

LPA120

Swyddfa'r Gwarcheidwad Cyhoeddus

Ffioedd Atwrneiaeth Arhosol ac Atwrneiaeth Barhaus

o 1 Hydref 2013 ymlaen

LPA120

Office of the Public Guardian

LPA and EPA fees

with effect from 1 October 2013

	Ffi llawn / Full fee	Esemptiad neu ostyngiad ar gael / Exemption or remission available
Ffi Cais am Atwrneiaeth Arhosol (LPA) / Lasting power of attorney (LPA) application fee	£110	Os yw'r rhoddwr yn gymwys, efallai bydd esemptiad neu ostyngiad ar gael (gweler y manylion isod)
Ffi Cais am Atwrneiaeth Barhaus (EPA) / Enduring power of attorney (EPA) application fee	£110	
Ffi ailgyflwyno Cais am Atwrneiaeth Arhosol (LPA) / Repeat LPA application fee	£55	If the donor qualifies, exemption or remission may be available (see details below)
Copi'r swyddfa/ copi ardystiedig o Atwrneiaeth Arhosol / Office copy/certified copy of an LPA	£35	Nid oes esemptiad na ostyngiad ar gael
Copi'r swyddfa/ copi ardystiedig o Atwrneiaeth Barhaus / Office copy/certified copy of an EPA	£25	

Esemptiad – pan nad oes rhaid i'r rhoddwr dalu oherwydd eu bod yn cael budd-dal sy'n dibynnu ar brawf modd penodol.

Gostyngiad – Gostyngiad ffi o 50% wedi'i seilio ar amgylchiadau ariannol y rhoddwr neu ostyngiad wedi'i seilio ar y rhoddwr yn derbyn Credyd Cynhwysol.

Copi'r Swyddfa /Copi Ardystiedig – copïau swyddogol a ddarperir mewn achosion arbennig

- Rhaid i chi dalu ffi pan fyddwch yn gwneud cais i gofrestru atwrneiaeth. Nid ellir ad-dalu ffioedd, hyd yn oed os na fydd yr atwrneiaeth wedi ei chofrestru.
- Telir ffioedd am y cais gan neu ar ran y rhoddwr – yr unigolyn sy'n gwneud yr atwrneiaeth. Os ydynt yn gwneud cais am y ddau fath o Atwrneiaeth Arhosol, yna bydd angen talu'r 2 ffi.
- Telir ffioedd copi swyddfa gan y sawl sy'n gofyn am y ddogfen.

Exemption – when a donor doesn't have to pay because they get certain means-tested benefits

Remission – a 50% fee reduction based on a donor's financial circumstances or a reduction based on the donor receiving Universal Credit

Office copy/certified copy – official copies that are only supplied in exceptional cases

- You must pay an application fee when you apply to register a power of attorney. Fees are non-refundable, even if the power of attorney isn't registered.
- Application fees are paid by or on behalf of the donor – the person making the power of attorney. If they make both types of LPA they need to pay 2 fees.
- Office copy fees are paid by the person requesting the document.

Gwneud taliad

Taliad ar-lein – os ydych yn gwneud eich Atwrneiaeth Arhosol gan ddefnyddio arf digidol Atwrneiaeth Arhosol, gallwch wneud taliad ar-lein yn ddiogel gyda cherdyn debyd neu gerdyn debyd.

Talu dros y ffôn gyda cherdyn credyd neu ddebyd – os ydych eisiau talu fel hyn, nodwch hyn ar eich ffurflen gais (LPA002) neu eich llythyr eglurhaol, a byddwn yn cysylltu â chi.

Talu gyda siec – gwnewch eich sieciau yn daladwy i ‘Swyddfa’r Gwarcheidwad Cyhoeddus’ ac ysgrifennwch enw llawn y rhoddwr ar y cefn.

Make a payment

Online payment – if you make your LPA using the digital LPA tool, you can make a secure online payment by credit or debit card.

On the phone by credit or debit card – if you want to pay this way, please say so in your application form (LPA002) or covering letter and we will contact you.

Cheque payment – please make your cheque payable to ‘Office of the Public Guardian’ and write the donor’s full name on the back.

Gwneud eich Atwrneiaeth Arhosol ar lein

Os nad ydych chi wedi gwneud eich Atwrneiaeth Arhosol, gallwch ddefnyddio'r **arf digidol Atwrneiaeth Arhosol**. Bydd yn:

- Eich cynorthwyo i wneud eich Atwrneiaeth Arhosol
- eich tywys i'r cam gofrestru
- yn eich caniatáu i dalu ar-lein neu gyda siec

www.gov.uk/lasting-power-of-attorney

Make your LPA online

If you haven't already made your LPA you could **use the digital LPA tool**.

It will:

- help you make your LPA
- guide you through to registration
- let you pay online or by cheque

www.gov.uk/lasting-power-of-attorney

Esemptiad a gostwng ffioedd gwneud cais

Efallai bod gan y rhoddwr hawl i esemptio neu ostwng ffioedd gwneud cais, yn ddibynnol ar eu hamgylchiadau ariannol. Dim ond budd-daliadau ac incwm y rhoddwr sy'n berthnasol.

I wneud cais, rhaid i chi:

- lenwi ffurflen LPA120A (sydd i'w chael ar ôl y daflen wybodaeth hon) a llofnodwch y datganiad.
- casglu tystiolaeth gefnogol – **ni allwn ystyried hawliad heb dystiolaeth** felly sicrhewch eich bod yn darllen yr adrannau ar dudalen 2 ynghylch tystiolaeth gefnogol dderbyniol.
- anfon eich ffurflen LPA120A atom a'ch tystiolaeth ynghyd â'ch ffurflenni Atwrneiaeth Arhosol neu Atwrneiaeth Barhaus pan fyddwch yn gwneud cais i gofrestru.

Os ydych yn cofrestru 2 atwrneiaeth ar yr un pryd, dim ond un ffurflen LPA120A y bydd angen i chi ei llenwi.

Exemption and remission of application fees

A donor may be entitled to an exemption or remission of application fees based on their financial circumstances. It's only the donor whose benefits and income matter.

To apply you must:

- fill in form LPA120A (which follows this information sheet) and sign the declaration
- gather supporting evidence – **without evidence we can't consider a claim** so make sure you read the sections on page 2 about acceptable supporting evidence
- send us form LPA120A and your evidence along with your LPA or EPA forms when you apply to register.

If you're registering 2 powers of attorney at the same time you only need to fill in 1 form LPA120A.

Esemptiad

Os yw'r rhoddwr yn derbyn unrhyw rai o'r **budd-daliadau canlynol sy'n seiliedig ar brawf modd**, gallant wneud cais am esemptiad, neu gall eu hatwrnai neu gyfreithiwr wneud hynny ar eu rhan:

- Cymhorthdal Incwm
- Lwfans Cyflogaeth a Chymorth yn Seiliedig ar Incwm
- Lwfans Ceisio Gwaith yn seiliedig ar Incwm
- **Elfen Credyd Gwarant** o Bensiwn y Wladwriaeth
- Budd-dal Tai
- Cymorth/ Gostyngiad y Dreth Gyngor – a adnabyddir gan enwau eraill (nid y gostyngiad 25% ar gyfer unigolyn sengl neu esemptiad Dosbarth U)
- Lwfans Tai Lleol
- Cyfuniad o Gredyd Treth Gwaith **ac o leiaf un o'r canlynol:**
 - Credyd Treth Plant
 - Elfen Anabledd y Credyd Treth Gwaith
 - Elfen Anabledd Difrifol y Credyd Treth Gwaith

Heb gynnwys: Lwfans Byw i'r Anabl, Budd-dal Analluedd, Taliad Annibyniaeth Personol

Eithriad

Os bydd y rhoddwr wedi cael **iawndal am anaf personol o dros £16,000** wedi'i ddyfarnu iddo, a gafodd ei ddiystyru pan aseswyd y rhoddwr ar gyfer un o'r budd-daliadau uchod, yna ni fyddant yn gymwys am esemptiad.

Tystiolaeth gefnogol ar gyfer esemptiad

Bydd angen i chi **anfon copïau o lythyrau gan ddarparwr budd-dal** yn dangos bod y rhoddwr wedi derbyn o leiaf 1 o'r budd-daliadau a restrir ar yr amser y gwnaethoch gais i gofrestru. Rhaid i lythyrau gadarnhau bod y budd-dal yn cael ei dalu i'r rhoddwr a chynnwys eu manylion mewn print bras (teitl, enw llawn, cyfeiriad a chod post).

Exemption

If the donor receives any of the following **means-tested benefits** when an application to register is made, they can apply for an exemption, or their attorney or solicitor can do so on their behalf:

- Income Support
- Income-based Employment and Support Allowance
- Income-based Jobseeker's Allowance
- **Guarantee Credit element** of State Pension Credit
- Housing Benefit
- Council Tax Reduction/Support – also known by other names (not the 25% single person discount or the Class U exemption)
- Local Housing Allowance
- A combination of Working Tax Credit **and at least one of:**
 - Child Tax Credit
 - Disability Element of Working Tax Credit
 - Severe Disability Element of Working Tax Credit

Not included: Disability Living Allowance, Invalidity Benefit, Personal Independence Payment

Exception

If the donor has been awarded **personal injury damages of more than £16,000** which were ignored when they were assessed for one of the above benefits, they won't qualify for exemption.

Supporting evidence for exemption

You need to **send copies of letters from a benefit provider** showing the donor received at least 1 of the listed benefits at the time you applied to register. Letters must confirm that the benefit was being paid to the donor and include their printed details (title, full name, address and postcode).

Manylion Cyswilt Swyddfa'r Gwarcheidwad Cyhoeddus

Swyddfa'r Gwarcheidwad Cyhoeddus
Blwch Swyddfa'r Post 16185
Birmingham B2 2WH

DX: 744240 Birmingham 79

Ffôn: 0300 456 0300

(galwadau o'r tu allan i'r DU +44,300 456 0300)

Ffôn testun: 0115 934 2778

Ffacs: 0870 739 5780

Mae'r llinellau ar agor rhwng 9am – 5pm o ddydd
Llun i ddydd Gwener (Dydd Mercher 10am tan 5pm)

Ebost: customerservices@publicguardian.gsi.gov.uk

Ar-lein: www.gov.uk/power-of-attorney

Contact OPG

Office of the Public Guardian
PO Box 16185
Birmingham B2 2WH

DX: 744240 Birmingham 79

Telephone: 0300 456 0300

(+44 300 456 0300 outside the UK)

Textphone: 0115 934 2778

Fax: 0870 739 5780

Phone line open - Monday to Friday 9am to 5pm
(Wednesday 10am to 5pm)

Email: customerservices@publicguardian.gsi.gov.uk

Online: www.gov.uk/power-of-attorney

Gostyngiad ar sail incwm

Os yw incwm blynyddol gros y rhoddwr yn llai na £12,000, efallai y byddant yn gymwys am 50% gostyngiad o'r ffi. Incwm blynyddol gros yw incwm **cyn** treth. Gall ddod o gyflogaeth, budd-daliadau sydd ddim yn seiliedig ar brawf modd (megis Lwfans Gweini, Lwfans Byw i'r Anabl neu Daliad Annibyniaeth Personol), pensiynau, Credyd Cynilion Pensiwn, llog o gynilion a buddsoddiadau, neu'r rhent o eiddo.

Tystiolaeth gefnogol dros ostyngiad

Bydd angen i chi **anfon prawf o incwm blynyddol gros y rhoddwr**. Mae'n rhaid i'r dystiolaeth fod yn gysylltiedig â'r cyfnod lle anfonasoch y cais i gofrestru. Ni allwn dderbyn cyfriflenni banc. Gall y dystiolaeth fod fel a ganlyn:

Cyflogaeth am dâl – P60 neu slipiau cyflog 3 mis dilynol o'r swydd bresennol.

Pensiynau a Budd-daliadau sydd ddim yn seiliedig ar brawf modd – llythyr swyddogol neu hysbysiad gan y talwr.

Llog o gyfalaf, stociau, cyfranddaliadau neu fond – cyfriflenni neu dalebau yn dangos incwm gros.

Hunangyflogaeth – ffurflen dreth hunan asesiad mwyaf diweddaraf a chyfrifiad treth HMRC, neu gyfrif archwiliedig wedi ei ardystio gan gyfrifydd cymwys.

Os nad yw'r rhoddwr yn derbyn incwm, mae'n rhaid iddynt anfon datganiad wedi'i lofnodi yn egluro sut y maent yn cynnal eu hunain. Os nad oes ganddynt y galluedd meddyliol, gall eu hatwrnai neu gyfreithiwr ddarparu a llofnodi'r datganiad.

Remission based on income

If the donor's gross annual income is less than £12,000, they may be eligible for a 50% reduction of the fee. Gross annual income is income **before** tax. It may come from employment, non-means-tested benefits (such as Attendance Allowance, Disability Living Allowance or Personal Independence Payment), pensions, Pensions Savings Credit, interest from savings and investments, or the rent of property.

Supporting evidence for remission

You need to **send proof of the donor's gross annual income**. Evidence must relate to the time you sent the application to register. We can't accept bank statements. Evidence can be:

Paid employment – A P60 or 3 months' consecutive wage slips from current employment.

Non-means-tested benefits and pensions – an official letter or notice from the payer.

Interest from capital, stocks, shares or bonds – statements or vouchers showing gross income.

Self-employment – most recent self-assessment tax return and HMRC tax calculation, or audited account certified by a qualified accountant.

If the donor receives no income, they must send a signed statement explaining how they support themselves. If they don't have mental capacity their attorney or solicitor can supply and sign this statement.

Dilead wedi'i seilio ar Gredyd Cynhwysol

Gall roddwr fod yn gymwys am ddilead os ydynt yn derbyn Credyd Cynhwysol

Tystiolaeth gefnogol ar gyfer Credyd Cynhwysol

Bydd angen i chi anfon copïau o lythyrau yn dangos bod y rhoddwr yn derbyn Credyd Cynhwysol ar yr amser y gwnaethoch gais i gofrestru. Rhaid i lythyrau gadarnhau bod y budd-dal yn cael ei dalu i'r rhoddwr a chynnwys eu manylion mewn print bras (teitl, enw llawn, cyfeiriad a chod post).

Adolygu

Os yw cais am esemptiad neu ddilead yn aflwyddiannus, cewch apelio o fewn 4 wythnos o'r penderfyniad drwy ysgrifennu at Bennaeth y Gwasanaethau Corfforaethol. Os cafodd y penderfyniad gwreiddiol ei amddiffyn, caiff ei gyfeirio at y Gwarcheidwad Cyhoeddus i'w gadarnhau.

Caledi

Os nad yw'r rhoddwr yn gymwys i gael esemptiad neu ostwng y ffioedd, ond y byddai talu'r ffioedd yn achosi caledi mawr - er enghraifft, byddai talu'r ffi yn ei gwneud hi'n anodd talu costau byw arferol – cewch wneud cais i gael y ffioedd wedi'u hepgor. I wneud hyn, ysgrifennwch at Swyddfa'r Gwarcheidwad Cyhoeddus yn egluro pam fyddai talu yn achosi caledi, gan amgáu cyfriflenni banc a dogfennau eraill yn dangos cynilion, incwm a thaliadau allan.

Remission based on Universal Credit

A donor may qualify for remission if they receive Universal Credit.

Supporting evidence of Universal Credit

You need to send copies of letters showing the donor received Universal Credit at the time you applied to register. Letters must confirm that the benefit was being paid to the donor and include their printed details (title, full name, address and postcode).

Review

If an application for exemption or remission is unsuccessful, you can appeal within 4 weeks of the decision by writing to the Head of Corporate Services. If the original decision is upheld, it will be referred to the Public Guardian for confirmation.

Hardship

If the donor doesn't qualify for remission or exemption, but paying fees would cause hardship – for example, paying would mean they couldn't meet normal living costs – you can apply to have fees waived. To claim write to OPG explaining why payment would cause hardship, enclosing bank statements and other documents showing all savings, income and outgoings.

LPA120A

Cais am esemptiad neu ostyngiad ffioedd cais Atwrneiaeth Arhosol/ Atwrneiaeth Barhaus

Rhan 1 – Ynglŷn â'r achos

Enw llawn y Rhoddwr

Cyfeiriad y Rhoddwr

Rhif yr achos (os ydych yn ei wybod)
Fe gewch hwn ar eich llythyrau

I ba ffi y mae'r cais hwn yn berthnasol?

- Ffi Cais am Atwrneiaeth Arhosol (LPA)
- Ffi Cais am Atwrneiaeth Barhaus (EPA)
- Ffi ailgyflwyno Cais am Atwrneiaeth Arhosol (LPA)

Pa atwrneiaeth yr ydych wedi ei chynnwys i'w
gofrestru?

- Atwrneiaeth Arhosol ar gyfer iechyd a lles
- Atwrneiaeth Arhosol ar gyfer Eiddo a materion
ariannol
- Atwrneiaeth Barhaus

LPA120A

Application for exemption or remission of LPA/EPA application fees

Section 1 – About the case

Donor's full name

Donor's address

Case number/ref. (if known)
You will find this on our letters

Which fee does this application relate to?

- LPA application fee
- EPA application fee
- Repeat LPA application fee

Which powers of attorney have you enclosed for
registration?

- LPA for health and welfare
- LPA for property and financial affairs
- EPA

parhad drosodd ↪

continued overleaf ↪

Adran 2 – Amdanoch chi

Beth yw eich cysylltiad â'r achos?

- Rhoddwr
 Atwrnai
 Arall (nodwch)

Teitl

- Mr Mrs
 Miss Ms
 Arall

Enw cyntaf

Cyfenw

Cyfeiriad (gan gynnwys cod post)

Rhif ffôn

Yn ystod y dydd

Symudol

Cyfeiriad e-bost

Os ydych eisoes wedi talu'r ffi, a'r cais am ostyngiad/
esemptiad yn llwyddiannus, nodwch i bwy y dylid ad-
dalw'r ffi?

Section 2 – About you

What is your relationship to the case?

- Donor
 Attorney
 Other (Please specify)

Title

- Mr Mrs
 Miss Ms
 Other

First name

Last name

Address (including postcode)

Telephone number

Daytime

Mobile

Email address

If you have already paid the fee, who do you want
the money paid to if your application for exemption/
remission is successful?

Adran 3 - Gostwng ffi ar sail budd-daliadau a ganiateir

3a Ydy'r Rhoddwr yn derbyn unrhyw un o'r budd-daliadau isod?

- Cymhorthdal Incwm
- Lwfans Cyflogaeth a Chymorth yn Seiliedig ar Incwm
- Lwfans Ceisio Gwaith yn seiliedig ar Incwm
- **Elfen Credyd Gwarant** Pensiwn y Wladwriaeth
- Budd-dal Tai
- Gostyngiad/ Cymorth Treth Gyngor - a adnabyddir gydag enwau eraill (nid y gostyngiad 25% ar gyfer unigolyn sengl neu esemptiad Dosbarth U)
- Lwfans Tai Lleol
- Cyfuniad o Gredyd Treth Gwaith **ac o leiaf un o'r canlynol:**
 - Credyd Treth Plant
 - Efen Anabledd y Credyd Treth Plant
 - Efen Anabledd Difrifol y Credyd Treth Gwaith

Heb gynnwys: Lwfans Byw i'r Anabl, Budd-dal Analluedd, Taliad Annibyniaeth Personol

Ydy → **Ewch i gwestiwn 3b**

Nac ydy → **Ewch i Ran 4**

3b Ydy'r rhoddwr wedi cael iawndal am anaf personol o dros £16,000 wedi'i ddyfarnu iddo, a gafodd ei ddiystyru pan aseswyd y rhoddwr ar gyfer un o'r budd-daliadau a restrwyd yn 3a?

Ydy, **Ewch i Adran 4**

Nac ydy, mae'r rhoddwr yn gymwys am esemptiad.

Section 3 – Fee exemption based on permitted benefits

3a Does the donor receive any of the benefits listed?

- Income Support
- Income-based Employment and Support Allowance
- Income-based Job-Seeker's Allowance
- **Guarantee Credit element** of State Pension Credit
- Housing benefits
- Council Tax Reduction/Support – also known by other names (not the 25% single person discount or the Class U exemption)
- Local Housing Allowance
- A combination of Working Tax Credit and **at least one of:**
 - Child Tax Credit
 - Disability Element of Working Tax Credit
 - Severe Disability Element of Working Tax Credit

Not included: Disability Living Allowance, Invalidity Benefit, Personal Independence Payment

Yes → **Go to question 3b**

No → **Go to Section 4**

3b Has the donor been awarded personal injury damages of more than £16,000 which were ignored when the donor was assessed for the benefit listed at question 3a?

Yes, **Go to Section 4**

No, the donor is eligible for exemption

Adran 4 – Gostyngiad ffi ar sail incwm blynyddol gros neu Gredyd Cynhwysol

A yw incwm blynyddol gros y rhoddwr yn llai na £12,000?

- Ydy. Hoffwn wneud cais am 50% o ostyngiad yn y ffi wedi'i seilio ar incwm blynyddol gros y rhoddwr.
- Nac ydy

→ **Rhaid cynnwys tystiolaeth.**

A yw'r rhoddwr yn derbyn Credyd Cynhwysol?

- Ydy, hoffwn wneud cais am ostyngiad ar sail bod y rhoddwr yn derbyn Credyd Cynhwysol.
- Nac ydy

→ **Rhaid cynnwys tystiolaeth.**

Section 4 – Fee remission based on gross annual income or Universal Credit

Is the donor's gross annual income less than £12,000?

- Yes, I want to apply for a remission of 50% of the fee based on the donor's gross annual income.
- No

→ **Evidence must be enclosed.**

Does the donor receive Universal Credit?

- Yes, I want to apply for a remission based on the donor receiving Universal Credit.
- No

→ **Evidence must be enclosed.**

Adran 5 – Datganiad

Rwy'n datgan bod yr wybodaeth yr wyf wedi'i rhoi yn wir hyd eithaf fy ngwybodaeth ac amgaeaf y dystiolaeth ddogfennol ofynnol i gefnogi'r hawliad am esemptio neu ostwng y ffi.

Rwy'n deall y caiff y cais hwn ei wrthod os byddaf yn gwrthod i ddarparu'r dystiolaeth.

Llofnod

Dyddiad

Section 5 – Declaration

I declare that the information I have given is true to the best of my knowledge, and I enclose the required evidence to support the claim for a fee exemption or remission.

I understand that this application will be refused if I fail to provide evidence.

Signed

Dated

Dychwelwch eich cais ar ôl ei gwblhau i:

Swyddfa'r Gwarcheidwad Cyhoeddus -
Office of the Public Guardian, Bwlch Swyddfa'r
Post 16185, Birmingham B2 2WH

or

DX 744240 Birmingham 79

Send your completed application to:

Office of the Public Guardian,
PO Box 16185,
Birmingham B2 2WH

or

DX 744240 Birmingham 79