

Cwestiwn enghreifftiol SQE2 a thrafodaeth ar yr ateb

Ysgrifennu cyfreithiol (Ymarfer ym maes Eiddo)

Adolygwyd Rhagfyr 2025

Bydd ymgeiswyr yn sefyll 16 o asesiadau yn SQE2. Er mwyn pasio SQE2, rhaid i ymgeiswyr gael y marc pasio cyffredinol ar gyfer SQE2.

Mae'r cwestiwn enghreifftiol hwn, a thrafodaeth ar yr ateb, yn enghraifft o asesiad ysgrifennu cyfreithiol. Asesiad ar gyfrifiadur yw hwn a bydd gan ymgeiswyr 30 munud i gyflawni'r dasg.

Am ragor o fanylion gweler Manyleb Asesu SQE2.

Sylwer bod y cwestiynau enghreifftiol wedi cael eu darparu er mwyn rhoi syniad o'r math o dasgau y gellid eu gosod i ymgeiswyr. Nid ydynt yn adlewyrchu'r holl ddeunydd sydd wedi'i gynnwys yn SQE2.

Efallai na fydd cwestiynau yn y dyfodol yn dilyn yr un fformat yn union.

Cwestiwn a phapurau ychwanegol i ymgeiswyr

Nodyn i Ymgeiswyr:

Fe welwch fod rhai termau Cymraeg yn yr asesiad hwn yn cael eu dilyn gan y term Saesneg cyfatebol mewn cromfachau. Yn ogystal, mae rhestr eirfa, sydd wedi'i chynnwys, wedi'i ffurfio o'r termau hynny.

E-bost at yr Ymgeisydd

Oddi wrth: Partner

Anfonwyd: 23 Mai 202#

At: Yr Ymgeisydd

Pwnc: Mrs Sonia Lowe – Prynau 43 Hill Road, Woking, GU22 3KL

Rwy'n gweithredu ar ran Mrs Sonia Lowe i brynu 43 Hill Road, Woking, GU22 3KL am £300,000 oddi wrth Mr Johan Pudsey. Cafodd y contractau eu cyfnewid ychydig wythnosau'n ôl a thalodd Mrs Lowe flaendal o £30,000, sydd bellach yn cael ei ddal gan gyfreithwyr Mr Pudsey. Mae'r contract yn ymgorffori'r Standard Conditions of Sale (Fifth Edition – 2018 Revision) heb unrhyw ddiwygiadau nac amodau arbennig, heblaw cynnwys 30 Mai 202# fel y dyddiad cwblhau a chyfradd contract o 5%.

Mae Mrs Lowe yn prynu'r eiddo heb forgaïs drwy ddefnyddio ei harian ei hun ac nid oes ganddi werthiant dibynnol (dependent sale). Mae Mr Pudsey wedi dweud wrthi nad oes ganddo brynant cysylltiedig ac mae eisoes wedi gadael 43 Hill Road, ar ôl symud i dŷ arall y mae eisoes yn berchen arno.

Gan ragweld y byddai'r pryniant wedi'i gwblhau ar 30 Mai, anfonais ddatganiad cwblhau at Mrs Lowe ond yn gynnar y bore yma ffoniodd hi fi mewn rhywfaint o ofid. Nid yw hi'n gallu cwblhau ar 30 Mai am fod ei harian hi mewn portffolio buddsoddi a reolir, sy'n gofyn am 21 diwrnod o rybudd i werthu'r unedau stoc angenrheidiol i ryddhau'r arian sydd ei angen arni.

Roedd hi'n credu ei bod hi wedi rhoi digon o rybudd i reolwr y gronfa, ond mae camgymeriad gweinyddol yn golygu na fydd ei harian ar gael er mwyn i ni gwblhau tan 5 Mehefin.

Wrth gwrs, mae ein cleient yn poeni os nad yw hi'n cwblhau ar 30 Mai, y gall Mr Pudsey dynnu'n ôl o'r gwerthiant a chadw ei blaendal hi.

Eglurais wrth Mrs Lowe y sefyllfa o ran y contract os nad yw hi'n gallu cwblhau'r pryniant ar 30 Mai. Fodd bynnag, roedd hi wedi ypsetio cymaint, nid wyf yn credu ei bod hi'n gallu gwerthfawrogi'n llawn yr hyn a ddywedais wrthi. Felly, fe wnes i addo ysgrifennu llythyr ati yn egluro canlyniadau tebygol peidio â chwblhau ar 30 Mai, fel

ei bod hi'n deall ei sefyllfa.

Yn ei gofid, gofynnodd Mrs Lowe i mi a allwn i roi cadarnhad y bydd yr arian cwblhau ar gael ar 5 Mehefin, gan ei bod hi'n credu ar y sail honno y gallai fod yn bosibl perswadio Mr Pudsey i gwblhau ar 30 Mai.

Yn anffodus, rwyf wedi cael fy ngalw i ddelio â mater brys arall, felly hoffwn i ti ysgrifennu'r llythyr ar fy rhan i.

Hoffwn i ti egluro'r canlynol i Mrs Lowe:

- **Y goblygiadau cyfreithiol iddi hi os nad yw'n cwblhau'r pryniant ar 30 Mai;**
- **Pa gamau y mae Mr Pudsey yn debygol o'u cymryd i ddiogelu ei sefyllfa ef os na all Mrs Lowe gwblhau'r pryniant ar 30 Mai a beth yw canlyniadau gweithredu o'r fath hwn iddi hi; a**
- **Pham na fydd modd cwblhau'r pryniant ar 30 Mai gyda chadarnhad gennyf i y bydd yr arian cwblhau ar gael ar 5 Mehefin.**

Nid yw Mrs Lowe yn gyfreithiwr, felly mae'n bwysig dy fod yn egluro mewn modd clir a syml. Fodd bynnag, mae hi'n ddeallus ac yn graff a bydd hi'n mynnu deall popeth, felly bydd angen i ti roi esboniadau cyfreithiol byr lle bo hynny'n briodol.

Atodaf gopi o Standard Conditions of Sale (Fifth Edition – 2018 Revision) i ti gyfeirio atynt. Dogfen Saesneg yw hi.

Diolch

Partner

ATODIAD:

Standard Conditions of Sale (Fifth Edition – 2018 Revision)

Nodyn i Ymgeiswyr:

Dylech gymryd yn ganiataol bod y partner eisoes wedi ymdrin â phob mater sy'n ymwneud â gofal y cleient/gwyngalchu arian. Does dim angen i chi wneud ymholiadau am ffynhonnell arian y cleient.

Dylech ysgrifennu eich ateb yn y templed electronig a ddarparwyd. Mae'r

templed yn cynnwys manylion cyswllt y derbynnydd. Cafodd y templed ei lunio at ddiben yr asesiad yn unig ac mae'n bosibl nad yw'n bodloni'r holl ofynion cyfreithiol ar gyfer deunydd ysgrifennu busnes LLP. Ni ddylech geisio ei ddiwygio i adlewyrchu'r gofynion hynny.

Peidiwch â rhoi eich enw ar y templed ateb.

DIWEDD

Rhestr eirfa ar gyfer Eiddo>ysgrifennu cyfreithiol

Cymraeg	Saesneg
digollediad	compensation
gwerthiant dibynnol	dependent sale
iawndal	damages
lleygwr	lay person
ymgymeriad	undertaking

DIWEDD

Atiodad**STANDARD CONDITIONS OF SALE (FIFTH EDITION - 2018 REVISION)
(NATIONAL CONDITIONS OF SALE 25TH EDITION, LAW SOCIETY'S CONDITIONS OF SALE 2011)****1. GENERAL****1.1 Definitions**

In these conditions:

- (a) 'accrued interest' means:
 - (i) If money has been placed on deposit or in a building society share account, the interest actually earned
 - (ii) otherwise, the interest which might reasonably have been earned by depositing the money at interest on seven days' notice of withdrawal with a clearing bank less, in either case, any proper charges for handling the money
- (b) 'clearing bank' means a bank admitted by the Bank of England as a direct participant in its CHAPS system
- (c) 'completion date' has the meaning given in condition 6.1.1
- (d) 'contents price' means any separate amount payable for contents included in the contract
- (e) 'contract rate' means the Law Society's interest rate from time to time in force
- (f) 'conveyancer' means a solicitor, barrister, duly certified notary public, licensed conveyancer or recognised body under sections 9 or 23 of the Administration of Justice Act 1985
- (g) 'lease' includes sub-lease, tenancy and agreement for a lease or sub-lease
- (h) 'mortgage' means a mortgage or charge securing the repayment of money
- (i) 'notice to complete' means a notice requiring completion of the contract in accordance with condition 6.8
- (j) 'public requirement' means any notice, order or proposal given or made (whether before or after the date of the contract) by a body acting on statutory authority
- (k) 'requisition' includes objection
- (l) 'transfer' includes conveyance and assignment
- (m) 'working day' means any day from Monday to Friday (inclusive) which is not Christmas Day, Good Friday or a statutory Bank Holiday.

1.1.2 In these conditions the terms 'absolute title' and 'official copies' have the special meanings given to them by the Land Registration Act 2002.

1.1.3 A party is ready, able and willing to complete:

- (a) if he could be, but for the default of the other party, and
- (b) in the case of the seller, even though the property remains subject to a mortgage, if the amount to be paid on completion enables the property to be transferred freed of all mortgages (except any to which the sale is expressly subject).

1.1.4 These conditions apply except as varied or excluded by the contract.

1.2 Joint parties

If there is more than one seller or more than one buyer, the obligations which they undertake can be enforced against them all jointly or against each individually.

1.3 Notices and documents

1.3.1 A notice required or authorised by the contract must be in writing.

1.3.2 Giving a notice or delivering a document to a party's conveyancer has the same effect as giving or delivering it to that party.

1.3.3 Where delivery of the original document is not essential, a notice or document is validly given or sent if it is sent:

- (a) by fax, or
- (b) by e-mail to an e-mail address for the intended recipient given in the contract

1.3.4 Subject to conditions 1.3.5 to 1.3.7, a notice is given and a document is delivered when it is received

- (a) A notice or document sent through a document exchange is received when it is available for collection.
- (b) A notice or document which is received after 4.00pm on a working day, or on a day which is not a working day, is to be treated as having been received on the next working day.
- (c) An automated response to a notice or document sent by e-mail that the intended recipient is out of the office is to be treated as proof that the notice or document was not received.

1.3.6 Condition 1.3.7 applies unless there is proof:

- (a) that a notice or document has not been received, or
- (b) of when it was received.

1.3.7 A notice or document sent by the following means is treated as having been received as follows:

- (a) by first-class post: before 4.00pm on the second working day after posting
- (b) by second-class post: before 4.00pm on the third working day after posting
- (c) through document exchange: before 4.00pm on the first working day after the day on which it would normally be available for collection by the addressee one hour after despatch
- (d) by fax: before 4.00pm on the first working day after despatch
- (e) by e-mail: before 4.00pm on the first working day after despatch

1.4 VAT

1.4.1 The purchase price and the contents price are inclusive of any value added tax.

1.4.2 All other sums made payable by the contract are exclusive of any value added tax and where a supply is made which is chargeable to value added tax, the recipient of the supply is to pay the supplier (in addition to any other amounts payable under the contract) a sum equal to the value added tax chargeable on that supply.

1.5 Assignment and sub-sales

1.5.1 The buyer is not entitled to transfer the benefit of the contract.

1.5.2 The seller cannot be required to transfer the property in parts or to any person other than the buyer.

1.6 Third party rights

Unless otherwise expressly stated nothing in this contract will create rights pursuant to the Contracts (Rights of Third Parties) Act 1999 in favour of anyone other than the parties to the contract.

2. FORMATION**2.1 Date**

2.1.1 If the parties intend to make a contract by exchanging duplicate copies by post or through a document exchange, the contract is made when the last copy is posted or deposited at the document exchange.

2.1.2 If the parties' conveyancers agree to treat exchange as taking place before duplicate copies are actually exchanged, the contract is made as so agreed.

2.2 Deposit

2.2.1 The buyer is to pay or send a deposit of 10 per cent of the purchase price no later than the date of the contract.

2.2.2 If a cheque tendered in payment of all or part of the deposit is dishonoured when first presented, the seller may, within seven working days of being notified that the cheque has been dishonoured, give notice to the buyer that the contract is discharged by the buyer's breach.

2.2.3 Conditions 2.2.4 to 2.2.6 do not apply on a sale by auction.

2.2.4 The deposit is to be paid:

- (a) by electronic means from an account held in the name of a conveyancer at a clearing bank to an account in the name of the seller's conveyancer or (in a case where condition 2.2.5 applies) a conveyancer nominated by him and maintained at a clearing bank or
- (b) to the seller's conveyancer or (in a case where condition 2.2.5 applies) a conveyancer nominated by him by cheque drawn on a solicitor's or licensed conveyancer's client account

2.2.5 If before completion date the seller agrees to buy another property in England and Wales for his residence, he may use all or any part of the deposit as a deposit in that transaction to be held on terms to the same effect as this condition and condition 2.2.6.

2.2.6 Any deposit or part of a deposit not being used in accordance with condition 2.2.5 is to be held by the seller's conveyancer as stakeholder on terms that on completion it is paid to the seller with accrued interest.

2.3 Auctions

2.3.1 On a sale by auction the following conditions apply to the property and, if it is sold in lots, to each lot.

Enghraifft: ysgrifennu cyfreithiol**(cwestiwn a phapurau ychwanegol i ymgeiswyr)**

2.3.2 The sale is subject to a reserve price.

2.3.3 The seller, or a person on his behalf, may bid up to the reserve price.

2.3.4 The auctioneer may refuse any bid.

2.3.5 If there is a dispute about a bid, the auctioneer may resolve the dispute or restart the auction at the last undisputed bid.

2.3.6 The deposit is to be paid to the auctioneer as agent for the seller.

3. MATTERS AFFECTING THE PROPERTY**3.1 Freedom from incumbrances**

3.1.1 The seller is selling the property free from incumbrances, other than those mentioned in condition 3.1.2.

3.1.2 The incumbrances subject to which the property is sold are:

- (a) those specified in the contract
- (b) those discoverable by inspection of the property before the date of the contract
- (c) those the seller does not and could not reasonably know about
- (d) those, other than mortgages, which the buyer knows about
- (e) entries made before the date of the contract in any public register except those maintained by the Land Registry or its Land Charges Department or by Companies House
- (f) public requirements.

3.1.3 After the contract is made, the seller is to give the buyer written details without delay of any new public requirement and of anything in writing which he learns about concerning a matter covered by condition 3.1.2.

3.1.4 The buyer is to bear the cost of complying with any outstanding public requirement and is to indemnify the seller against any liability resulting from a public requirement.

3.2 Physical state

3.2.1 The buyer accepts the property in the physical state it is in at the date of the contract unless the seller is building or converting it.

3.2.2 A leasehold property is sold subject to any subsisting breach of a condition or tenant's obligation relating to the physical state of the property which renders the lease liable to forfeiture.

3.2.3 A sub-lease is granted subject to any subsisting breach of a condition or tenant's obligation relating to the physical state of the property which renders the seller's own lease liable to forfeiture.

3.3 Leases affecting the property

3.3.1 The following provisions apply if any part of the property is sold subject to a lease.

- (a) The seller having provided the buyer with full details of each lease or copies of the documents embodying the lease terms, the buyer is treated as entering into the contract knowing and fully accepting those terms.
- (b) The seller is to inform the buyer without delay if the lease ends or if the seller learns of any application by the tenant in connection with the lease; the seller is then to act as the buyer reasonably directs, and the buyer is to indemnify him against all consequent loss and expense.
- (c) Except with the buyer's consent, the seller is not to agree to any proposal to change the lease terms nor to take any step to end the lease.
- (d) The seller is to inform the buyer without delay of any change to the lease terms which may be proposed or agreed.
- (e) The buyer is to indemnify the seller against all claims arising from the lease after actual completion; this includes claims which are unenforceable against a buyer for want of registration.
- (f) The seller takes no responsibility for what rent is lawfully recoverable, nor for whether or how any legislation affects the lease.
- (g) If the let land is not wholly within the property, the seller may apportion the rent.

4. TITLE AND TRANSFER**4.1 Proof of title**

4.1.1 Without cost to the buyer, the seller is to provide the buyer with proof of the title to the property and of his ability to transfer it, or to procure its transfer.

4.1.2 Where the property has a registered title the proof is to include official copies of the items referred to in rules 134(1)(a) and (b) and 135(1)(a) of the Land Registration Rules 2003, so far as they are not to be discharged or overridden at or before completion.

4.1.3 Where the property has an unregistered title, the proof is to include:

- (a) an abstract of title or an epitome of title with photocopies of the documents, and
- (b) production of every document or an abstract, epitome or copy of it with an original marking by a conveyancer either against the original or an examined abstract or an examined copy.

4.2 Requirements

4.2.1 The buyer may not raise requisitions:

- (a) on any title shown by the seller before the contract was made
- (b) in relation to the matters covered by condition 3.1.2.

4.2.2 Notwithstanding condition 4.2.1, the buyer may, within six working days of a matter coming to his attention after the contract was made, raise written requisitions on that matter. In that event, steps 3 and 4 in condition 4.3.1 apply.

4.2.3 On the expiry of the relevant time limit under condition 4.2.2 or condition 4.3.1, the buyer loses his right to raise requisitions or to make observations.

4.3 Timetable

4.3.1 Subject to condition 4.2 and to the extent that the seller did not take the steps described in condition 4.1.1 before the contract was made, the following are the steps for deducing and investigating the title to the property to be taken within the following time limits:

Step

1. The seller is to comply with condition 4.1.1

2. The buyer may raise written requisitions

Time Limit

Immediately after making the contract

3. The seller is to reply in writing to any requisitions raised

4. The buyer may make written observations on the seller's replies

Six working days after either the date of the contract or the date of delivery of the seller's evidence of title on which the requisitions are raised, whichever is the later

Four working days after receiving the replies

The time limit on the buyer's right to raise requisitions applies even where the seller's evidence of title is incomplete, but the buyer may, within six working days from delivery of any further evidence, raise further requisitions resulting from that evidence.

4.3.2 The parties are to take the following steps to prepare and agree the transfer of the property within the following time limits:

Step

A. The buyer is to send the seller a draft transfer

Time Limit

At least twelve working days before completion date

B. The seller is to approve or revise that draft and either return it or retain it

Four working days after delivery of the draft transfer

C. If the draft is returned the buyer is to send an engrossment to the seller

At least five working days before completion date

4.3.3 Periods of time under conditions 4.3.1 and 4.3.2 may run concurrently.

4.3.4 If the period between the date of the contract and completion date is less than 15 working days, the time limits in conditions 4.2.2, 4.3.1 and 4.3.2 are to be reduced by the same proportion as that period bears to the period of 15 working days. Fractions of a working day are to be rounded down except that the time to perform any step is not to be less than one working day.

4.4 Defining the property

The seller need not:

- (a) prove the exact boundaries of the property
- (b) prove who owns fences, ditches, hedges or walls
- (c) separately identify parts of the property with different titles further than he may be able to do from information in his possession.

4.5 Rents and rentcharges

The fact that a rent or rentcharge, whether payable or receivable by the owner of the property, has been, or will on completion be, informally apportioned is not to be regarded as

4.6 a defect in title.

Transfer

4.6.1 The buyer does not prejudice his right to raise requisitions, or to require replies to any raised, by taking any steps in relation to preparing or agreeing the transfer.

4.6.2 Subject to condition 4.6.3, the seller is to transfer the property with full title guarantee.

4.6.3 The transfer is to have effect as if the disposition is expressly made subject to all matters covered by condition 3.1.2 and, if the property is leasehold, is to contain a statement that the covenants set out in section 4 of the Law of Property (Miscellaneous Provisions) Act 1994 will not extend to any breach of the tenant's covenants in the lease relating to the physical state of the property.

4.6.4 If after completion the seller will remain bound by any obligation affecting the property which was disclosed to the buyer before the contract was made, but the law does not imply any covenant by the buyer to indemnify the seller against liability for future breaches of it:

- (a) the buyer is to covenant in the transfer to indemnify the seller against liability for any future breach of the obligation and to perform it from then on, and
- (b) if required by the seller, the buyer is to execute and deliver to the seller on completion a duplicate transfer prepared by the buyer.

4.6.5 The seller is to arrange at his expense that, in relation to every document of title which the buyer does not receive on completion, the buyer is to have the benefit of:

- (a) a written acknowledgement of his right to its production, and
- (b) a written undertaking for its safe custody (except while it is held by a mortgagee or by someone in a fiduciary capacity).

Membership of company

Where the seller is, or is required to be, a member of a company that has an interest in the property or has management responsibilities for the property or the surrounding areas, the seller is, without cost to the buyer, to provide such documents on completion as will enable the buyer to become a member of that company.

RISK, INSURANCE AND OCCUPATION PENDING COMPLETION

5.1.1 The property is at the risk of the buyer from the date of the contract.

5.1.2 The seller is under no obligation to the buyer to insure the property unless:

- (a) the contract provides that a policy effected by or for the seller and insuring the property or any part of it against liability for loss or damage is to continue in force, or
- (b) the property or any part of it is let on terms under which the seller (whether as landlord or as tenant) is obliged to insure against loss or damage.

5.1.3 If the seller is obliged to insure the property under condition 5.1.2, the seller is to:

- (a) do everything necessary to maintain the policy
- (b) permit the buyer inspect the policy or evidence of its terms
- (c) if before completion the property suffers loss or damage:
 - (i) pay to the buyer on completion the amount of the policy monies which the seller has received, so far as not applied in repairing or reinstating the property, and
 - (ii) if no final payment has then been received, assign to the buyer, at the buyer's expense, all rights to claim under the policy in such form as the buyer reasonably requires and pending execution of the assignment hold any policy monies received in trust for the buyer
- (d) cancel the policy on completion.

5.1.4 Where the property is leasehold and the property, or any building containing it, is insured by a reversioner or other third party, the seller is to use reasonable efforts to ensure that the insurance is maintained until completion and if, before completion, the property or building suffers loss or damage the seller is to assign to the buyer on completion, at the buyer's expense, such rights as the seller may have in the policy monies, in such form as the buyer reasonably requires.

5.1.5 If payment under a policy effected by or for the buyer is reduced, because the property is covered against loss or damage by an insurance policy effected by or on behalf of the seller, then, unless the seller is obliged to insure the property under condition 5.1.2, the purchase price is to be abated by the amount of that reduction.

5.1.6 Section 47 of the Law of Property Act 1925 does not apply.

Occupation by buyer

5.2.1 If the buyer is not already lawfully in the property, and the seller agrees to let him into occupation, the buyer occupies on the following terms.

5.2.2 The buyer is a licensee and not a tenant. The terms of the licence are that the buyer:

- (a) cannot transfer it
- (b) may permit members of his household to occupy the property
- (c) is to pay or indemnify the seller against all outgoings and other expenses in respect of the property
- (d) is to pay the seller a fee calculated at the contract rate on a sum equal to the purchase price (less any deposit paid) for the period of the licence
- (e) is entitled to any rents and profits from any part of the property which he does not occupy
- (f) is to keep the property in as good a state of repair as it was in when he went into occupation (except for fair wear and tear) and is not to alter it
- (g) if the property is leasehold, is not to do anything which puts the seller in breach of his obligations in the lease, and
- (h) is to quit the property when the licence ends.

5.2.3 The buyer is not in occupation for the purposes of this condition if he merely exercises rights of access given solely to do work agreed by the seller.

5.2.4 The buyer's licence ends on the earliest of: completion date, rescission of the contract or when five working days' notice given by one party to the other takes effect.

5.2.5 If the buyer is in occupation of the property after his licence has come to an end and the contract is subsequently completed he is to pay the seller compensation for his continued occupation calculated at the same rate as the fee mentioned in condition 5.2.2(d).

5.2.6 The buyer's right to raise requisitions is unaffected.

COMPLETION

6.1 Date

6.1.1 Completion date is twenty working days after the date of the contract but time is not of the essence of the contract unless a notice to complete has been served.

6.1.2 If the money due on completion is received after 2.00pm, completion is to be treated, for the purposes only of conditions 6.3 and 7.2, as taking place on the next working day as a result of the buyer's default.

6.1.3 Condition 6.1.2 does not apply and the seller is treated as in default if:

- (a) the sale is with vacant possession of the property or any part of it, and
- (b) the buyer is ready, able and willing to complete but does not pay the money due on completion until after 2.00pm because the seller has not vacated the property or that part by that time.

Arrangements and place

6.2.1 The buyer's conveyancer and the seller's conveyancer are to co-operate in agreeing arrangements for completing the contract.

6.2.2 Completion is to take place in England and Wales, either at the seller's conveyancer's office or at some other place which the seller reasonably specifies.

Apportionments

6.3.1 On evidence of proper payment being made, income and outgoings of the property are to be apportioned between the parties so far as the change of ownership on completion will affect entitlement to receive or liability to pay them.

6.3.2 If the whole property is sold with vacant possession or the seller exercises his option in condition 7.2.4, apportionment is to be made with effect from the date of actual completion; otherwise, it is to be made from completion date.

6.3.3 In apportioning any sum, it is to be assumed that the seller owns the property until the end of the day from which apportionment is made and that the sum accrues from day to day at the rate at which it is payable on that day.

6.3.4 For the purpose of apportioning income and outgoings, it is to be assumed that they accrue at an equal daily rate throughout the year.

6.3.5 When a sum to be apportioned is not known or easily ascertainable at completion, a provisional apportionment is to be made according to the best estimate available. As soon as the amount is known, a final apportionment is to be made and notified to the other party. Any resulting balance is to be paid no more than ten working days later, and if not then paid the balance is to bear interest at the contract rate from then until payment.

6.3.6 Compensation payable under condition 5.2.5 is not to be apportioned.

Amount payable

The amount payable by the buyer on completion is the purchase price and the contents price (less any deposit already paid to the seller or his agent) adjusted to take account of:

- (a) apportionments made under condition 6.3
- (b) any compensation to be paid or allowed under condition 7.2

6.5 (c) any sum payable under condition 5.1.3.

Title deeds

6.5.1 As soon as the buyer has complied with all his obligations under this contract on completion the seller must hand over the documents of title.

6.5.2 Condition 6.5.1 does not apply to any documents of title relating to land being retained by the seller after completion.

Rent receipts

The buyer is to assume that whoever gave any receipt for a payment of rent or service charge which the seller produces was the person or the agent of the person then entitled to that rent or service charge.

Means of payment

The buyer is to pay the money due on completion by a direct transfer of cleared funds from an account held in the name of a conveyancer at a clearing bank and, if appropriate, an unconditional release of a deposit held by a stakeholder.

Notice to complete

6.8.1 At any time after the time applicable under condition 6.1.2 on completion date, a party who is ready, able and willing to complete may give the other a notice to complete.

6.8.2 The parties are to complete the contract within ten working days of giving a notice to complete, excluding the day on which the notice is given. For this purpose, time is of the essence of the contract.

6.8.3 On receipt of a notice to complete:

- (a) if the buyer paid no deposit, he is forthwith to pay a deposit of 10 per cent
- (b) if the buyer paid a deposit of less than 10 per cent, he is forthwith to pay a further deposit equal to the balance of that 10 per cent.

REMEDIES

7.1 Errors and omissions

7.1.1 If any plan or statement in the contract, or in the negotiations leading to it, is or was misleading or inaccurate due to an error or omission by the seller, the remedies available to the buyer are as follows.

(a) When there is a material difference between the description or value of the property, or of any of the contents included in the contract, as represented and as it is, the buyer is entitled to damages.

(b) An error or omission only entitles the buyer to rescind the contract:

- (i) where it results from fraud or recklessness, or
- (ii) where he would be obliged, to his prejudice, to accept property differing substantially (in quantity, quality or tenure) from what the error or omission had led him to expect.

7.1.2 If either party rescinds the contract:

- (a) unless the rescission is a result of the buyer's breach of contract the deposit is to be repaid to the buyer with accrued interest
- (b) the buyer is to return any documents he received from the seller and is to cancel any registration of the contract.

7.2 Late completion

7.2.1 If there is default by either or both of the parties in performing their obligations under the contract and completion is delayed, the party whose total period of default is the greater is to pay compensation to the other party.

7.2.2 Compensation is calculated at the contract rate on an amount equal to the purchase price, less (where the buyer is the paying party) any deposit paid, for the period by which the paying party's default exceeds that of the receiving party, or, if shorter, the period between completion date and actual completion.

7.2.3 Any claim for loss resulting from delayed completion is to be reduced by any compensation paid under this contract.

7.2.4 Where the buyer holds the property as tenant of the seller and completion is delayed, the seller may give notice to the buyer, before the date of actual completion, that he intends to take the net income from the property until completion. If he does so, he cannot claim compensation under condition 7.2.1 as well.

7.3 After completion

Completion does not cancel liability to perform any outstanding obligation under this contract.

7.4 Buyer's failure to comply with notice to complete

If the buyer fails to complete in accordance with a notice to complete, the following terms apply.

7.4.2 The seller may rescind the contract, and if he does so:

- (a) he may:
 - (i) forfeit and keep any deposit and accrued interest
 - (ii) resell the property and any contents included in the contract
 - (iii) claim damages
- (b) the buyer is to return any documents he received from the seller and is to cancel any registration of the contract.

The seller retains his other rights and remedies.

Seller's failure to comply with notice to complete

If the seller fails to complete in accordance with a notice to complete, the following terms apply.

7.5.2 The buyer may rescind the contract, and if he does so:

- (a) the deposit is to be repaid to the buyer with accrued interest
- (b) the buyer is to return any documents he received from the seller and is, at the seller's expense, to cancel any registration of the contract.

The buyer retains his other rights and remedies.

8. LEASEHOLD PROPERTY

8.1 Existing leases

The following provisions apply to a sale of leasehold land.

8.1.2 The seller having provided the buyer with copies of the documents embodying the lease terms, the buyer is treated as entering into the contract knowing and fully accepting those terms.

8.2 New leases

The following provisions apply to a contract to grant a new lease.

8.2.2 The conditions apply so that:

'seller' means the proposed landlord 'buyer' means the proposed tenant 'purchase price' means the premium to be paid on the grant of a lease.

The lease is to be in the form of the draft attached to the contract.

If the term of the new lease will exceed seven years, the seller is to deduce a title which will enable the buyer to register the lease at the Land Registry with an absolute title.

The seller is to engross the lease and a counterpart of it and is to send the counterpart to the buyer at least five working days before completion date.

The buyer is to execute the counterpart and deliver it to the seller on completion.

8.3 Consent

(a) The following provisions apply if a consent to let, assign or sub-let is required to complete the contract

(b) In this condition 'consent' means consent in the form which satisfies the requirement to obtain it.

(a) The seller is to apply for the consent at his expense, and to use all reasonable efforts to obtain it

(b) The buyer is to provide all information and references reasonably required.

8.3.3 Unless he is in breach of his obligation under condition 8.3.2, either party may rescind the contract by notice to the other party if three working days before completion date (or before a later date on which the parties have agreed to complete the contract):

(a) the consent has not been given, or

(b) the consent has been given subject to a condition to which a party reasonably objects. In that case, neither party is to be treated as in breach of contract and condition 7.1.2 applies.

9. CONTENTS

9.1 The following provisions apply to any contents which are included in the contract, whether or not a separate price is to be paid for them.

9.2 The contract takes effect as a contract for sale of goods.

9.3 The buyer takes the contents in the physical state they are in at the date of the contract.

9.4 Ownership of the contents passes to the buyer on actual completion.

DIWEDD

Trafodaeth ar yr ateb

Ysgrifennu Cyfreithiol

PWYNTIAU CYFREITHIOL ALLWEDDOL

Mae'r rhain yn cynnwys y canlynol:

Sylwer, er bod cyfeiriadau (e.e. paragraffau o'r Standard Conditions of Sale ('SC')) wedi'u cynnwys isod i esbonio'r sefyllfa gyfreithiol, nid yw'n briodol cynnwys cyfeiriadau yn eich llythyr ateb i'r cleient.

Hysbysiad i Gwblhau - (ar gael o dan SC 6.8 a gweler hefyd SC 7.4 am ganlyniadau methiant posibl y cleient i gydymffurfio â'r hysbysiad i gwblhau) gyda pheth cymhwysyo sy'n egluro ar ôl ystyried cyfnod arfaethedig yr oedi angenrheidiol y dylai fod modd cwblhau cyn i unrhyw hysbysiad i gwblhau ddod i ben fel na fyddai'r posibilrwydd o ddad-wneud y contract neu'r client yn colli ei blaendal godi.

Digollediad (compensation) - (ar gael o dan SC 7.2.1/2) gyda pheth cymhwysyo i gyfrifo faint o iawndal sy'n debygol o fod yn daladwy gan ddefnyddio'r wybodaeth a roddwyd am gyfradd y contract a hyd yr oedi posibl.

Iawndal (damages) - (gweler SC 7.2.3) gyda pheth cymhwysyo i ystyried a fydd y gwerthwr yn profi unrhyw golled lle gellid hawlio iawndal (gan fod y gwerthwr wedi dweud wrth y cleient nad oes ganddo bryniant cysylltiedig a'i fod eisoes wedi gadael yr eiddo sy'n cael ei werthu, ar ôl symud i dŷ arall y mae'n berchen arno eisoes).

Ymgynheriadau (undertakings) - Esboniad o pam na fydd yn bosibl cwblhau ar 30 Mai gyda chadarnhad gan y cyfreithiwr y bydd yr arian cwblhau ar gael ar 5 Mehefin, drwy nodi'n gywir fod hwn yn fater o ymddygiad proffesiynol (ymgymeriad) a defnyddio crebwylwr wrth egluro na ddylid rhoi ymgynheriad yma gan fod pwnc yr ymgynheriad y tu hwnt i reolaeth y cyfreithiwr.

ENGHRAIFFT O ATEB

Mae ateb enghreifftiol wedi'i roi isod. Enghraiffft yw hyn o ateb ymgeisydd a fyddai'n cael ei asesu fel un sy'n amlwg yn cyflawni gofynion cymhwysedd yr asesiad Ysgrifennu Cyfreithiol. Nid ateb perffaith nac ateb model mo hwn ac mae pwyntiau pellach y gellid bod wedi'u gwneud.

Enghraifft o Ateb

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Cyfeiriaf at ein sgwrs ffôn ddiweddar ac ysgrifennaf atoch i gadarnhau'r sefyllfa mewn cysylltiad â'r oedi cyn cwblhau'r pryniant hwn, fel y trafodwyd. Y peth pwysicaf i'w gadw mewn cof yw os na allwch gwblhau ar 30 Mai nid yw hynny'n golygu y bydd Mr Pudsey'n gallu canslo'r contract ar unwaith a chadw eich blaendal. Bydd modd o hyd i chi gwblhau ar ddyddiad diweddarach, er efallai y bydd yn rhaid i chi dalu swm bychan mewn digollediad iddo.

Hysbysiad i gwblhau

Os na fyddwch mewn sefyllfa i gwblhau ar 30 Mai, mae'n debygol mai un o'r pethau cyntaf y bydd cyfreithiwr y gwerthwr yn ei wneud yw cyflwyno hysbysiad i gwblhau i chi. Y dyddiad cyntaf pan fyddai cyfreithiwr y gwerthwr yn gallu gwneud hyn fyddai 30 Mai a byddai'r hysbysiad yn rhoi deng niwrnod gwaith (pythefnos) i chi i gwblhau h.y. pe byddai'n cael ei gyflwyno ar 30 Mai yna byddai'n rhaid i chi gwblhau erbyn 13 Mehefin. Yn ôl hyn a drafodwyd, rydych yn rhagweld y byddwch mewn sefyllfa i gwblhau erbyn 5 Mehefin felly dylech allu cydymffurfio ag unrhyw hysbysiad i gwblhau a dderbynir gennych.

Digollediad

Bydd yr oedi'n rhoi hawl awtomatig i'r gwerthwr gael ei ddigolledu o dan y Standard

Conditions of Sale (a ymgorfforwyd yn y contract). Os gallwch gwblhau ar 5 Mehefin bydd 6 diwrnod o oedi. Bydd hyn yn golygu swm digolledu a gyfrifir ar gyfradd y contract o 5% a fydd yn golygu y bydd yn rhaid i chi dalu swm o £221.92 i'r gwerthwr.

Iawndal

Mae'n bosibl hefyd y bydd y gwerthwr yn gallu hawlio iawndal oddi arnoch am dorcontract, ar ben y swm digolledu a nodwyd uchod. Bydd hyn yn dibynnu ar p'un a yw'r gwerthwr yn profi unrhyw golled o ganlyniad i'ch oedi chi. Fodd bynnag, gan fod y gwerthwr wedi dweud wrthych nad oes ganddo brynant cysylltiedig a'i fod eisoes wedi gadael yr eiddo, ar ôl symud i dŷ arall y mae'n berchen arno eisoes, nid yw'n debygol y byddai oedi byr tan 5 Mehefin yn achosi colled sylweddol i'r gwerthwr.

Os na allwch gydymffurfio â'r hysbysiad i gwblhau

Fodd bynnag, os na fydd eich yn gallu cydymffurfio â'r hysbysiad (h.y. os na allwch gwblhau erbyn 5 Mehefin) yna dylech fod yn ymwybodol y byddai'r gwerthwr yn gallu canslo'r contract, ac os yw'n gwneud hynny fe allai:

- (i) cadw unrhyw flaendal a llog cronedig;
- (ii) ailwerthu'r eiddo; a
- (iii) hawlio iawndal

Ymgynneriad

Fe ofynnnoch chi i mi a fyddai modd perswadio'r gwerthwr a'i gyfreithwyr i gwblhau ar 30 Mai gyda chadarnhad gennyf i y byddai'r arian cwblhau ar gael ar 5 Mehefin. Yn anffodus, ni fydd hyn yn bosibl oherwydd pe bawn i'n gwneud hynny byddai'n cael ei ddehongli fel ymgynneriad a dylai cyfreithiwr roi ymgynneriad dim ond mewn perthynas â rhywbeth sydd o fewn ei reolaeth. Yn yr achos hwn, ni allwn i roi'r ymgynneriad hwn oni bai bod yr arian cwblhau yng nghyfrif cleient fy nghwmni ar 30 Mai, ac ni fydd hyn yn bosibl.

Yr eiddoch yn gywir

Partner

DADANSODDIAD

Pam ei bod hi'n glir bod yr ateb enghreifftiol wedi pasio'r asesiad?

Ni fwriedir i'r canllawiau canlynol awgrymu mai dyma'r unig ffordd bosibl o ateb ond bydd yn eich helpu i ddeall pam y byddai'r ateb enghreifftiol yn cael ei ystyried fel un y mae'n glir ei fod wedi pasio yn unol â'r meinu prawf asesu ar gyfer yr asesiad.

Meini prawf yr asesiad

Mae'r meinu prawf asesu ar gyfer ysgrifennu cyfreithiol fel a ganlyn:

Sgiliau

1. Cynnwys ffeithiau perthnasol allweddol.
2. Defnyddio strwythur rhesymegol.
3. Bod y cyngor/cynnwys yn canolbwytio ar y cleient a'r derbynnydd.
4. Defnyddio iaith glir, fanwl, gryno a derbynio sy'n briodol i'r derbynnydd.

Cymhwys o'r gyfraith

5. Cymhwys o'r gyfraith yn gywir at sefyllfa'r cleient.
6. Cymhwys o'r gyfraith yn gynhwysfawr i sefyllfa'r cleient, gan nodi unrhyw faterion moesegol ac o ran materion ymddygiad proffesiynol, ac arfer crebwyl i'w datrys yn onest ac yn ddiidwyl.

Roedd hi'n glir o edrych ar y meinu prawf uchod bod yr ateb enghreifftiol yn gymwys am y rhesymau canlynol:

MEINI PRAWF SGILIAU	
Cynnwys ffeithiau perthnasol	Mae'r ymgeisydd wedi nodi'r ffeithiau allweddol sy'n berthnasol i'r dadansoddiad cyfreithiol, er enghraifft y ffaith bod y Standard Conditions of Sale wedi'u hymgorffori yn y contract, y dyddiad cwblhau contractiol, cyfradd y contract, erbyn pa ddyddiad y mae'r cleient yn credu y bydd hi mewn sefyllfa i gwblhau, a'r ffaith nad oes gan yr gwerthwr eiddo cysylltiedig i'w brynu ac ati.
Defnyddio strwythur rhesymegol	Mae'r ymgeisydd wedi cyflwyno'r wybodaeth mewn modd rhesymegol a threfnus, er enghraifft mae cyfarchiad priodol, prif deitl, paragraff rhagarweiniol a chrynhoi, cyflwynir y materion cyfreithiol mewn trefn resymegol ac mae'r partner wedi dod â'r llythyr i ben yn briodol.
Bod y cyngor/cynnwys	Yn ogystal â mynd i'r afael â holl bryderon y cleient, mae'n glir bod yr ymgeisydd wedi gwerthfawrogi bod y cleient yn

yn canolbwytio ar y cleient a'r derbynnydd	poeni am golli'r eiddo a'i blaendal hi. Mae'r ymgeisydd yn rhoi sicrwydd i'r cleient na fydd hyn yn wir cyn belled bod y pryniant yn cael ei gwblhau cyn dyddiad cau'r hysbysiad i gwblhau.
Defnyddio iaith glir, fanwl, gryno a derbyniol sy'n briodol i'r derbynnydd	Mae'r ymgeisydd wedi trefnu'r cyngor a'r dadansoddiad mewn ffordd glir a dealladwy (gan osgoi defnyddio termau technegol diangen a pharagraffau penodol o Standard Conditions of Sale) i ffurfio sail ar gyfer llythyr at y cleient, gan gofio mai lleygwr (lay person) yw derbynnydd yr e-bost.
MEINI PRAWF CYFREITHIOL	
Cymhwys o'r gyfraith yn gywir i sefyllfa'r cleient	Mae'r ymgeisydd wedi nodi'r holl Standard Conditions of Sale perthnasol ac wedi eu defnyddio'n gywir yng nghyd-destun ffeithiau achos y cleient. Er enghraifft, mae'r ymgeisydd wedi trafod pryd y gellir cyflwyno hysbysiad i gwblhau a chanlyniadau peidio â chydymffurfio â'r hysbysiad, h.y. fforffedu'r blaendal, colli'r eiddo ac ati. Mae'r ymgeisydd hefyd wedi deall yn gywir sut mae digollediad yn sgil oedi yn cael ei gyfrifo yn y contract.
Defnyddio'r gyfraith mewn modd cynhwysfawr yn sefyllfa'r cleient, gan nodi unrhyw faterion sy'n ymwneud ag ymddygiad moesegol a phroffesiynol, a defnyddio crebwyll i'w datrys yn onest ac yn ddiidwyll	Mae dadansoddiad cyfreithiol yr ymgeisydd yn ddigon manwl yng nghyd-destun ffeithiau achos y cleient. Er enghraifft, mae'r ymgeisydd yn egluro i'r cleient, os bydd y cleient yn cwblhau ar y dyddiad y mae'n credu y bydd ei chronfeydd ar gael a bod hysbysiad i gwblhau yn cael ei gyflwyno (gan gyfreithiwr y gwerthwr) ar y dyddiad cwblhau contractiol, ni fydd hi'n colli'r blaendal na'r eiddo, gan ei bod hi'n gallu talu cyn dyddiad cau'r hysbysiad i gwblhau. Mae'r ymgeisydd wedi ystyried a yw'r gwerthwr yn debygol o hawlio iawndal ac mae wedi dod i'r casgliad, trwy archwilio ffeithiau hysbys y mater, na fyddai llawer o golled o ystyried nad oes gan y gwerthwr unrhyw bryniant cysylltiedig a'i fod ef eisoes wedi gadael yr eiddo. Mae'r ymgeisydd hefyd wedi egluro sut mae digollediad yn cael ei gyfrifo ac wedi cymryd cyfradd y contract a ffigur y blaendal a ddarperir yn yr e-bost at yr ymgeisydd er mwyn rhoi swm i'r cleient. Mae'r ymgeisydd wedi nodi'n gywir bod y mater ymddygiad proffesiynol yn ymwneud ag ymgymmeriad cyfreithiwr ac mae wedi dod i'r casgliad na fyddai'n bosibl rhoi'r ymgymmeriad hwn.