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## SCHEDULE 2

### FORM OF CLAIM NOTICE

#### COMMONHOLD AND LEASEHOLD REFORM ACT 2002

##### Claim Notice

At \_\_\_\_\_ To

1. Mae \_\_\_\_\_ 1.

\_\_\_\_\_  
[enw'r cwmni RTM] (Gweler Nodyn 1 isod) [name of RTM company] (See Note 1 below)  
("y cwmni"), o ("the company"), of

\_\_\_\_\_  
[cyfeiriad y swyddfa gofrestrdig] [address of registered office]

rhif cofrestru \_\_\_\_\_ and of which the registered number is

\_\_\_\_\_  
[y rhif o dan Ddeddf Cwmnïau 1985] [number under Companies Act 1985]  
yn unol â Phennod 1 o Ran 2 o Ddeddf in accordance with Chapter 1 of Part 2 of the  
Cyfunddaliad a Diwygio Cyfraith Lesddaliad Commonhold and Leasehold Reform Act  
2002 ("Deddf 2002") yn hawlio caffael yr hawl 2002 ("the 2002 Act") claims to acquire the  
i reoli right to manage

\_\_\_\_\_  
[enw'r fangre y mae'r hysbysiad yn berthnasol iddi] [name of premises to which notice relates]

("y fangre"). ("the premises").

2. Mae'r cwmni'n hawlio bod y fangre yn 2. The company claims that the premises are  
un y mae Pennod 1 o Ddeddf 2002 yn ones to which Chapter 1 of the 2002 Act  
gymwys iddi ar y sail a nodir yn is-adran applies on the grounds set out in subsection

\_\_\_\_\_  
[nodwch is-adran berthnasol yn adran 72]. [state relevant subsection of section 72]  
(Gweler Nodyn 2 isod) (See Note 2 below)

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o adran 72 o Ddeddf Cyfunddaliad a Diwygio Cyfraith 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 cymwys 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-

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

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

(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 amwybyddu (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 heblaw 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 Hawl i Reoli (Manylion a Ffurf Rhagnodedig) (Cymru) 2004. Rhaid ei roi i'r cwmni, yn y cyfeiriad ym mharagraff 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 rhoddir 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 proffesiynol.

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

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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

[*nodwch y dyddiad, sydd o leiaf dri mis ar ôl yr un a thatnodir ym mharagraff 5 (Gweler Nodyn 3 isod)*].

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

7. Os ydych yn berson y mae paragraff 5 yn gymwys iddo ac-  
(a) nad ydych yn dadlau â hawl y cwmni RTM i gaffael yr hawl i reoli; a  
(b) chi yw'r parti rheolwr o dan gontract 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 (dyletswyddau i hysbysu am gontractau) 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 lesioedd ar y cyfan 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 anghywirdeb yn unrhyw fanylion sy'n ofynnol gan adran 80(2) i (7) o Ddeddf 2002 neu reoliad 4 o Reoliadau'r Hawl i Reoli (Manylion a Ffur Rhagnodedig) (Cymru) 2004. Os ydych o'r farn bod unrhyw fanylion sydd yn yr hysbysiad hawlio yn anghywir, cewch hysbysu'r cwmni o'r manylion o dan sylw, gan nodi pam yr ydych o'r farn eu bod yn anghywir.

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.