

Tystysgrif cyflwyno/diffyg cyflwyno

Tystysgrif hysbysu/diffyg hysbysu

Certificate of service/non- service

Certificate of notification/ non-notification

At ddefnydd swyddfa'n unig

For office use only

Rhif yr Achos

Case no.

Enw llawn y person y mae'r achos yn ymwneud ag ef/hi (dyma'r person nad oes ganddo allu, neu yr honnir nad oes ganddo allu)

Full name of person to whom the application relates (this is the person who lacks, or is alleged to lack, capacity)

Darllenwch hwn i ddechrau

- Mae angen i chi lenwi a ffeilio'r dystysgrif hon pan fyddwch:
 - yn cyflwyno copi o ddogfen;
 - yn darparu hysbysiad bod ffurflen gais wedi ei chyhoeddi gan y llys; neu
 - yn darparu hysbysiad i'r person y mae'r cais/apêl yn ymwneud ag ef ynghylch cyflwyno neu dynnu ffurflen gais neu hysbysiad apelydd yn ôl, y dyddiad a bennwyd ar gyfer gwrandawriad, gorchymyn terfynol gan y llys neu unrhyw fater arall yn ôl cyfarwyddyd y llys.
- Rhaid i chi lenwi tystysgrif ar wahân ar gyfer pob person bob tro y byddwch yn cyflwyno dogfen neu'n darparu hysbysiad.
- Rhaid i chi ffeilio'r dystysgrif cyn pen 7 diwrnod gan ddechrau ar y dyddiad pryd y bu i chi gyflwyno'r ddogfen darparu hysbysiad.

Please read first

- You need to complete and file this certificate when you:
 - serve a copy of a document;
 - provide notification that an application form has been issued by the court; or
 - provide notification to the person to whom the application/appeal relates of the issue or withdrawal of an application form or appellant's notice, the date fixed for a hearing, a final order of the court or any other matter as the court directs.
- You must complete a separate certificate for each person every time you serve a document or provide notification.
- You must file the certificate within 7 days beginning on the date on which you serve the document or provide notification.

- Defnyddiwch ddalen bapur ar wahân i barhau os oes angen mwy o le arnoch i ateb cwestiwn. Ysgrifennwch rif yr achos, eich enw, enw'r person y mae'r cais yn ymwneud ag ef, a rhif y cwestiwn yr ydych yn ei ateb ar bob dalen ar wahân.
- Ceir nodiadau cyfarwyddyd pellach ar ddiwedd y ffurflen hon.
- Os ydych angen cymorth i lenwi'r ffurflen hon, edrychwch ar y wefan, www.publicguardian.gov.uk am fwy o arweiniad neu wybodaeth, neu cysylltwch â Gwasanaethau Cwsmeriaid ar 0845 330 2900.
- Ni all staff y Llys Gwarchod roi cyngor cyfreithiol. Os oes angen cyngor cyfreithiol arnoch, cysylltwch â thwrnai.

- Please continue on a separate sheet of paper if you need more space to answer a question. Write the case number, your name, the name of the person to whom the application relates and the number of the question you are answering on each separate sheet.
- There are additional guidance notes at the end of this form.
- If you need help completing this form please check the website, www.publicguardian.gov.uk, for further guidance or information, or contact Customer Services on 0845 330 2900.
- Court of Protection staff cannot give legal advice. If you need legal advice please contact a solicitor.

Adran 1 – Eich manylion a manylion y person a hysbyswyd neu y cyflwynwyd tystysgrif iddo

Section 1 - Your details and details of the person served/notified

1.1 Eich enw:

1.1 Your name:

1.2 Ym mha swyddogaeth ydych chi'n cyflwyno/darparu hysbysiad? **(Gweler nodyn 1)**

Fel:

- Y Ceisydd
- Twrnai'r ceisydd
- Cyfaill cyfreitha'r ceisydd
- Asiant y ceisydd
- Arall (rhowch fanylion os gwelwch yn dda)
- Yr Atebydd
- Twrnai'r atebydd
- Cyfaill cyfreitha'r atebydd
- Asiant yr atebydd

1.2 In what capacity are you serving/providing notice? **(See note 1)**

As the:

- Applicant
- Applicant's solicitor
- Applicant's litigation friend
- Applicant's agent
- Other (please give details)
- Respondent
- Respondent's solicitor
- Respondent's litigation friend
- Respondent's agent

1.3 Enw'r person a hysbyswyd neu y cyflwynwyd
tystysgrif iddo:

Trwy fod yn:

atebydd/parti yn yr achos -
llanwer Adrannau 2 a 5 yn unig

person a hysbyswyd bod y ffurflen gais
wedi'i chyflwyno -
llanwer Adrannau 3 a 5 yn unig

y person y mae'r cais/apêl yn ymwneud
ag ef/hi -
llanwer Adrannau 4 a 5 yn unig

Adran 2 - Cyflwyno

2.1 Ticiwch i gadarnhau os gwelwch yn dda:

y cyflwynwyd y ddogfen

na chyflwynwyd y ddogfen

2.2 Teitl neu ddisgrifiad o'r ddogfen (ticiwch un
blwch yn unig)

ffurflen gais

hysbysiad apelydd

hysbysiad atebydd

arall (rhowch fanylion os gwelwch yn dda)

2.3 Beth yw'r cyfeiriad lle y bu i gyflwyno neu geisio
cyflwyno'r ddogfen?

1.3 Name of the person served/notified:

Being:

a respondent/a party to the proceedings -
complete Section 2 and Section 5 only

a person notified that the application form
has been issued -
complete Section 3 and Section 5 only

the person to whom the application/
appeal relates -
complete Section 4 and Section 5 only

Section 2 – Service

2.1 Please tick to confirm:

the document was served

the document was not served

2.2 Title or description of the document (tick only
one box)

application form

appellant's notice

respondent's notice

other (please give details)

2.3 What is the address where you served or
attempted to serve the document?

2.4 Sef yng nghyswllt y person:

- ei fan preswyllo
- ei fan preswyllo hysbys diwethaf
- ei leoliad busnes
- arall (rhowch fanylion)

2.4 Being the person's:

- residence
- last known residence
- place of business
- other (please specify)

2.5 Y dull y cyflwynwyd y ddogfen:
(ticiwch un blwch yn unig)

- drwy'r post dosbarth cyntaf (neu wasanaeth arall ar gyfer danfon y diwrnod canlynol)
- yn bersonol
- drwy gyfnewid dogfennau
- drwy ddanfon dogfen i gyfeiriad a ganiateir
- drwy'r ffacs
- drwy ddulliau electronig eraill (manylwch os gwelwch yn dda)

- drwy'r dull canlynol arall a ganiateir gan y llys (manylwch os gwelwch yn dda)

2.5 Method by which the document was served:
(tick only one box)

- by first class post (or other service for next-day delivery)
- in person
- by document exchange
- by delivery of document to a permitted address
- by fax
- by other electronic means (please specify)

- by the following alternative method permitted by the court (please specify)

2.6 Ar ba ddyddiad y cyflwynwyd y ddogfen?
(Gweler nodyn 2)

D	D	M	M	B	B	B	B
---	---	---	---	---	---	---	---

2.6 On what date was the document served?
(See note 2)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

2.7 Os caniatodd y llys gyflwyno trwy ryw ddull arall, rhowch y manylion y mae'r llys eu hangen os gwelwch yn dda.

2.7 If service by some other means was permitted by the court, please give the details the court requires.

Diffyg cyflwyno

Non-service

2.8 Os na fu modd i chi gyflwyno'r ddogfen, disgrifiwch eich ymgais i wneud hynny os gwelwch yn dda, ac eglurwch y rhesymau paham na fu modd i chi ei chyflwyno.

2.8 If you could not serve the document, please describe your attempt to do so, and explain the reasons why you were not able to serve it.

Adran 3 – Hysbysiad bod y ffurflen gais wedi'i chyhoeddi

Section 3 – Notification that the application form has been issued

3.1 Ticiwch i gadarnhau os gwelwch yn dda:

- darparwyd hysbysiad
- ni ddarparwyd hysbysiad

3.1 Please tick to confirm:

- notification was provided
- notification was not provided

3.2 Beth yw'r cyfeiriad lle y bu i chi ddarparu neu geisio darparu hysbysiad?

3.2 What is the address where you provided or attempted to provide notification?

3.3 Sef yng nghyswllt y person:

- ei fan preswyllo
- ei fan preswyllo hysbys diwethaf
- ei leoliad busnes
- arall (rhowch fanylion)

3.3 Being the person's:

- residence
- last known residence
- place of business
- other (please specify)

3.4 Sut y darparwyd hysbysiad? (ticiwch un blwch yn unig)

drwy'r post dosbarth cyntaf (neu wasanaeth arall ar gyfer danfon y diwrnod canlynol)

yn bersonol

drwy gyfnewid dogfennau

drwy ddanfon dogfen i gyfeiriad a ganiateir

drwy'r ffacs

drwy ddulliau electronig eraill (manylwch os gwelwch yn dda)

drwy'r dull canlynol arall a ganiateir gan y llys (manylwch os gwelwch yn dda)

3.4 How was notification provided? (tick only one box)

by first class post (or other service for next-day delivery)

in person

by document exchange

by delivery of document to a permitted address

by fax

by other electronic means (please specify)

by the following alternative method permitted by the court (please specify)

3.5 Ar ba ddyddiad y darparwyd hysbysiad? (Gweler nodyn 2)

D	D	M	M	B	B	B	B
---	---	---	---	---	---	---	---

3.5 On what date was notification provided? (See note 2)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

3.6 Os caniaaodd y llys hysbysu trwy ryw ddull arall, rhowch y manylion y mae'r llys eu hangen os gwelwch yn dda.

3.6 If notification by some other means was permitted by the court, please give the details the court requires.

Diffyg hysbysu

- 3.7 Os na fu modd i chi ddarparu hysbysiad, disgrifiwch eich ymgais i wneud hynny os gwelwch yn dda, ac eglurwch y rhesymau paham na fu modd i chi ddarparu hysbysiad.

Non-notification

- 3.7 If you could not provide notification, please describe your attempt to do so, and explain the reasons why notification was not provided.

Adran 4 – Hysbysiad i'r person y mae'r cais/apêl yn ymwneud ag ef/hi

- 4.1 Ticiwch i gadarnhau os gwelwch yn dda:

- darparwyd hysbysiad
 ni ddarparwyd hysbysiad

- 4.2 Natur yr hysbysiad:

- Hysbysiad bod y ffurflen gais wedi cael
 ei chyhoeddi ei thynnu'n ôl
- hysbysiad bod hysbysiad apelydd wedi cael
 ei gyhoeddi ei dynnu'n ôl
- hysbysiad o'r dyddiad pryd y cynhelir gwrandawriad
- hysbysiad o orchymyn terfynol y llys (nodwch y manylion isod os gwelwch yn dda)
- hysbysiad o fater arall (nodwch y manylion isod os gwelwch yn dda)

- 4.3 Beth yw'r cyfeiriad lle y bu i chi ddarparu neu geisio darparu hysbysiad?

Section 4 – Notification to the person to whom the application/appeal relates

- 4.1 Please tick to confirm:

- notification was provided
 notification was not provided

- 4.2 Nature of the notification:

- notification that an application form has been
 issued withdrawn
- notification that an appellant's notice has been
 issued withdrawn
- notification of the date on which a hearing is to be held
- notification of a final order of the court (please give details below)
- notification of another matter (please give details below)

- 4.3 What is the address where you provided or attempted to provide notification?

4.4 Sef yng nghyswllt y person:

ei fan preswyllo

arall (rhowch fanylion)

4.4 Being the person's:

residence

other (please specify)

4.5 Ar ba ddyddiad y darparwyd hysbysiad?

D	D	M	M	B	B	B	B
---	---	---	---	---	---	---	---

4.5 On what date was notification provided?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Hysbysiad

4.6 A oeddech chi'n hysbysu'r person y mae'r cais yn ymwneud ag ef/hi bod ffurflen gais wedi'i chyhoeddi.

Oeddwn Nac oeddwn

Os 'Oeddwn', cadarnhewch eich bod wedi egluro i'r person:

- pwy yw'r ceisydd;
- bod y cais yn codi'r cwestiwn a oes ganddynt ddiffyg gallu ai peidio mewn perthynas â mater neu faterion, a beth y mae hynny'n ei olygu;
- beth fydd yn digwydd os bydd y llys yn gwneud y gorchymyn neu'r cyfarwyddyd a geisiwyd?
- lle bo'r cais yn cynnwys cynnig ar gyfer penodi rhywun i wneud penderfyniadau ar eu rhan mewn perthynas â'r mater y mae'r cais yn ymwneud ag ef, manylion ynghylch pwy yw'r person hwnnw; ac
- y gallant geisio cyngor a chymorth mewn perthynas â'r cais.

Rwy'n cadarnhau bod y wybodaeth hon wedi cael ei darparu.

Notification

4.6 Were you notifying the person to whom the application relates that an application form has been issued.

Yes No

If Yes, please confirm that you explained to the person:

- who the applicant is;
- that the application raises the question of whether they lack capacity in relation to a matter or matters, and what that means;
- what will happen if the court makes the order or direction that has been applied for;
- where the application contains a proposal for the appointment of a person to make decisions on their behalf in relation to the matter to which the application relates, details of who that person is; and
- that they may seek advice and assistance in relation to the application.

I confirm that this information has been provided.

4.7 A oeddech chi'n hysbysu'r person y mae'r cais yn ymwneud ag ef/hi bod ffurflen gais wedi'i thynnu'n ôl?

Oeddwn Nac oeddwn

Os 'Oeddwn', cadarnhewch eich bod wedi egluro i'r person:

- bod y ffurflen gais wedi cael ei thynnu'n ôl;
- canlyniad y tynnu'n ôl; ac
- y gallant geisio cyngor a chymorth mewn perthynas â'r cais.

Rwy'n cadarnhau bod y wybodaeth hon wedi cael ei darparu.

4.8 A oeddech chi'n hysbysu'r person y mae'r cais yn ymwneud ag ef/hi bod hysbysiad apelydd wedi'i gyhoeddi?

Oeddwn Nac oeddwn

Os 'Oeddwn', cadarnhewch eich bod wedi egluro i'r person:

- pwy yw'r apelydd;
- y materion a godir gan yr apêl;
- beth fydd yn digwydd os bydd y llys yn gwneud y gorchymyn neu'r cyfarwyddyd a geisiwyd; ac
- y gallant geisio cyngor a chymorth mewn perthynas â'r apêl.

Rwy'n cadarnhau bod y wybodaeth hon wedi cael ei darparu.

4.9 A oeddech chi'n hysbysu'r person y mae'r cais yn ymwneud ag ef/hi bod hysbysiad apelydd wedi'i dynnu'n ôl?

Oeddwn Nac oeddwn

Os 'Oeddwn', cadarnhewch eich bod wedi egluro i'r person:

- bod yr hysbysiad wedi cael ei dynnu'n ôl;
- canlyniad y tynnu'n ôl; ac
- y gallant geisio cyngor a chymorth mewn perthynas â'r apêl.

Rwy'n cadarnhau bod y wybodaeth hon wedi cael ei darparu.

4.7 Were you notifying the person to whom the application relates that an application form has been withdrawn?

Yes No

If Yes, please confirm that you explained to the person:

- that the application form has been withdrawn;
- the consequence of the withdrawal; and
- that they may seek advice and assistance in relation to the application.

I confirm that this information has been provided.

4.8 Were you notifying the person to whom the application relates that an appellant's notice has been issued?

Yes No

If Yes, please confirm that you explained to the person:

- who the appellant is;
- the issues raised by the appeal;
- what will happen if the court makes the order or direction applied for; and
- that they may seek advice and assistance in relation to the appeal.

I confirm that this information has been provided.

4.9 Were you notifying the person to whom the application relates that an appellant's notice has been withdrawn?

Yes No

If Yes, please confirm that you explained to the person:

- that the notice has been withdrawn;
- the consequence of the withdrawal; and
- that they may seek advice and assistance in relation to the appeal.

I confirm that this information has been provided.

4.10 A oeddech chi'n hysbysu'r person y mae'r cais yn ymwneud ag ef/hi o orchymyn terfynol y llys.

Oeddwn Nac oeddwn

Os 'Oeddwn', cadarnhewch eich bod wedi egluro i'r person:

- beth fydd effaith y gorchymyn; ac
- y gallant geisio cyngor a chymorth mewn perthynas â'r gorchymyn.

Rwy'n cadarnhau bod y wybodaeth hon wedi cael ei darparu.

4.11 A oeddech chi'n hysbysu'r person y mae'r cais yn ymwneud ag ef/hi ynghylch mater arall yn ôl cyfarwyddyd y llys?

Oeddwn Nac oeddwn

Os 'Oeddwn', cadarnhewch eich bod wedi egluro i'r person:

- y materion a gyfarwyddwyd gan y llys ac
- y gallant geisio cyngor a chymorth mewn perthynas â'r mater..

Rwy'n cadarnhau bod y wybodaeth hon wedi cael ei darparu.

Diffyg hysbysu

4.12 Os na fu modd i chi ddarparu hysbysiad, disgrifiwch eich ymgais i wneud hynny os gwelwch yn dda, ac eglurwch y rhesymau paham na ddarparwyd hysbysiad.

4.10 Were you notifying the person to whom the application relates of a final order of the court.

Yes No

If Yes, please confirm that you explained to the person:

- the effect of the order; and
- that they may seek advice and assistance in relation to the order.

I confirm that this information has been provided.

4.11 Were you notifying the person to whom the application relates of another matter as directed by the court?

Yes No

If Yes, please confirm that you explained to the person:

- the matters directed by the court; and
- that they may seek advice and assistance in relation to the matter.

I confirm that this information has been provided.

Non-notification

4.12 If you could not provide notification, please describe your attempt to do so, and explain the reasons why notification was not provided.

Rhan 5 – Datganiad gwirionedd

Rhaid i'r datganiad gwirionedd gael ei lofnodi gan y person a gyflwynodd/ddarparodd hysbysiad.

Credaf fod y ffeithiau a nodir yn y dystysgrif hon yn wir.

Llofnodwyd

Enw

Dyddiad

Enw'r ffym

Safle neu swydd a ddelir

Section 5 – Statement of truth

The statement of truth must be signed by the person who served/provided notification.

I believe that the facts stated in this certificate are true.

Signed

Name

Date

Name of firm

Position or office held

Yn awr darllenwch nodyn 3 ynghylch
beth i'w wneud nesaf.

Now read note 3 about what you
need to do next.

Nodiadau cyfarwyddyd

Nodyn 1

Asiant yr ceisydd/atebydd

Gall asiant fod yn unrhyw berson a benodir gan y ceisydd i hysbysu'r person y mae'r cais/apêl yn ymwneud ag ef/hi.

Nodyn 2

Dyddiad cyflwyno/darparu'r hysbysiad

Rhaid i'r dystysgrif ddatgan y dyddiad a nodir yn y tabl canlynol, yn dibynnu ar y dull o gyflwyno a ddefnyddir gennych:

Dull o gyflwyno	Manylion i'w hardystio
Post dosbarth cyntaf (neu wasanaeth arall ar gyfer danfon y diwrnod canlynol)	Dyddiad postio
Personol	Dyddiad cyflwyno'n bersonol
Cyfnewid dogfennau	Dyddiad pryd y gadawyd y ddogfen yn y gyfnewidfa ddogfennau
Danfon y ddogfen i gyfeiriad a ganiateir	Dyddiad danfon y ddogfen i'r cyfeiriad a ganiateir
Ffacs	Dyddiad trosglwyddo
Dull electronig arall	Dyddiad trosglwyddo a'r dull a ddefnyddiwyd
Dull gwahanol a ganiatawyd gan y llys	Yn ôl y gofyn gan y llys

Os yw'r llys wedi caniatáu dull gwahanol o ddanfon bydd yn nodi'r dyddiad neu fanylion eraill i'w datgan ar y dystysgrif cyflwyno.

Nodyn 3

Beth i'w wneud nesaf

Dychweler y dystysgrif wedi'i chwblhau at:

Y Llys Gwarchod
Archway Tower
2 Junction Road
Llundain N19 5SZ

Guidance notes

Note 1

Applicant's/respondent's agent

An agent can be any person who is appointed by the applicant to notify the person to whom the application/appeal relates.

Note 2

Date notice was served/provided

The certificate must state the date set out in the following table depending on the method of delivery you use:

Method of delivery	Details to be certified
First class post (or other service for next-day delivery)	Date of posting
Personal	Date of personal service
Document exchange	Date when the document was left at the document exchange
Delivery of document to permitted address	Date when document was delivered to the permitted address
Fax	Date of transmission
Other electronic means	Date of transmission and the means used
Alternative method permitted by the court	As required by the court

If the court has permitted an alternative method of delivery it will specify the date or other details to be stated on the certificate of service.

Note 3

What you need to do next

Please return the completed certificate to:

Court of Protection
Archway Tower
2 Junction Road
London N19 5SZ