

Tystysgrif cyflwyno

Enw'r llys	Rhif yr Hawliad.
Enw'r Hawlydd	
Enw'r Diffynnydd	

Ar ba ddiwrnod y gwnaethoch chi gyflwyno?

/ /

Dyddiad cyflwyno

/ /

Pa ddogfennau a gyflwynwyd gennych?

Atodwch gopïau o'r dogfennau os nad ydych eisoes wedi'u ffeilio gyda'r llys.

I bwy y gwnaethoch gyflwyno? *(Os yw'n briodol, rhowch eu swydd h.y. partner, cyfarwyddwr).*

Sut cyflwynwyd y dogfennau gennych?

(ticiwch y blwch priodol)

- ☐ drwy'r post dosbarth cyntaf neu drwy wasanaeth arall sy'n danfon ar y diwrnod gwaith canlynol.
- ☐ drwy eu danfon i fan a ganiateir neu eu gadael yno
- ☐ drwy eu rhoi'n bersonol neu eu gadael gyda (.....rhowch yr amser y'u gadawyd, os nad ffurflen hawliad yw'r ddogfen) *(rhowch fanylion)*

- ☐ drwy ddulliau eraill a ganiateir gan y llys *(rhowch fanylion)*

Certificate of service

Name of court	Claim No.
Name of Claimant	
Name of Defendant	

On what day did you serve?

/ /

The date of service is

/ /

What documents did you serve?

Please attach copies of the documents you have not already filed with the court.

On whom did you serve? *(If appropriate include their position e.g. partner, director).*

How did you serve the documents?

(please tick the appropriate box)

- ☐ by first class post or other service which provides for delivery on the next business day
- ☐ by delivering to or leaving at a permitted place
- ☐ by personally handing it to or leaving it with (.....time left, where document is other than a claim form) *(please specify)*

- ☐ by other means permitted by the court *(please specify)*

☐ drwy ffacs (..... rhowch amser anfon, pan anfonir dogfen nad yw'n ffurflen hawliad) (efallai yr hoffech gynnwys copi o'r daflen anfon ffacs)

☐ drwy ddulliau electronig eraill (.....rhowch yr amser anfon, os nad ffurflen hawliad yw'r ddogfen) (rhowch fanylion)

☐ by fax machine (.....time sent, where document is other than a claim form) (you may want to enclose a copy of the transmission sheet)

☐ by other electronic means (.....time sent, where document is other than a claim form) (please specify)

Nodwch y cyfeiriad y cyflwynwyd y ddogfen, gan gynnwys y rhif ffacs neu'r rhif DX, y cyfeiriad e-bost neu gyfeirnod electronig arall

Give the address where service effected, include fax or DX number, e-mail address or other electronic identification

Sef

- ☐ man preswyllo arferol
- ☐ man preswyllo hysbys diweddaraf
- ☐ lleoliad busnes
- ☐ prif leoliad busnes
- ☐ lleoliad busnes hysbys diweddaraf
- ☐ prif leoliad busnes hysbys diweddaraf
- ☐ prif swyddfa'r bartneriaeth
- ☐ prif swyddfa'r gorfforaeth
- ☐ prif swyddfa'r cwmni
- ☐ lleoliad busnes y bartneriaeth/cwmni/corfforaeth o fewn yr awdurdodaeth sydd â chyswllt i'r hawliad
- ☐ arall (rhowch fanylion)

- ☐ yr hawlydd ☐ y diffynnydd
- ☐ y cyfreithiwr ☐ y cyfaill cyfreitha

Being the

- ☐ claimant's ☐ defendant's
- ☐ solicitor's ☐ litigation friend

- ☐ usual residence
- ☐ last known residence
- ☐ place of business
- ☐ principal place of business
- ☐ last known place of business
- ☐ last known principal place of business
- ☐ principal office of the partnership
- ☐ principal office of the corporation
- ☐ principal office of the company
- ☐ place of business of the partnership/company/corporation within the jurisdiction with a connection to claim
- ☐ other (please specify)

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

Enw llawn

Llofnod

(Cyfreithiwr) (Cyfaill) (yr Hawlydd) (y Diffynnydd)

Safle neu swydd a ddelir

(os llofnodir ar ran ffyrn neu gwmni)

Dyddiad

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

Full name

Signed

(Claimant) (Defendant) ('s solicitor) ('s friend)

Position or office held

(If signing on behalf of firm or company)

Date

Mae rheolau ar gyfer cyflwyno dogfennau wedi eu cynnwys yn Rhan 6 Rheolau Trefniadaeth Sifil (www.justice.gov.uk) a dylech gyfeirio at y rheolau hyn am wybodaeth.

Cyfrifiad diwrnod cyflwyno tybiedig o hawliad

Mae ffurflen hawlio a gyflwynir o fewn y DU yn unol â Rhan 6 Rheolau Trefniadaeth Sifil i'w chyflwyno ar ail ddiwrnod gwaith ar ôl i'r halwydd gwblhau'r camau gwaith sy'n ofynnol dan y RhTS 7.5(1).

Cyfrifiad o ddiwrnod cyflwyno dogfennau tybiedig ar wahân i'r ffurflen hawlio (RhTS 6.26)

Dull cyflwyno	Diwrnod cyflwyno tybiedig
Drwy'r post dosbarth cyntaf neu wasanaeth arall sy'n danfon erbyn y diwrnod gwaith nesaf	Yr ail ddiwrnod ar ôl postio neu ddanfon y ddogfen, ar ôl i'r darparwr gwasanaeth perthnasol ei chasglu, neu ar ôl ei gadael gyda'r darparwr hwnnw, ar yr amod bod y diwrnod hwnnw'n ddiwrnod gwaith; os nad yw'n ddiwrnod gwaith, y diwrnod gwaith nesaf ar ôl y diwrnod hwnnw
Cyfnewid dogfennau	Yr ail ddiwrnod ar ôl danfon y ddogfen, ar ôl i'r darparwr gwasanaeth perthnasol ei chasglu, neu ar ôl ei gadael gyda'r darparwr hwnnw, ar yr amod bod y diwrnod hwnnw'n ddiwrnod gwaith; os nad yw'n ddiwrnod gwaith, y diwrnod gwaith nesaf ar ôl y diwrnod hwnnw
Danfon y ddogfen i gyfeiriad a ganiateir, neu ei gadael yno	Os caiff ei danfon i'r cyfeiriad a ganiateir, neu ei gadael yno, ar ddiwrnod gwaith cyn 4.30pm, ar y diwrnod hwnnw; neu ymhob achos arall, ar y diwrnod gwaith nesaf ar ôl hynny
Ffacs	Os caiff y ffacs ei anfon ar ddiwrnod gwaith cyn 4.30pm, ar y diwrnod hwnnw; neu ymhob achos arall, ar y diwrnod gwaith nesaf ar ôl anfon y ffacs
Dulliau electronig eraill	Os anfonir yr e-bost neu'r trosglwyddiad electronig arall ar ddiwrnod gwaith cyn 4.30pm, ar y diwrnod hwnnw; neu ymhob achos arall, ar y diwrnod gwaith nesaf ar ôl ei anfon
Cyflwyno'n bersonol	Os cyflwynir y ddogfen yn bersonol cyn 4.30pm ar ddiwrnod gwaith, caiff ei gyflwyno ar y diwrnod hwnnw; neu ymhob achos arall, ar y diwrnod gwaith nesaf ar ôl y diwrnod hwnnw

Yn y cyd-destun hwn golyga 'diwrnod gwaith', unrhyw ddiwrnod ar wahân i ddydd Sadwrn, dydd Sul neu ŵyl y banc; (dan Ddeddf Bancio a Thrafodion Ariannol 1971 yn rhan o'r DU ble mae'r cyflwyno i ddigwydd); yn cynnwys dydd Gwener y Groglith a Diwrnod Nadolig.

Rules relating to the service of documents are contained in Part 6 of the Civil Procedure Rules (www.justice.gov.uk) and you should refer to the rules for information.

Calculation of deemed day of service of a claim

A claim form served within the UK in accordance with Part 6 of the Civil Procedure rules is deemed to be served on the second business day after the claimant has completed the steps required by CPR 7.5(1).

Calculation of the deemed day of service of documents other than the claim form (CPR 6.26)

Method of service	Deemed day of service
First class post or other service which provides for delivery on the next business day	The second day after it was posted, left with, delivered to or collected by the relevant service provider provided that day is a business day; or if not, the next business day after that day
Document exchange	The second day after it was left with, delivered to or collected by the relevant service provider provided that day is a business day; or if not, the next business day after that day
Delivering the document to or leaving it at a permitted address	If it is delivered to or left at the permitted address on a business day before 4.30pm, on that day; or in any other case, on the next business day after that day
Fax	If the transmission of the fax is completed on a business day before 4.30pm, on that day; or in any other case, on the next business day after the day on which it was transmitted
Other electronic method	If the email or other electronic transmission is sent on a business day before 4.30pm, on that day; or in any other case, on the next business day after the day on which it was sent
Personal service	If the document is served personally before 4.30pm on a business day, it is served on that day; or in any other case, on the next business day after that day

In this context 'business day' means any day except Saturday, Sunday or a bank holiday; (under the Banking and Financial Dealings Act 1971 in the part of the UK where service is to take place) includes Good Friday and Christmas Day.

