CYFUNDALIAD A DIWYGIO CYFRAITH LESDDALIAD 2002
Gwrth-hysbysiad

At

To

[enw a chyfeiriad] (Gweler Nodyn 1 isod)

[name and address] (See Note 1 below)

Naill ai

Either

1.1 Yr wyf yn darbyn, ar

1.1 I admit that, on

/ /

[rhwyb y dyddiad y rhoddydd yr hysbysiad hawlio
(Gweler Nodyn 2 isod)].

[insert date on which claim notice was given (See
Note 2 below)].

had gan

[rhwyb enw'r cwmni a roddodd yr hysbysiad hawlio]

[insert name of company by which claim notice was
given]

("y cwmni") yr awdurdod i gaffael yr hawl i reoli'r
langre a nodir yn yr hysbysiad.

("the company") was entitled to acquire the right to
manage the premises specified in the claim notice.

Ydwyf. Tichwch os yw'r datganiad uchod yn
gymwys ac ewch i baragraff 2.
(Gweler Nodyn 3 isod)

Yes. Tick if the statement above applies and
proceed to paragraph 2. (See Note 3 below)

Neu

Or

1.2 Yr wyf yn honni, oherwydd

1.2 I allege that, by reason of

[nodwch pa ddeddfwriaeth ym Mhermod 1 a Ran 2 o
Ddeddf Cyfundaliad a Diwygio Cyfraith
Lesddaliad 2002 yr ydych yn dibynnu arni]

[specify provision of Chapter 1 of Part 2 of
the Commonhold and Leasehold Reform Act
2002 relied on]

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

ar on
 / /
 [rhowch y dyddiad y rhoddwyd yr hysbysiad hawlio (Gweler Nodyn 2 isod)] nad oedd gan [insert date on which claim notice was given (See Note 2 below)]

[rhowch enw'r cwmni a roddodd yr hysbysiad hawlio] [insert name of company by which claim notice was given]

("y cwmni") yr awdurdod i gaffael yr hawl i reoli'r fangre a nodir yn yr hysbysiad hawlio. ("the company") was not entitled to acquire the right to manage the premises specified in the claim notice.

Ydwyf. [Tichwch os yw'r datganiad ym mharagraff 1.2 yn gymwys]. Yes. [Tick if the statement in paragraph 1.2 applies.](See Note 3 below)

2. Os cafodd y cwmni un gwrth-hysbysiad neu fwy sy'n cynnwys datganiad fel yr un a grybwyllir ym mharagraff (b) o is-adran (2) o adran 84 o Ddeddf Cyfunddaliad a Diwygio Cyfraith Lesddaliad 2002, caiff y cwmni gyflwyno cais i ddiolwngys priso lesddaliad iddo benderfynu bod gan y cwmni, ar y dyddiad y rhoddwyd yr hysbysiad o hawliad, yr awdurdod i gaffael yr hawl i reoli'r fangre a bennir yn yr hysbysiad hawlio (Gweler Nodyn 4 isod). 2. If the company has been given one or more counter-notices containing such a statement as is mentioned in paragraph (b) of subsection (2) of section 84 of the Commonhold and Leasehold Reform Act 2002, the company may apply to a leasehold valuation tribunal for a determination that, on the date on which notice of the claim was given, the company was entitled to acquire the right to manage the premises specified in the claim notice (See Note 4 below).

3. Os cafodd y cwmni un gwrth-hysbysiad neu fwy sy'n cynnwys datganiad fel yr un a grybwyllir ym mharagraff (b) o is-adran (2) o adran 84 o Ddeddf Cyfunddaliad a Diwygio Cyfraith Lesddaliad 2002, ni chaff y cwmni yr hawl i reoli'r fangre hynny -
 (a) oni phenderfynir yn derfynol ar gais i ddiolwngys priso lesddaliad bod yr awdurdod gan y cwmni i gaffael yr hawl i reoli'r fangre; neu
 (b) onid yw'r person a roddodd y gwrth-hysbysiad, neu'r personau a roddodd y gwrth-hysbysadau, yn cytuno'n ysgrifenedig fod gan y cwmni yr awdurdod hwnnw. (Gweler Nodyn 5 isod) 3. If the company has been given one or more counter-notices containing such a statement as is mentioned in paragraph (b) of subsection (2) of section 84 of the Commonhold and Leasehold Reform Act 2002, the company does not acquire the right to manage those premises unless-
 (a) on an application to a leasehold valuation tribunal, it is finally determined that the company was entitled to acquire the right to manage the premises; or
 (b) the person by whom the counter notice was given agrees, or the persons by whom the counter-notices were given agree, in writing that the company was so entitled. (See Note 5 below)

Naill ai **Either**
 Llofnodwyd: Signed:

[Llofnod y person y cyflwynwyd yr hysbysiad hawlio iddo, neu ei asiant.] [Signature of person on whom claim notice served, or of agent of such person.]

[Dim ond os yw'n gymwys] Asiant awdurdodedig fel y bo'n briodol [Only complete if applicable] Duly authorised agent of

[Llofnod y person y cyflwynwyd yr hysbysiad hawlio iddo.] [insert name of person on whom claim notice served]

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Cyfeiriad:

Address:

[Rhowch y cyfeiriad y dylid anfon unrhyw gyfathrebu yn y dyfodol ynghylch y pwrnc hwn]

[Give the address to which future communications relating to the subject-matter of the notice should be sent]

/ /

[Dyddiad (Gweler nodyn 2 isod)]

[Date (Sec note 2 below)]

Neu

Or

Llofnodwyd drwy awdurdod y cwmni y rhoddir yr hysbysiad hwn ar ei ran

Signed by authority of the company on whose behalf this notice is given

[Llofnod aelod neu swyddog awdurdodedig]

[Signature of authorised member or officer]

Mae'r person a lofnododd uchod yn:

The person whose signature is above is a:

Gyfarwyddwr	<input type="checkbox"/>	Director
Ysgrifennydd Cwmni	<input type="checkbox"/>	Company Secretary
Gyfarwyddwr Rheoli	<input type="checkbox"/>	Managing Director
Briif Weithredwr	<input type="checkbox"/>	Chief Executive
Aelod neu swyddog awdurdodedig eraill	<input type="checkbox"/>	Other authorised member or officer

yn y cwmni.

of the company.

Cyfeiriad

Address

[Rhowch y cyfeiriad y dylid anfon unrhyw gyfathrebu yn y dyfodol ynghylch y pwrnc hwn]

[Give the address to which future communications relating to the subject-matter of the notice should be sent]

/ /

[Rhowch y dyddiad (Gweler Nodyn 2 isod)]

[Insert Date (Sec Note 2 below)]

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

NODIADAU : NOTES

1. Mae'r gwrth-hysbysiad i'w roi i'r cwmni a roddodd yr hysbysiad hawlio (hysbysiad yn y ffurf a nodir yn Arodlen 2 i Reoliadau'r Hawl i Reoli (Manylion a Ffurff Rhagnodedig) (Cymru) 2004 o hawliad i arfer yr hawl i reoli mangre penodedig). Rhoddir enw a chyfeiriad y cwmni yn yr hysbysiad hwnnw.
1. The counter-notice is to be given to the company that gave the claim notice (a notice in the form set out in Schedule 2 to the Right to Manage (Prescribed Particulars and Forms) (Wales) Regulations 2004 of a claim to exercise the right to manage specified premises). The company's name and address are given in that notice.
2. Rhaid defnyddio ffigurau ac nid geiriau am bob dyddiad - ee byddai 12 Mechi 2004 yn 12/9/2004.
2. All dates must be completed using numbers not words - eg 12 September 2004 would be 12/9/2004.
3. Rhaid i'r hysbysiad gynnwys datganiad naill ai (a) yn derbyn bod gan y cwmni RTM ar y dyddiad perthnasol yr awdurdod i gaffael yr hawl i reoli mangre a bennir yn y hysbysiad hawlio (fel y nodir ym mharagraff 1.1) neu (b) yn honni oherwydd darpariaeth benodol ym Mhennod 1 o Ran 2 o Ddeddf Cyfunddaliad a Diwygio Cyfraith Prydlesi 2002 ("Deddf 2002"), nad oedd awdurdod o'r fath gan y cwmni RTM ar y dyddiad hwnnw (fel y nodir ym mharagraff 1.2).
3. The notice must contain a statement either (a) admitting that the RTM company was on the relevant date entitled to acquire the right to manage the premises specified in the claim notice (as set out in paragraph 1.1) or (b) alleging that, by reason of a specified provision of Chapter 1 of Part 2 of the Commonhold and Leasehold Reform Act 2002 ("the 2002 Act"), the RTM company was on that date not so entitled (as set out in paragraph 1.2).
4. Rhaid gwneud cais i driwri'nys priso lesddaliad o fewn cyfnod o ddau fis sy'n dechrau ar y diwrnod y rhoddir y gwrth-hysbysiad (neu, os oes mwy nag un, y gwrth-hysbysiad diwethaf).
4. An application to a leasehold valuation tribunal must be made within the period of two months beginning with the day on which the counter-notice (or, where more than one, the last of the counter-notices) was given.
5. I weld pryd y penderfynir cais yn derfynol, gweler adran 84(7) ac (8) o Ddeddf Cyfunddaliad a Diwygio Cyfraith Lesddaliad 2002.
5. For the time at which an application is finally determined, see section 84(7) and (8) of the Commonhold and Leasehold Reform Act 2002.

ATODLEN 4

Rheoliad 6(b) ac 8(4)

FFURF HYSBYSIAD CONTRACTIWR

DEDDF CYFUNDALIAD A DIWYGIO CYFRAITH LESDDALIAD 2002 Hysbysiad Contractiwr

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

Ar

To

[enw a chyfeiriad] (Gweler Nodyn 1 isod)

[name and address] (See Note 1 below)

1. Rhoddir yr hysbysiad hwn mewn perthynas â c'contract rheoli, y rhoddir manylion amdano yn yr Atodlen i'r hysbysiad hwn ("y contract") (Gweler Nodyn 2 isod)

1. This notice is given in relation to the management contract, details of which are given in the Schedule to this notice ("the contract") (See Note 2 below)

2. Mae'r hawl i reoli

2. The right to manage

[rhowch gyfeiriad y fangre y mae'r cwmni RTM i gaffael yr hawl i'w rheoli] (Gweler Nodyn 3 isod)

[give the address of the premises which the RTM company is to acquire the right to manage] (See Note 3 below)

("y fangre") i'w gaffael gan

("the premises") is to be acquired by

[rhowch enw'r cwmni RTM]

[state name of RTM company]

("y cwmni").

("the company").

3. Swyddfa gofrestredig y cwmni yw

3. The registered office of the company is

[cyfeiriad swyddfa gofrestredig y cwmni RTM]

[registered office address of RTM company]

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

4. Dyddiad caffael yr hawl i reoli'r fangre gan y cwmni yw

4. The date of acquisition of the right to manage the premises by the company is

/ /

.

[*y dyddiad caffael (Gweler Nodyn 4 isod)*]

[*date of acquisition (See Note 4 below)*]

5. Os ydych yn dymuno darparu i'r cwmni wasanaethau yr ydych fel y parti contractiwr wedi eu darparu i'r parti rheolwr o dan y contract cyngorir chi i gysylltu â'r cwmni yn y cyfeiriad a roddir yn mhagraff 2 uchod. (Gweler Nodyn 1 isod)

5. If you wish to provide to the company services which as the contractor party you have provided to the manager party under the contract you are advised to contact the company at the address given in paragraph 2 above. (See Note 1 below)

Naill ai

Either

Llofnodwyd:

Signed:

[*llofnod ar ran y cwmni*]

[*signature on behalf of company*]

Swyddog awdurdodedig fel y bo'n briodol:

Duly authorised officer of:

[*enw'r cwmni sy'n rhoi'r hysbysiad*]

[*name of company giving the notice*]

Dyddiad (Gweler Nodyn 4 isod):

Date (See note 4 below):

/ /

Neu

Or

Llofnodwyd:

Signed:

[*llofnod*]

[*signature*]

Gan neu ar ran

By or on behalf of

[*enw'r person/endid sy'n rhoi'r hysbysiad hwn*]

[*name of person/entity giving this notice*]

Dyddiad (Gweler Nodyn 4 isod):

Date (See note 4 below):

/ /

—

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

ATODLEN

Rhowch isod y manylion sy'n ofynnol gan haragraff 1 uchod

Insert details below as required by paragraph 1 above

Enw'r contract fel y nodir ef yn y dogfenau contract:

Name of contract as set out in the contract documentation:

Mangre y mae'r contract yn berthnasol iddi:

Premises to which the contract relates:

Partion i'r contract:

Parties to contract:

Dyddiad y contract (Gweler Nodyn 4 isod)]

Date of contract (See Note 4 below):

Cyfnod y contract:

Term of contract:

blwyddyn a

years and

mis

months

Unrhyw fanylion angenrheidiol eraill i ddynodi'r contract y rhoddir yr hysbysiad mewn perthynas ag ef. [Ni ddyfild llenwi'r adran hon ond os yw'r manylion uchod yn ddigonol i adnabod y contract o dan sylw]

Any other particulars necessary to identify the contract in relation to which this notice is given: [This section should only be completed if the details above are not sufficient to identify the contract in question]

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

1. Mae'r hysbysiad contractiwr (hysbysiad yn y ffurf a nodir yn Atodlen 4 i Reoliadau'r Hawl i Reoli (Manylion a Ffurff Rhagnodedig) (Cymru) 2004) ("Rheoliadau 2004") yn berthnasol pan fo'r hawl i reoli mangre penodedig i'w gaffael gan gwmni: Hawl i Reoli o dan Ddeddf Cyfunddaliad a Diwygio Cyfraith Lesddaliad ("Deddf 2002"). Rhaid i'r hysbysiad contractiwr gael ei anfon gan y parti rheolwr at y parti contractiwr mewn perthynas â contract rheoli sydd eisoes yn bodoli ynghylch y fangre. Ceir y diffiniad o "existing management contract" ("contract rheoli sydd eisoes yn bodoli") yn adran 91(3) o Ddeddf 2002. Ceir y diffiniad o "manager party" ("parti rheolwr") a "contractor party" ("parti contractiwr") yn adran 91(2) o Ddeddf 2002. Mae adran 92(2) o Ddeddf 2002 yn nodi'r amser pan fo'n rhaid rhoi hysbysiadau o'r fath.

1. The contractor notice (a notice in the form set out in Schedule 4 to the Right to Manage (Prescribed Particulars and Forms)(Wales) Regulations 2004) ("the 2004 Regulations") is relevant when the right to manage certain premises is to be acquired by a Right to Manage company under the Commonwealth and Leasehold Reform Act 2002 ("the 2002 Act"). The contractor notice must be sent by the manager party to the contractor party in relation to an existing management contract relating to the premises. The definition of "existing management contract" is in section 91(3) of the 2002 Act. The definitions of "manager party" and "contractor party" are set out in section 91(2) of the 2002 Act. Section 92(2) of the 2002 Act sets out the time when such notices must be given.

2. Os ydych yn barti i is-gontract rheoli sydd eisoes yn bodoli gyda pherson arall rhaid i chi (a) anfon copi o'r hysbysiad contractiwr at y parti arall i'r is-gontract a (b) rhoi hysbysiad contract i'r cwmni (hysbysiad yn y ffurf a nodir yn Atodlen 5 i Reoliadau 2004) mewn perthynas â'r is-gontract sydd eisoes yn bodoli yn unol ag adran 92(4) o Ddeddf 2002.

2. If you are party to an existing management sub-contract with another person you must (a) send a copy of the contractor notice to the other party to the sub-contract and (b) give to the company a contract notice (a notice in the form set out in Schedule 5 to the 2004 Regulations) in relation to the existing management sub-contract in accordance with section 92(4) of the 2002 Act.

Mae adran 92(5) o Ddeddf 2002 yn diffinio is-gontract rheoli sydd eisoes yn bodoli. Mae adran 92(6) o Ddeddf 2002 yn nodi'r amser pan fo'n rhaid rhoi hysbysiadau o'r fath.

Section 92(5) of the 2002 Act defines an existing management sub-contract. Section 92(6) of the 2002 Act sets out the time when such notices must be given.

3. Y cwmni RTM yw'r cwmni sydd i gaffael yr hawl i reoli mangre yn unol â rhan 2 o Bennod 1 o Ddeddf 2002.

3. The RTM company is the company which is to acquire the right to manage premises in accordance with part 2 of Chapter 1 of the 2002 Act.

4. Rhaid defnyddio ffigurau ac nid geiriau am bob dyddiad - ee byddai 12 Medi 2004 yn 12/9/2004.

4. All dates must be completed using numbers not words - eg 12 September 2004 would be 12/9/2004.

ATODLEN 5

Rheoliad 7(c) ac 8(5)

FFURF HYSBYSIAD CONTRACT

DEDDF CYFUNDALIAD A DIWYGIO CYFRAITH LESDDALIAD 2002 Hysbysiad Contract

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

At

To

[*enw a chwyfwrthiad y cwmni RTM*]
(**Gweler Nodyn 1 isod**)

[*name and address of RTM company*]
(**See Note 1 below**)

("y cwmni")

("the company")

1. Rhoddir yr hysbysiad hwn mewn perthynas â'r contract, y rhoddir manylion amdano yn yr Atodlen i'r hysbysiad hwn ("y contract").
(**Gweler Nodyn 2 isod**)

1. This notice is given in relation to the contract details of which are given in the Schedule to this notice ("the contract"). (**See Note 2 below**)

2. Pe bai'r cwmni yn dymuno defnyddio'r gwasanaethau y mae'r parti contractiwr, neu'r parti is-gontractiwr, wedi eu darparu i'r parti rheolwr o dan y contract, fe'i cynghorir i gysylltu â'r parti contractiwr, neu'r parti is-gontractiwr

2. Should the company wish to avail itself of the services which the contractor party, or sub-contractor party, has provided to the manager party under the contract it is advised to contact the contractor party, or sub-contractor party

yn

at

[*y cyfeiriad lle y dylid cysylltu â'r person/endid sy'n rhoi'r hysbysiad hwn*]

[*address at which person/entity giving this notice should be contacted*]

Naill ai

Either

Llofnodwyd:

Signed:

[*llofnod ar ran y cwmni*]

[*signature on behalf of company*]

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

Swyddog awdurdodedig priodol:

Duly authorised officer of:

[enw'r cwmni sy'n rhoi'r hysbysiad]

[name of company giving the notice]

Dyddiad (Gweler Nodyn 3 isod):

Date (See Note 3 below):

____/____/____

Neu

Or

Llofnodwyd:

Signed:

[llafnod]

[signature]

Gan neu ar ran

By or on behalf of:

[enw'r person neu'r endid sy'n rhoi'r hysbysiad hwn]

[name of person/entity giving this notice]

Dyddiad (Gweler Nodyn 3 isod):

Date (See Note 3 below):

____/____/____

Statws This is the original version (as it was originally made). Dim ond ar ei ffurf wreiddiol y mae'r eitem hon o ddeddfwriaeth ar gael ar hyn o bryd.

ATODLEN

Rhowch y manylion sy'n ofynnol gan baragraff 1 uchod

Insert details required by paragraph 1 above

Enw'r contract:

Name of contract:

Y parti(au) i'r contract (**Gweler Nodyn 4 isod**):

Parties to contract (**See Note 4 below**):

(1)

(1)

[y parti contractiwr (neu parti is-contractiwr)]

[contractor (or sub-contractor) party]

(2)

(2)

[y parti rheolwr]

[manager party]

Cyfeiriad y parti contractiwr (neu'r parti is-contractiwr) o dan y contract:

Address of the contractor (or sub-contractor) party under the contract:

Dyddiad y contract: (**Gweler Nodyn 3 isod**)

Date of contract (**See Note 3 below**):

_____ / ____ / _____

Cyfnod y contract:

Term of contract:

o flynyddoedd a

years and

mis.

months.