Canllawiau Profedigaeth

Cyngor Sir Ddinbych

Denbighshire County Council

Bereavement Guide

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Sut Y Gall Gwasanaeth Cofrestru Sir Ddinbych Eich Helpu?

Gwyddom y gall fod yn adeg anodd pan fydd rhywun sy'n agos atom yn marw. Gall y teimladau o sioc, tristwch, colled a dryswch ymyrryd â phob agwedd ar ein bywydau. Mae hefyd yn adeg lle y mae cymaint o bethau i'w gwneud, er ein bod yn teimlo na allwn eu gwneud o gwbl.

Mae Gwasanaeth Cofrestru a Phrofedigaeth y Cyngor wedi cynhyrchu'r canllawiau marwolaeth a phrofedigaeth hyn er mwyn eich helpu yn ystod y cyfnod anodd hwn. Maent yn rhoi arweiniad, cymorth a sicrwydd a byddant yn eich helpu i ddod o hyd i'r holl wybodaeth y bydd ei hangen arnoch er mwyn eich helpu i ddod dros eich profedigaeth.

Yn y canllawiau rydym yn rhoi'r holl wybodaeth i chi y gwyddom y byddwch yn debygol o fod ei hangen yn ystod yr ychydig wythnosau a misoedd sydd i ddod. Rydym yn awgrymu beth yw'r blaenoriaethau cyntaf; esbonio sut, pryd a ble y dylech gofrestru'r farwolaeth; cynnig cymorth o ran trefnu seremoni angladd a dyrannu'r ystâd a rhoi rhestr o sefydliadau ac asiantaethau y gallai fod angen i chi gysylltu â hwy. Byddwn yn rhoi gwybod i chi beth sy'n ofynnol a pha ddewisiadau sydd gennych o dan y gyfraith. Mae adran ar sut y gallwch helpu chi eich hun i ymdopi â theimladau yn ymwneud â phrofedigaeth.

Mae colli perthynas agos yn cyflwyno llawer o heriau ac mae ein canllawiau ar brofedigaeth yn cyfeirio at sefydliadau efallai y byddwch am gysylltu â hwy i gael cymorth.

Ein nod yw darparu gwasanaeth cydymdeimladol, cynorthwyol ac ystyriol i'ch helpu i wneud y penderfyniadau a'r trefniadau angenrheidiol pan fydd rhywun yn marw. Mae'n bwysig i ni fod gennych y wybodaeth a'r canllawiau gorau a chliriaf i sicrhau mai'r trefniadau fyddwch yn eu gwneud yw'r rhai gorau i chi, eich teulu a'ch ffrindiau.

Os hoffech gael cyngor neu gymorth pellach, ffoniwch **01745 366610** (Gogledd Sir Ddinbych) neu **01824 706187** (De Sir Ddinbych) os gwelwch yn dda.

How can the Denbighshire Registration Service help you?

We know just how difficult a time it can be when someone close to us dies. The feelings of shock, sadness, loss and bewilderment can take over our lives. It is also a time when there are so many things to be done, just when we feel least able to do them.

The Registration Service has produced this death and bereavement guide to help you through this difficult time. It provides guidance, support and reassurance and will help you to access all the information you will need to help you through your bereavement.

In the guide we give you all the information that we know you are likely to need in the next few weeks and months. We suggest what the first priorities are; explain how, when, and where you register the death; offer help with arranging a funeral ceremony and sorting out the estate and provide lists of organisations and agencies you may need to contact. We let you know what is required by law and what your choices are within it. There is a section on how you can help to cope with the feelings of bereavement.

Losing a loved one presents many challenges and our bereavement guide gives some suggestions of organisations you might like to contact for support.

We aim to provide a sympathetic, helpful and considerate service to help you make the necessary decisions and arrangements when someone dies. It is important to us that you have the best and clearest information and guidance to make sure that the arrangements you make are the ones that are best for you, your family and friends.

If you would like further help or advice, please call **01745 366610** (Denbighshire North) or **01824 706187** (Denbighshire South).

Y camau cyntaf

Beth sy'n rhaid i chi ei wneud pan fydd rhywun yn marw?

Pan fydd rhywun yn marw, bydd angen i chi roi gwybod i nifer o bobl a sefydliadau gan gwblhau dogfennau penodol sy'n ofynnol o dan y gyfraith. Os ydych yn berthynas neu'n ffrind gallwch wneud rhai o'r pethau hyn eich hunain. Bydd angen i ysgutor neu weinyddwr yr ystâd wneud rhai pethau eraill. Mae digon o gymorth ar gael i'ch helpu yn ystod y cyfnod anodd hwn.

Beth i'w wneud yn yr ychydig ddiwrnodau cyntaf?

Ni fyddwch yn gallu gwneud popeth ar unwaith, ond yn yr ychydig ddiwrnodau cyntaf, os yw'n bosibl, mae'n bwysig:

* dweud wrth eich meddyg teulu
* cysylltu â threfnydd angladdau, os ydych yn bwriadu defnyddio un – os bydd y farwolaeth yn digwydd yn y cartref neu mewn cartref nyrsio bydd angen cysylltu â'r trefnydd angladdau er mwyn symud yr ymadawedig i Gapel Gorffwys
* dechrau trefnu'r angladd – dylech edrych ar yr ewyllys er mwyn nodi unrhyw ddymuniadau arbennig. Mae gwybodaeth am y dewisiadau sydd ar gael i'w gweld yn adran 4 ynglŷn ag angladdau
* sicrhau tystysgrif feddygol i nodi achos y farwolaeth wedi'i llofnodi gan feddyg neu os yw'r crwner yn ymwneud â'r farwolaeth dylech gael cyfarwyddiadau gan swyddogion y crwner o ran cofrestru'r farwolaeth
* cofrestru'r farwolaeth yn y Swyddfa Gofrestru. Mae manylion am sut i wneud hyn ar gael yn yr adran ar gofrestru.

Cyn gynted â phosibl:

* dylech gysylltu â'r ysgutor cyn gynted ag y gallwch er mwyn ei alluogi i ddechrau'r broses o sicrhau profeb os bydd ei hangen. Fel arfer enwebir yr ysgutor yn yr ewyllys
* os nad oes ewyllys, dylech benderfynu pwy fydd yn gwneud cais i drefnu materion yr ymadawedig a dylech gysylltu â'r Gofrestrfa Profiant er mwyn gwneud cais am 'lythyrau gweinyddu' os bydd angen.

Dogfennau y bydd eu hangen arnoch yn yr ychydig ddiwrnodau cyntaf

Bydd angen i chi gasglu'r dogfennau canlynol cyn gynted â phosibl – er mwyn ei gwneud yn bosibl cofrestru'r farwolaeth a dechrau trefniadau'r angladd.

Dogfennau

* tystysgrif feddygol i nodi achos y farwolaeth, wedi'i llofnodi gan feddyg oni bai bod y crwner yn ymwneud â'r farwolaeth a'i fod wedi cynnal post-mortem
* tystysgrif geni*
* tystysgrifau priodas/partneriaeth sifil*
* Rhif GIG/Cerdyn Meddygol GIG*
* Cerdyn rhoddwr organau (os yw'n briodol).

** Nid oes angen i chi fod â'r dogfennau hyn ond bydd angen i chi nodi'r wybodaeth a geir ynddynt, e.e. dyddiad geni a ble y ganed yr ymadawedig, enw llawn y priod/partner sifil ac ati.*

The first steps

What must you do when someone dies?

When someone dies, you will need to inform a number of people and organisations and complete certain documents needed by law. If you are a relative or friend you can do some of these things yourself. Others will need to be done by the executor or administrator of the estate. There is plenty of support available to help you through this difficult time.

What to do in the first few days?

You won't be able to do everything right away, but in the first few days it's important, if you can, to:

* tell the family doctor
* contact a funeral director, if you intend to use one – if the death occurs at home or in a nursing home the funeral director will need to be contacted to take the deceased to a Chapel of Rest
* begin arrangements for the funeral – you should check the will for any special requests. Information on what choices are available is in the section about funerals
* obtain a medical certificate of cause of death signed by a doctor or if the coroner is involved you will need to contact the Coroner's office for advice regarding registration of the death
* register the death at the Register Office. You'll find details of how to do this in the section on registration.

As early as possible

* contact the executor as soon as you can to enable him/her to start the process of obtaining probate if necessary. The executor is usually nominated in the will
* if there is no will, decide who will apply to sort out the deceased's affairs and contact the Probate Registry to apply for 'letters of administration' if necessary.

Documents you will need in the first few days

You'll need to gather together the following documents as soon as possible – to enable registration of the death and to start funeral arrangements.

Documents

* medical certificate of the cause of death, signed by a doctor unless the coroner is involved and there has been a coroner's post mortem
* birth certificate*
* marriage/civil partnership certificates*
* NHS Number/NHS Medical Card*
* Organ donor card (if appropriate).

** It is not necessary to have these documents but you will need to provide information contained within them, e.g. date and place of deceased's birth, spouse/civil partner's full name etc.*

Cofrestru

Sut ydych yn cofrestru marwolaeth

Sut a ble y gallwch gofrestru marwolaeth a'r wybodaeth y bydd angen i chi ei rhoi

Mae'n rhaid cofrestru marwolaeth o fewn pum diwrnod iddi ddigwydd. Gellir ymestyn y cyfnod hwn mewn amgylchiadau eithriadol ac os yw'r crwner yn ymwneud â'r achos. Mae'n rhaid cofrestru'r farwolaeth yn y rhanbarth lle y digwyddodd.

Os yw'n anodd i chi ddod o hyd i'r swyddfa gofrestru briodol, gallwch fynd i'ch swyddfa leol a datgan y wybodaeth angenrheidiol. Yn yr achos hwn efallai y bydd y broses gofrestru drwy ddatganiad yn arwain at oedi yn y broses o gyhoeddi'r ddogfen sydd ei hangen ar gyfer trefniadau'r angladd. Os bydd angen rhagor o gyngor a chymorth arnoch ffoniwch y Swyddfa Gofrestru ar **01745 366610** neu **01824 706187.**

Dim ond ar ôl i chi gael Tystysgrif Feddygol yn nodi Achos Marwolaeth gan y meddyg, neu yn achos marwolaeth yr hysbysir y crwner ohoni, cadarnhad gan swyddfa'r crwner y rhoddwyd y gwaith papur perthnasol i ni y gallwch gofrestru marwolaeth.

Os hoffech gael gwybodaeth am farwolaethau sy'n digwydd dramor, ewch i wefan y Swyddfa Dramor a Chymanwlad i gael rhagor o wybodaeth **www.fco.gov.uk/en/travelling-and-living-overseas/ births-marriages-deaths/registering-death**

Neu ewch i wefan y Swyddfa Gofrestru Gyffredinol: **www.gro.gov.uk/gro/content/deaths/registeringanoverseasdeath**

Pwy all gofrestru marwolaeth?

Gall y canlynol gofrestru'r farwolaeth:

* perthynas neu bartner sifil
* rhywun a oedd yn bresennol adeg y farwolaeth
* uwch swyddog o'r cartref nyrsio/cartref preswyl/ysbyty lle y digwyddodd y farwolaeth
* yr unigolyn sy'n gwneud y trefniadau gyda'r trefnwyr angladdau
* yr unigolyn a ddaeth o hyd i'r corff
* yr unigolyn sy'n gofalu am y corff.

Caiff y rhan fwyaf o farwolaethau eu cofrestru gan berthynas yr ymadawedig. Fel arfer dim ond pe na bai unrhyw berthnasau ar gael y byddai'r cofrestrydd yn caniatáu i un o'r bobl eraill a restrir uchod gofrestru'r farwolaeth. Os oes gennych unrhyw amheuaeth ffoniwch y Swyddfa Gofrestru ar: **01745 366610** neu **01824 706187.**

Pa wybodaeth y bydd angen i chi ei rhoi i'r cofrestrydd am yr ymadawedig?

* dyddiad a lleoliad y farwolaeth
* enw llawn yr ymadawedig ac unrhyw enwau eraill yr oedd yn eu defnyddio, neu yr oedd yn arfer eu defnyddio gan gynnwys cyfenw cyn priodi
* man geni'r ymadawedig
* ei swydd ddiwethaf
* os yw'r ymadawedig yn briod, yn weddw neu â phartneriaeth sifil gyfreithiol, enw llawn a swydd y partner priod neu'r partner sifil
* ei gyfeiriad/chyfeiriad arferol
* dyddiad geni'r partner priod neu'r partner sifil sydd ar ôl
* manylion am unrhyw bensiwn sector cyhoeddus, e.e. y gwasanaeth sifil, athro/awes neu'r lluoedd arfog.

Registration

How do you register a death?

How and where you can register a death, and information you will need to provide

A death must be registered within five days from when it occurred. This period can be extended in exceptional circumstances and if the coroner is involved. The registration must take place in the district where the death occurred.

If it is difficult for you to get to the appropriate registration office, you may visit your local office and declare the necessary information. In this case the registration by declaration may result in a delay of up to a week in the issue of the document needed for the funeral arrangements. If you need further advice and help please telephone the Register Office on **01745 366610** or **01824 706187.**

You can only register a death once you have the Medical Certificate of Cause of Death from the doctor, or in the case of a death reported to the coroner, confirmation from the coroner's office that the relevant paperwork has been issued to us.

If you would like information on deaths that happen abroad, please visit the Foreign and Commonwealth Office (FCO) website for further information **www.fco.gov.uk/en/travelling-and-living-overseas/births-marriages-deaths/registering-death**

Or the General Register Office website: **www.gro.gov.uk/gro/content/deaths/registeringanoverseasdeath**

Who can register a death?

The death can be registered by:

* a relative or civil partner of the deceased
* someone present at the death
* a senior official of the nursing/residential home/hospital where the death took place
* the person making the arrangements for the funeral
* the person who found the body
* the person in charge of the body.

Most deaths are registered by a relative of the deceased. The registrar would normally only allow one of the other people listed above to register the death if there were no relatives available. If in doubt, telephone the Register Office on **01745 366610** or **01824 706187.**

What information will you need to give the registrar about the deceased?

* the date and place of death
* their full name and any other names they are known by, or have been known by, including their maiden surname
* their date and place of birth
* their last occupation
* if the deceased is married, widowed or has a legal civil partnership, the full name and occupation of their spouse or civil partner
* their usual address
* the date of birth of a surviving spouse or civil partner
* details of any public sector pension, e.g. civil service, teacher or armed forces.

Cofrestru (parhad.)

Pa wybodaeth y bydd angen i chi ei rhoi i'r cofrestrydd amdanoch eich hun fel yr unigolyn sy'n cofrestru?

* eich perthynas â'r ymadawedig er enghraifft, mab, merch, gwraig weddw, gŵr gweddw, nith, nai, partner sifil sydd ar ôl
* eich enw llawn
* eich cyfeiriad arferol.

Pa ddogfennau y bydd eu hangen arnoch wrth gofrestru marwolaeth?

Pan fyddwch yn mynd i gofrestru'r farwolaeth bydd yn rhaid i chi fynd â'r canlynol gyda chi:

* tystysgrif feddygol yn nodi achos y farwolaeth, wedi'i llofnodi gan feddyg oni bai bod y crwner yn cyhoeddi'r gwaith papur.

Byddai hefyd yn ddefnyddiol mynd â chopïau o'r canlynol mewn perthynas â'r ymadawedig:

* ei dystysgrif/thystysgrif geni
* tystysgrifau priodas/partneriaeth sifil
* Cerdyn Meddygol GIG.

Pa ddogfennau y byddwch yn eu cael gan y cofrestrydd?

Ar ôl i'r wybodaeth gael ei chofnodi ar y gofrestr marwolaethau bydd y cofrestrydd yn rhoi'r ffurflenni a'r tystysgrifau angenrheidiol.

Os na chynhelir post-mortem, bydd y cofrestrydd yn rhoi:

* Tystysgrif Claddu neu Amlosgi (a elwir yn 'ffurflen werdd'), gan roi caniatâd i'r corff gael ei gladdu neu i gais i amlosgi'r corff gael ei wneud
* Os caiff yr ymadawedig ei gladdu/chladdu neu ei amlosgi/hamlosgi y tu allan i Gymru neu Loegr bydd y crwner yn cyhoeddi'r ffurflenni angenrheidiol
* Tystysgrif Cofrestru Marwolaeth (ffurflen BD8), a gyhoeddir at ddibenion Pensiwn a Budd-daliadau'r wladwriaeth.

Byddwch yn gallu prynu un dystysgrif marwolaeth neu fwy. Mae'r rhain yn gopïau ardystiedig o'r hyn a nodwyd yn wreiddiol ar y gofrestr. Bydd angen y rhain ar yr ysgutor neu'r gweinyddwr pan fydd yn trefnu materion yr ymadawedig ac mae angen iddynt fod yn gopïau gwreiddiol nid llungopïau. Bydd angen tystysgrif i gau neu i wneud cais am unrhyw beth. Bydd y rhan fwyaf o gwmnïau yn dychwelyd y dystysgrif ar ôl iddynt ei gweld.

Bydd y cofrestrydd hefyd yn rhoi taflen i chi i'ch galluogi i drefnu i fanylion yr ymadawedig gael eu dileu o restrau postio.

Registration (cont.)

What information will you need to give the registrar about yourself as the person registering?

* your relationship to the deceased for example, son, daughter, widow, widower, niece, nephew, surviving civil partner
* your full name
* your usual address.

What documents will you need when registering a death?

When you go to register the death you must take with you:

* medical certificate of the cause of death, signed by a doctor unless the coroner is issuing the paperwork.

It would also be helpful if you can take the deceased's:

* birth certificate
* marriage/civil partnership certificates
* NHS Medical Card.

What documents will you receive from the registrar?

After the information has been recorded into the death register, the registrar will issue the necessary forms and certificates.

If a post-mortem is not being held, the registrar will give you:

* a Certificate for Burial or Cremation (called the 'green form'), giving permission for the body to be buried or for an application for cremation to be made
* if the deceased is to be buried or cremated outside of England or Wales the coroner will issue the necessary forms
* a Certificate of Registration of Death (form BD8); issued for State Pension and Benefits purposes.

You will be able to buy one or more death certificates. These are certified copies of the original register entry and will be needed by the executor or administrator when sorting out the deceased person's affairs and they will need to be original copies, not photocopies. Anything that has to be closed down or claimed will need a certificate. Most companies will return the certificate once they have had sight of it.

The registrar will also give you a leaflet to enable you to have the deceased's details removed from mailing lists.

Beth fydd yn digwydd os caiff y farwolaeth ei chyfeirio at grwner?

Os hysbysir y crwner o farwolaeth, lle nad oes angen cynnal cwest (lle yr achosir y farwolaeth gan glefyd neu salwch naturiol), caiff tystysgrif yn nodi achos y farwolaeth ei hanfon at y cofrestrydd ar ôl i broses holi'r crwner ddod i ben. Yna gallwch fynd rhagddi i gofrestru'r farwolaeth.

Mewn ychydig o achosion – lle y bydd achos y farwolaeth yn aneglur, yn sydyn neu'n amheus – bydd y meddyg neu'r ysbyty neu'r cofrestrydd yn hysbysu'r crwner o'r farwolaeth. Yn yr achos hwn bydd oedi i'r broses o gofrestru'r farwolaeth gan y cynhelir cwest o bosibl.

Cwestau

Dyletswydd crwneriaid yw ymchwilio i farwolaethau y cânt eu hysbysu ohonynt:

* sy'n ymddangos fel pe baent wedi'u hachosi gan drais
* sy'n annaturiol
* sy'n sydyn ac nad yw'r achos yn hysbys
* sy'n digwydd yn y ddalfa.

Bydd y crwner yn parchu cyfrinachedd cyn belled â phosibl ond dylech gofio bod y system yn seiliedig ar wrandawiadau llys cyhoeddus. Os cyflwynwch gais, bydd y crwner yn esbonio'r rhesymau dros y gweithdrefnau a fabwysiadir mewn achosion penodol ar yr amod bod y crwner yn fodlon bod gan yr unigolyn fuddiant priodol a bod ganddo hawl i wybod. Nid achos llys yw cwest. Mae'n ymchwiliad i ddirnad pwy oedd yr ymadwedig a sut, pryd a ble y bu farw. Ar ôl y farwolaeth bydd y crwner yn cyhoeddi tystysgrif marwloaeth dros dro er mwyn ei gwneud yn bosibl ymdrin â'r ystâd. Ar ôl i'r cwest ddod i ben, caiff y perthynas agosaf esboniad o sut, ble a phryd y gellir cael copi o'r dystysgrif marwolaeth.

What happens if the death is referred to a coroner?

If a death is reported to the coroner which does not need to be the subject of an inquest (when death is a result of natural disease or illness), a certificate giving the cause of death will be sent to the registrar on completion of the coroner's enquiries. You can then go ahead and register the death.

In a small number of cases – where the cause of death is unclear, sudden or suspicious – the doctor or hospital or registrar will report the death to the coroner. In this case registration of the death will be delayed as an inquest may be held.

Inquests

It is the duty of coroners to investigate deaths that are reported to them and which:

* appear to be due to violence or neglect
* are unnatural
* are of sudden and of unknown cause
* occur in legal custody.

The coroner will preserve confidentiality as far as possible but you should remember that the system is based on public court hearings. If you request it, the coroner will explain the reasons for the procedures adopted in particular cases as long as the coroner is satisfied that the person has a proper interest and a right to know. An inquest is not a trial. It is an enquiry to establish who the deceased was and how, when and where they died. After the death the coroner will issue an interim death certificate to enable the estate to be dealt with. On conclusion of the inquest, the next of kin will be provided with an explanation about how, where and when a copy of the death certificate can be obtained.

Cofrestru marw-enedigaeth

Sut y diffinnir marw-enedigaeth?

O dan y gyfraith diffinnir plentyn marw-anedig fel plentyn a enir ar ôl 24 ain wythnos y beichiogrwydd na wnaeth anadlu na dangos unrhyw arwyddion eraill o fywyd ar unrhyw bryd ar ôl iddo gael ei eni.

Beth sy'n rhaid i chi ei wneud i gofrestru marw-enedigaeth?

Pan fydd plentyn yn farw-anedig, bydd meddyg neu fydwraig yn cyhoeddi tystysgrif feddygol o farw-enedigaeth. Mae'n rhaid i'r unigolyn sy'n cofrestru'r farw-enedigaeth fynd â'r dystysgrif hon at y cofrestrydd. Mae'n rhaid i bob achos o farw-enedigaeth yng Nghymru a Lloegr gael ei gofrestru yn y rhanbarth lle y bydd yn digwydd.

Ni ellir cofrestru marw-enedigaeth fwy na thri mis ar ôl iddi ddigwydd.

Pwy a all gofrestru marw-enedigaeth?

Rhieni sy'n briod â'i gilydd

Os oedd rhieni'r plentyn yn briod â'i gilydd ar adeg y farw-enedigaeth (neu'r beichiogi), gall naill ai'r fam neu'r tad gofrestru.

Rhieni nad ydynt yn briod â'i gilydd

Os nad oedd y rhieni yn briod â'i gilydd ar adeg y farw-enedigaeth (neu'r beichiogi), dim ond yn yr amgylchiadau canlynol y gellir nodi gwybodaeth am y tad yn y gofrestr:

* os bydd y fam a'r tad yn mynd i'r swyddfa gofrestru ac yn llofnodi'r gofrestr farw-anedig gyda'i gilydd, neu
* lle na fydd y tad yn gallu mynd i'r swyddfa gofrestru gyda'r fam – bydd y tad yn gwneud datganiad statudol gan nodi ei dadolaeth y mae'n rhaid i'r fam ei gyflwyno i'r cofrestrydd (mae'r ffurflen hon ar gael gan unrhyw gofrestrydd yng Nghymru neu Loegr), neu
* lle na fydd y fam yn gallu mynd i'r swyddfa gofrestru gyda'r tad – bydd y fam yn gwneud datganiad statudol gan nodi tadolaeth y tad y mae'n rhaid i'r tad ei gyflwyno i'r cofrestrydd (mae'r ffurflen hon ar gael gan unrhyw gofrestrydd yng Nghymru neu Loegr).

Os na all rhieni'r plentyn gofrestru'r farw-enedigaeth mae'r canlynol yn gymwys i wneud hynny:

* deiliad y ty neu'r ysbyty lle y cafodd y plentyn ei eni'n farw
* unigolyn a oedd yn bresennol adeg y farw-enedigaeth
* unigolyn sy'n gyfrifol am y plentyn marw-anedig e.e. swyddog y crwner
* yr unigolyn a ddaeth o hyd i'r plentyn marw-anedig (lle nad yw'r dyddiad/lleoliad yn hysbys).

Registering a stillbirth

How is a stillbirth defined?

A stillborn child is legally defined as a child born after the 24th week of pregnancy who did not, at any time after being born, breathe or show any other signs of life.

What do you need to do to register a stillbirth?

When a child is stillborn, a doctor or midwife will issue a medical certificate of stillbirth. The person who registers the stillbirth must take this certificate to the registrar. Every stillbirth in England or Wales must be registered in the district in which it takes place.

A stillbirth may not be registered more than three months after it occurred.

Who can register a stillbirth?

Parents married to each other

If the parents of the child were married to each other at the time of the stillbirth (or conception) either the mother or the father may register.

Parents not married to each other

If the parents were not married to each other at the time of the stillbirth (or conception), information about the father may be entered in the register only in the following circumstances:

* if the mother and father go to the register office and sign the stillbirth register together, or
* where the father is unable to go to the register office with the mother – the father makes a statutory declaration acknowledging his paternity which the mother must produce to the registrar (this form may be obtained from any registrar in England or Wales), or
* where the mother is unable to go to the register office with the father – the mother makes a statutory declaration acknowledging the father's paternity which the father must produce to the registrar (this form may be obtained from any registrar in England or Wales).

If the parents of the child cannot register the stillbirth the following are qualified to do so:

* the occupier of the house or hospital where the child was stillborn
* a person who was present at the stillbirth
* a person who is responsible for the stillborn child e.g. coroner's officer
* the person who found the stillborn child (where the date/location of the stillbirth are unknown).

Gwybodaeth i'w nodi er mwyn cofrestru marw-enedigaeth

Am y plentyn:

* dyddiad a lleoliad y farw-enedigaeth
* enw(au) cyntaf a chyfenw, os yw'r rhieni am enwi'r plentyn marw-anedig
* rhyw'r plentyn.

Am y tad (lle y caiff y wybodaeth hon ei nodi yn y gofrestr):

* enw(au) cyntaf a chyfenw
* dyddiad a man geni
* swydd ar adeg y farw-enedigaeth neu os nad oedd yn gyflogedig ar yr adeg honno, ei swydd ddiwethaf.

Am y fam:

* enw(au) cyntaf a chyfenw
* cyfenw cyn priodi os yw'r fam yn briod neu os yw wedi bod yn briod
* dyddiad a man geni
* swydd ar adeg y farw-enedigaeth neu os nad oedd yn gyflogedig ar yr adeg honno, ei swydd ddiwethaf
* cyfeiriad arferol ar ddyddiad y farw-enedigaeth
* dyddiad priodi, os oedd yn briod â thad y plentyn marw-anedig ar adeg y farw-enedigaeth.

Pa dystysgrifau a gaiff eu rhoi?

Tystysgrif cofrestru

Rhoddir tystysgrif cofrestru am ddim i'r unigolyn sy'n cofrestru'r farw-enedigaeth.

Tystysgrif marw-enedigaeth

Ar ôl i farw-enedigaeth gael ei chofrestru, gall y fam neu'r tad brynu un neu fwy o dystysgrifau ar adeg y cofrestru neu ar unrhyw adeg wedi hynny. (Byddai angen cofnodi manylion y tad ar y gofrestr er mwyn iddo allu cael tystysgrif).

Tystysgrif claddu neu amlosgi

Bydd y cofrestrydd yn rhoi tystysgrif claddu neu amlosgi i'r plentyn marw-anedig. Fel arfer caiff y dystysgrif hon ei throsglwyddo i'r trefnydd angladdau sy'n gwneud y trefniadau.

Ni ellir cynnal angladd hyd nes y caiff y dystysgrif hon ei rhoi i'r awdurdod claddu neu'r amlosgfa. Os bydd oedi yn y broses gofrestru, mae'n bosibl rhoi tystysgrif claddu cyn cofrestru ar yr amod nad oes angen hysbysu'r crwner o'r farw-enedigaeth.

Information to be supplied for the registration of a stillbirth

For the child:

* date and place of stillbirth
* the forename(s) and surname, if the parents wish to name the stillborn child
* sex of the child.

For the father (where this information is to be entered in the register):

* forename(s) and surname
* date and place of birth
* occupation at the time of the stillbirth or, if not employed at that time, the last occupation.

For the mother:

* forename(s) and surname
* maiden surname if the mother is, or has been, married
* date and place of birth
* occupation at the time of the stillbirth or, if not employed at that time, the last occupation
* usual address on the date of the stillbirth
* date of marriage, if married to the stillborn child's father at the time of the stillbirth.

What certificates will be issued?

Certificate of registration

A certificate of registration will be issued, free-of-charge, to the person who registers the stillbirth.

Stillbirth certificate

After a stillbirth has been registered, one or more certificates may be bought at the time of registration or at any time afterwards by the mother or the father. (The father's details would need to be recorded in the register entry for him to be able to obtain a certificate).

Certificate for burial or cremation

The registrar will issue a certificate for the burial or cremation of the stillborn child. The certificate is normally passed to the funeral director who is making the arrangements.

A funeral cannot take place until this certificate is given to the burial authority or the crematorium. If there is a delay to the registration, it is possible for a certificate for the burial to be issued before registration provided the still-birth does not need to be reported to the coroner.

Yr angladd

Sut rydych yn trefnu'r angladd?

Siarter y Galarwyr
Dros y blynyddoedd diwethaf, mae beirniadaeth hallt am arferion angladdau modern wedi cynyddu. Cydnabu'r Sefydliad Rheoli Mynwentydd ac Amlosgfeydd y sefyllfa hon ac yn 1996 cynhyrchwyd Siarter y Galarwyr er mwyn gwella angladdau. **www.iccm-uk.com**

Mae cynnwys y Siarter yn seiliedig ar brofiadau rheolwyr mynwentydd ac amlosgfeydd o ran teuluoedd sy'n galaru. Ymgynghorwyd â grwpiau proffesiynol ac elusennol sy'n ymwneud â'r rheini sy'n galaru hefyd.

Bydd yr hawliau yn y Siarter hon ar gael mewn unrhyw fynwent neu amlosgfa y mae eu tîm rheoli wedi mabwysiadu Siarter y Galarwyr yn ffurfiol.

Gofalu am y Gymuned
Caiff pob cyfleuster amlosgi a chladdu ei reoli gyda chymhwysedd ac effeithlonrwydd er mwyn sicrhau nad yw'r profiad galaru'n ddideimlad nac yn ddiffygiol a'i fod yn diwallu anghenion crefyddol, seciwlar, ethnig a diwylliannol y galarwyr. Bydd y gwasanaeth yn cydymffurfio â'r holl ofynion lechyd a Diogelwch statudol.

Sensitifrwydd Gwasanaeth
Mae claddu neu amlosgi'r corff dynol yn ddigwyddiad llawn emosiwn i'r rheini sy'n cymryd rhan. Mae'n rhaid i bob mynwent ac amlosgfa gael ei rheoli i greu a chadw awyrgylch o gysur a pharch yn ystod yr holl broses. Mae'n rhaid i'r sensitifrwydd hwn gael ei ymestyn i gynnwys yr holl staff a chontractwyr sy'n gweithio mewn cyfleusterau, drwy ddefnyddio manylebau profedigaeth sensitif. Bydd aelodau yn ymateb yn gydymdeimladol i anghenion angladdau unigol a byddant yn rhoi rheswm cyfiawnadwy dros wrthod unrhyw gais penodol.

Materion Amgylcheddol
Bydd pob aelod o'r Siarter yn lleihau effaith profedigaeth ar yr amgylchedd. Bydd hyn yn annog defnydd cynyddol o ddeunyddiau sy'n gyfeillgar i'r ddaear, yn enwedig mewn eirch a chynhwysion a ddefnyddir at ddibenion claddu neu amlosgi, lleihau faint o ddefnydd a wneir o danwydd ffosil a gollyngiadau i'r aer a'r defnydd o dir addas ar gyfer claddu fel na fydd llygredd sy'n cael ei gario gan ddŵr yn digwydd.

Beth yw eich hawliau o dan y gyfraith?

Y prif ofynion cyfreithiol yng Nghymru a Lloegr yw:

* bod yn rhaid i'r farwolaeth gael ei hardystio gan feddyg neu grwner
* y caiff y farwolaeth ei chofrestru â chofrestrydd genedigaethau, priodasau a marwolaethau
* y dylai'r corff naill ai gael ei amlosgi neu ei gladdu
* nad oes unrhyw ofyniad cyfreithiol i gael seremoni angladdol o unrhyw fath o gwbl.

Pa ddewisiadau sydd gennych ar gyfer yr angladd?

Gall angladd ddigwydd naill ai ar ffurf seremoni gladdu neu amlosgi.

Gallwch ei drefnu gyda chymorth trefnydd angladdau neu drosoch eich hun gan ei bersonoli gymaint ag y mynnwch. Mewn rhai achosion efallai y bydd y marw wedi cynllunio ei angladd ei hun ymlaen llaw.

The funeral

How do you arrange the funeral?

Charter for the Bereaved

In recent years, adverse criticism about modern funeral practices has been increasing. The Institute of Cemetery and Crematorium Management (ICCM) recognised this situation and in 1996 produced the Charter for the Bereaved in order to improve funerals. **www.iccm-uk.com**

The content of the Charter is based on the experiences of cemetery and crematorium managers with bereaved families. Professional and charitable groups involved with the bereaved have also been consulted.

The rights in this Charter will be available at any cemetery or crematorium whose management has formally adopted the Charter for the Bereaved.

Caring for the Community

All cremation and burial facilities shall be managed with competence and efficiency, to ensure that the entire bereavement experience occurs without error or insensitivity and meets the religious, secular, ethnic and cultural needs of the bereaved. The service shall comply with all statutory and Health and Safety requirements.

Service Sensitivity

The burial or cremation of a human body is a highly emotional occasion for those taking part. Each cemetery and crematorium must be managed to create and maintain an atmosphere of solace and respect throughout the entire proceedings. This sensitivity must extend to all staff and contractors working at facilities, through the application of bereavement sensitive specifications. Members will respond sympathetically to individual funeral needs and shall give a justifiable reason for refusing any specific request.

Environmental Issues

Every Charter member shall minimise the impact of bereavement upon the environment. This should encourage the greater use of earth friendly materials, particularly in coffins and containers used for burial or cremation, a reduction of fossil fuel usage and emissions to air and the use of suitable ground for burial so that water borne pollution shall not occur.

What are your rights under the law?

The main legal requirements in England and Wales are:

* the death has to be certified by a doctor or coroner
* the death is registered with a registrar of births, marriages and deaths
* the body should either be cremated or buried
* there is no legal requirement to have any kind of funeral ceremony at all.

What choices do you have for the funeral?

A funeral can be either by burial or by cremation.

You can organise it with or without the help of a funeral director and personalise it as much as you wish. In some cases the deceased may have planned their own funeral in advance.

Y Ganolfan Marwolaeth Naturiol

Mae'r Ganolfan Marwolaeth Naturiol yn unigryw gan ei bod yn darparu'r unig wasanaeth cyngor ar angladdau annibynnol yn y DU. Mae'n rhoi gwybodaeth am ddewisiadau angladd o bob math, ond mae'n arbennig o adnabyddus am roi cyngor a chymorth ar angladdau a drefnir gan deuluoedd ac sy'n gyfeillgar i'r amgylchedd a Thiroedd Claddu Naturiol.

Mae'r Ganolfan Marwolaeth Naturiol yn brosiect elusennol a lansiwyd ym Mhrydain yn 1991. Ei nod yw rhoi cymorth i'r rheini sy'n marw yn y cartref a'u gofalwyr, a helpu pobl i drefnu angladdau rhad, teuluol ac sy'n gyfeillgar i'r amgylchedd. Mae ganddi'r nod fwy cyffredinol o helpu i wella'r profiad o farw.

Llinell Gymorth ffôn 0871 288 2098
(Dydd Llun i ddydd Gwener 10am - 2pm)
www.naturaldeath.org.uk

Mae sawl math gwahanol o angladd ac mae'n ddefnyddiol cofio:

* y gallwch benderfynu drosoch eich hun ar ba ffurf y dylid cynnal unrhyw seremoni y byddwch yn ei dewis
* nad oes rhaid i chi ddefnyddio trefnydd angladdau – er bod y rhan fwyaf o bobl yn gwneud hynny
* y gallwch ddewis seremoni grefyddol, ddyneiddiol neu sifil
* nad oes rhaid i chi ddefnyddio offeiriad neu weinidog crefyddol
* y gallwch ddewis seremoni sy'n adlewyrchu unrhyw gredoau crefyddol neu draddodiadau amlddiwylliannol
* nad oes rhaid i chi gynnal y seremoni angladdol mewn adeilad trwyddedig – gellir ei chynnal yn eich cartref
* nad oes rhaid i'ch seremoni gael ei chynnal mewn amlosgfa neu addoldy
* y gallwch gael eich claddu ar dir preifat, megis eich gardd eich hun, ar yr amod nad oes dim yn y gweithredoedd sy'n eich gwahardd rhag defnyddio'r eiddo at y diben hwn. Fodd bynnag, mae'n rhaid i chi roi gwybod i'ch swyddfa gynllunio leol ac adran iechyd yr amgylchedd (dim ond un seremoni gladdu a ganiateir heb ganiatâd cynllunio).

Dyma rai ffyrdd o bersonoli gwasanaeth angladdol:

* meddyliwch am gerddoriaeth – efallai na fyddwch am ddefnyddio cerddoriaeth organ draddodiadol. Efallai y byddai chwaraeydd cryno ddisgiau neu gasetiau neu hyd yn oed cerddor byw yn well gennych. Dylech ei drafod gyda'ch perthnasau, eich trefnydd angladdau, yr amlosgfa a'r unigolyn yr ydych wedi'i ddewis i gynnal y seremoni angladdol
* meddyliwch am gyfraniadau unigol – efallai y byddwch am gynnwys darlleniad, cerdd neu hoff stori. Dylech gynllunio trefn gwasanaeth a fydd yn sicrhau y cewch y math o seremoni yr ydych am ei chael
* ystyriwch ddefnyddio eitemau personol fel rhan o'r seremoni. Bydd y rhain yn helpu i adlewyrchu'r unigolyn sydd wedi marw ac yn gwneud y seremoni yn fwy arbennig. Er enghraifft, canhwyllau persawr, lliain arbennig i'w roi dros yr arch neu lun o'r ymadawedig
* gallech roi rhywbeth i gofio am yr ymadawedig wrth i bobl adael – neu roi cerdyn er cof amdano i bawb
* Dylai'r seremoni adlewyrchu eich dymuniadau chi, dymuniadau eich teulu a'ch ffrindiau. Gallwch benderfynu ar fanylion y seremoni i sicrhau y bydd hyn yn digwydd.

Pa gerddoriaeth y gallwch ei dewis?

Mae llawer o emynau traddodiadol yn grefyddol yn eu hanfod ac efallai na fyddant yn briodol bob amser. Gall fod yn anodd personoli gwasanaethau crefyddol traddodiadol ond dylech bob amser ei drafod gyda'r offeiriad neu'r gweinidog. Gall angladdau sifil gynnig llawer mwy o opsiynau am ddewis cerddorol. Mae'n bosibl amrywio o'r traddodiadol a bod yn urddasol ac yn ysbrydol o hyd.

Pa ddarlleniadau y gallwch eu dewis?

Gall darlleniadau rhyddieithol a barddonol mewn seremoni angladdol fod yn ffordd effeithiol o bersonoli'r seremoni i'r ymadawedig a'r teulu sy'n galaru. Mae llawer o ddarlleniadau a cherddi sy'n briodol a gellir eu defnyddio yn y ffordd hon yn effeithiol iawn. Dylech ystyried a yw'r gwasanaeth yn ceisio cyfleu ymdeimlad o ddathlu bywyd, diolchgarwch am fywyd neu adlewyrchu poen a galar colled.

The Natural Death Centre

The Natural Death Centre is unique in providing the only independent funeral advice service in the UK. They provide information on all types of funeral choices, but are especially known for advice and support on family-organised, environmentally friendly funerals, and Natural Burial Grounds.

The Natural Death Centre is a charitable project launched in Britain in 1991. It aims to support those dying at home and their carers, and to help people arrange inexpensive, family-organised, and environmentally friendly funerals. It has a more general aim of helping to improve the quality of dying.

Helpline: 0871 288 2098
(Mon - Fri 10am - 2pm)
www.naturaldeath.org.uk

There are many different types of funeral and it is useful to remember that:

* you can decide for yourself what form any ceremony you choose to have should take
* you do not have to use a funeral director – though the vast majority of people do
* you can choose a religious, humanist or civil ceremony
* you do not have to use a clergyman or minister of religion
* you can choose a ceremony that reflects any religious beliefs or multi-cultural traditions
* you don't have to hold the funeral ceremony in a licensed building – it can be held in your home
* your ceremony does not have to take place in a crematorium or place of worship
* you can be buried on private land, such as your own garden, as long as there is nothing in the deeds restricting the use of the property. However, you must inform your local planning office and environmental health department (only one burial is allowed without planning permission).

Some simple ways in which you can personalise a funeral service:

* think about music – you may not want to use traditional organ music. You might prefer a CD or cassette player or even a live musician. Discuss it with relatives, your funeral director, the crematorium and the person you have chosen to conduct the funeral ceremony
* think about individual contributions – you might want to include a reading, a poem or a favourite story. Plan a running order that will provide you with the kind of ceremony you want
* consider using personal items as part of the ceremony. These will help to reflect the person who has died and make the ceremony more special. For example, scented candles, a special throw to drape over the coffin or a photograph of the person
* you could hand people a memento as they leave – or give everyone a small card of remembrance to the deceased person
* the ceremony should reflect the wishes of you, your family and friends. You can decide on the details of the ceremony to make sure this happens.

What music can you choose?

Many traditional hymns are essentially religious and may not always be appropriate. Traditional religious services can be more difficult to personalise but always discuss with the clergyman or minister. Civil funerals can offer a much wider scope for musical choice. It is possible to vary from the traditional and still be dignified and uplifting.

What readings can you choose?

Readings of prose and poetry at a funeral ceremony can be an effective way to make the ceremony personal to the deceased and the bereaved family. There are many readings and poems that are appropriate and can be used in this way to great effect. Keep in mind whether the service is trying to convey a sense of the celebration of life, a thanksgiving for a life or to reflect the pain and grief of loss.

Beth yw rôl y trefnydd angladdau?

Defnyddio trefnydd angladdau

Mae'r rhan fwyaf o bobl yn dewis defnyddio trefnydd angladdau proffesiynol. Gall hyn helpu yn ystod yr hyn a ystyrir yn gyffredinol yn gyfnod anodd, a bydd yn sicrhau yr ymdrinnir â gweddillion yr ymadawedig yn y ffordd briodol. Gall eich trefnydd angladdau roi cyngor i chi ar yr opsiynau sydd ar gael i chi.

Dewis trefnydd angladdau

Efallai y bydd ffrindiau, teulu, clerigwyr neu eich meddyg yn gallu argymell trefnwyr angladdau lleol. Rhestrir y rhan fwyaf o gwmnïau lleol yn y llyfr ffôn hefyd.

Mae'r rhan fwyaf o drefnwyr angladdau yn aelodau o un o ddwy o gymdeithasau masnach.

* Cymdeithas Genedlaethol y Trefnwyr Angladdau (NAFD)
* Cymdeithas Trefnwyr Angladdau Perthynol ac Annibynnol (SAIF)

Mae'n rhaid i gwmnïau sy'n aelodau roi rhestr o brisiau i chi ar gais ac ni allant godi mwy nag unrhyw amcanbris ysgrifenedig y byddant yn ei roi i chi heb eich caniatâd.

What is the role of the funeral director?

Using a funeral director

The majority of people choose to use a professional funeral director. This can help at what is generally a stressful time, and will ensure that the person who has died is treated in a dignified way. Your funeral director can advise you about the options available to you.

Choosing a funeral director

Friends, family, clergy or your doctor may be able to recommend local funeral directors. Most local companies are also listed in the telephone directory.

Most funeral directors are members of one of two trade associations:

* National Association of Funeral Directors (NAFD)
* Society of Allied and Independent Funeral Directors (SAIF)

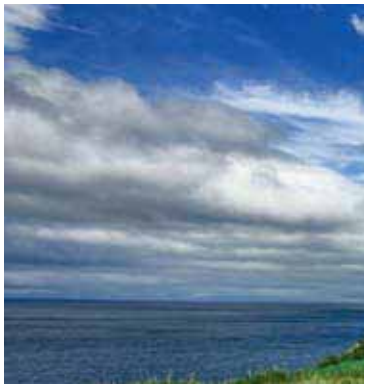
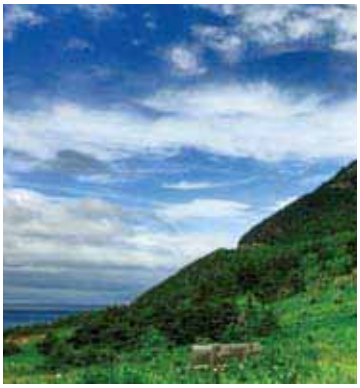
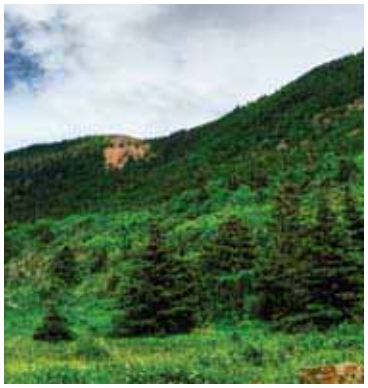
Member firms must provide you with a price list on request and cannot exceed any written estimate they give you without your permission.

Trefnu seremoniau claddu amgen

Bydd angen tystysgrif marwolaeth wedi'i llofnodi gan feddyg a thystysgrif gladdu gan y cofrestrydd marwolaethau. Cofiwch os ydych yn cynllunio seremoni gladdu breifat, sy'n cynnwys y rheini nad ydynt mewn eglwys neu fynwent, mae'n rhaid i chi gofrestru eich bwriad i wneud hynny.

Os ydych yn cynllunio claddedigaeth ar dir preifat yna bydd angen rhoi sawl caniatâd awdurdod lleol. Hyd yn oed os mai chi yw perchennog y tir dan sylw, mae'n rhaid i chi gyfeirio at y gweithredodd er mwyn sicrhau nad oes unrhyw gyfyngiadau ar yr hyn y gellir defnyddio'r eiddo ar ei gyfer. Mae'n bwysig ymgynghori â'r rhanbarth lleol ac adran iechyd yr amgylchedd a fydd am sicrhau nad effeithir ar y tabl dŵr lleol.

Dylid cadw cofnod o'r claddu gyda'r gweithredoedd neu ddogfennau perthnasol eraill sy'n ymwneud â'r tir.

Organising alternative burials

You will need a death certificate signed by a doctor and a certificate for burial from the registrar of deaths. Remember that, if you are planning a private burial, (not in a churchyard or cemetery), you must first register your intention to do so.

If you are planning an interment on private land a number of local authority permissions will need to be granted. Even if you own the land concerned, you must check the deeds to ensure there are no restrictions on what the property may be used for. It is important to consult the local district and environmental health department who will want to ensure that the local water table will not be affected.

A record of the burial should be made and kept with the deeds or other relevant documents relating to the land.

Sut y byddwch yn talu am yr angladd?

Costau Angladdau

Os rydych yn trefnu angladd, chi sy'n gyfrifol am dalu'r bil, felly sicrhewch eich bod gwybod o ble y bydd yr arian yn dod ac os fydd gennych ddigon.

Gellir talu costau angladd mewn ffyrdd gwahanol gan gynnwys:

* o ystâd y marw
* os ydych yn cael budd-daliadau efallai y byddwch yn gymwys i gael cymorth ariannol gan y Gronfa Gymdeithasol. Am ragor o wybodaeth ewch i **www.dwp.gov.uk** neu cysylltwch â'ch canolfan waith leol
* efallai y bydd banc neu gymdeithas adeiladu'r ymadawedig yn cytuno i ryddhau arian i dalu am gostau'r angladd
* efallai y bydd yr ymadawedig wedi bod yn talu i mewn i gynllun angladd neu efallai bod ganddo gynllun angladd wedi'i dalu ymlaen llaw – bydd angen i chi wirio gwaith papur i weld a oes cynllun yn bodoli
* arian o bolisi yswiriant bywyd neu gynllun pensiwn
* efallai y bydd angen i chi, neu'r ysgutor, dalu'r arian a'i adennill o'r ystâd yn ddiweddarach.

Efallai y bydd costau angladdau ar gyfer yr un gwasanaethau yn amrywio'n fawr o un trefnydd angladdau i'r llall. Fe'ch cynghorir i gael mwy nag un dyfynbris i gymharu costau a gwasanaethau.

Treuliau a ffioedd a delir i eraill, er enghraifft, tystysgrifau meddygon, gweinidog, cyhoeddiadau mewn papurau newydd, blodau neu'r amlosgfa.

Dylech ofyn i'r trefnydd angladdau am ddyfynbris ysgrifenedig yn manylu ar bob un o'r ffioedd hyn.

Cymorth Ariannol

Os ydych yn ei chael yn anodd talu am angladd y mae'n rhaid i chi ei threfnu, efallai y byddwch yn gallu cael taliad angladd o'r gronfa gymdeithasol, cyn belled ag y byddwch chi neu'ch partner yn cael un o'r canlynol:

* cymhorthdal incwm
* budd-dal tai
* budd-dal treth y cyngor
* lwfans ceisio gwaith (yn seiliedig ar incwm)
* credyd treth unigolyn anabl
* credyd treth teulu sy'n gweithio.

Cysylltwch â'ch swyddfa Adran Gwaith a Phensiynau leol i gael rhagor o wybodaeth.

Os ydych yn weddw efallai y byddwch yn gallu hawlio Lwfans Profedigaeth, sef budd-dal wythnosol trethadwy a delir i chi am hyd at 52 wythnos o ddyddiad marwolaeth eich gŵr, gwraig neu'ch partner sifil.

Efallai y byddwch yn gallu hawlio Lwfans Profedigaeth os yw pob un o'r canlynol yn berthnasol:

* rydych yn wraig weddw, yn ŵr gweddw neu'n bartner sifil sydd ar ôl ac yn 45 oed pan fu farw eich gŵr, gwraig neu'ch partner sifil
* nad ydych yn magu plant
* nad ydych wedi cyrraedd oedran pensiwn y wladwriaeth (60 oed i ferched a 65 i ddynion ar hyn o bryd)
* roedd eich diweddar ŵr, gwraig neu bartner sifil yn talu Cyfraniadau Yswiriant Gwladol, neu bu farw o ganlyniad i ddamwain ddiwydiannol neu glefyd.

How will you pay for the funeral?

Funeral Costs

If you arrange a funeral, you are responsible for paying the bill, so check where the money will come from and if there will be enough.

Funeral costs may be paid in different ways including:

* from the estate of the deceased
* if you are receiving benefits you may be eligible for financial assistance from the Social Fund. For further information visit **www.dwp.gov.uk** or contact your local job centre
* the deceased's bank or building society may agree to release funds to pay for funeral costs
* the deceased may have been paying into a funeral scheme or have a prepaid funeral plan – you'll need to check paperwork to see if a plan exists
* money from a life insurance policy or pension scheme.

Funeral costs for the same services may vary considerably from one funeral director to another. You would be advised to get more than one quote to compare costs and services.

Disbursements and fees paid to others, for example, for doctors' certificates, a minister, newspaper announcements, flowers or the crematorium.

You should ask the funeral director for a written quotation detailing all these fees.

Financial Help

If you are finding it difficult to pay for a funeral that you have to arrange, you may be able to get a social fund funeral payment, so long as you or your partner receive one of the following:

* income support
* housing benefit
* council tax benefit
* job seeker's allowance (income based)
* disabled person's tax credit
* working family's tax credit.

Contact your local Department for Work and Pensions office for more information.

If you are widowed you may be able to claim Bereavement Allowance, a taxable weekly benefit paid to you for up to 52 weeks from the date of death of your husband, wife or civil partner.

You may be able to claim Bereavement Allowance if all of the following apply:

* you're a widow, widower or surviving civil partner aged 45 or over when your husband, wife or civil partner died
* you're not bringing up children
* you're under state pension age (currently 60 for women and 65 for men)
* your late husband, wife or civil partner paid National Insurance Contributions (NICs), or they died as a result of an industrial accident or disease.

Dogfennau y bydd eu hangen arnoch cyn y gallwch drefnu angladd

Bydd angen i chi roi'r ffurflenni canlynol i'r trefnydd angladdau, yr amlosgfa neu swyddfa'r fynwent:

Claddu

* Tystysgrif werdd ar gyfer Claddu (ffurflen 9) gan y swyddfa gofrestru – neu Orchymyn ar gyfer Claddu (ffurflen 101) os oedd y crwner yn ymwneud â'r farwolaeth.

Yr Amlosgfa

* cais i Amlosgi (ffurflen A) wedi'i lofnodi gan y perthynas agosaf neu'r ysgutor, gan y trefnydd angladdau neu'r amlosgfa
* Tystysgrif werdd ar gyfer Amlosgi (ffurflen 9), gan y swyddfa gofrestru neu Orchymyn ar gyfer Amlosgi (ffurflen E) os oedd y crwner yn ymwneud â'r farwolaeth
* ffurflenni meddygol B a C (wedi'u cwblhau gan feddygon a oedd yn delio â'r ymadawedig).

Cynllunio'r angladd yn fanwl

Rhestrir y penderfyniadau allweddol y mae angen eu gwneud ar gyfer yr angladd isod. Os ydych yn defnyddio trefnydd angladdau bydd yn eich helpu gyda phob un o'r rhain:

* lle y dylai'r corff orffwys cyn yr angladd
* amser a lleoliad yr angladd (er mai dim ond ar ôl rhoi'r gorchymyn ar gyfer claddu/amlosgi y gellir pennu'r rhain)
* y math o wasanaeth (crefyddol neu arall) a phwy fydd yn ei arwain/pwy fydd yn cyfrannu ato
* faint y dylid ei wario ar yr angladd
* p'un ai i gael blodau neu roi arian i elusen benodol yn lle hynny
* lle y gellir rhoi blodau ar ôl yr angladd
* anfon gwahoddiadau
* rhoi hysbysiad yn y papurau newydd.

Ystyried dymuniadau'r ymadawedig

Cofiwch edrych ar ewyllys yr ymadawedig neu ar gyfarwyddiadau ysgrifenedig eraill ynglŷn â'i ddymuniadau arbennig ar gyfer yr angladd neu beth ddylai ddigwydd i'w gorff. Fodd bynnag, nid oes rhaid i'r ysgutor ddilyn y cyfarwyddiadau am yr angladd a nodir yn yr ewyllys. Os nad oes unrhyw ddymuniadau amlwg, yr ysgutor neu'r perthynas agosaf sy'n penderfynu p'un a gaiff y corff ei amlosgi neu ei gladdu.

Documents you will need before you can arrange a funeral

You will also need to give the funeral director, crematorium or cemetery office the following forms:

Burial

* green Certificate for Burial (form 9) from the register office – or Order for Burial (form 101) if the coroner was involved.

Crematorium

* application for Cremation (form A) signed by the next of kin or executor, from the funeral director or crematorium
* green Certificate for Cremation (form 9), from the register office, or Order for Cremation (form E) if the coroner was involved
* medical forms B and C (completed by doctors who dealt with the deceased).

Detailed planning of the funeral

The key decisions that need to be made for the funeral are listed below. If you're using a funeral director they will help you with all of this:

* where the body should rest before the funeral
* time and place of the funeral (though this can only be finalised once the order for burial/ cremation has been issued)
* type of service (religious or other) and who will conduct it/contribute
* how much to spend on the funeral
* whether to have flowers or instead donate money to a chosen charity
* where to donate flowers after the funeral
* sending out invitations
* placing a notice in the newspapers.

Taking the deceased's wishes into account

Remember to check the deceased's will or other written instructions for special wishes about their funeral or what should happen to their body. However, the executor doesn't have to follow the instructions about the funeral left in the will. If there are no clear wishes it's generally the executor or nearest relative who decides whether the body is to be cremated or buried.

Yr ystâd

Sut mae delio ag ystâd yr ymadawedig?

Pan fydd unigolyn yn marw mae'n rhaid i rywun ddelio â'i ystâd. Mae ei ystâd yn cynnwys ei arian, ei eiddo a'i feddiannau. Os mai chi yw'r unigolyn sy'n gwneud hyn rydych yn casglu'r holl arian, yn talu unrhyw ddyledion ac yn rhannu'r ystâd rhwng y bobl hynny sydd â hawl i'w gael.

Gallwch dalu cyfreithiwr i ddelio â'r ystâd ar eich rhan. Efallai y bydd gennych gyfreithiwr y mae eich teulu yn ei ddefnyddio eisoes. Os nad oes gennych gyfreithiwr, bydd angen i chi ddewis un. Gofynnwch i ffrindiau am argymhellion a holwch am eu ffioedd.

Sut y gallwch wneud cais am brofiant?

Er mwyn delio ag ystâd rhywun, efallai y bydd angen i chi wneud cais am brofiant. Bydd y Swyddfa Brofiant yn rhoi profiant i chi os gadawodd yr unigolyn ewyllys, neu bydd yn rhoi llythyrau gweinyddu os nad oes ewyllys i'w chael.

Rhif ffôn llinell gymorth ddefnyddiol yw **0845 3020900** 9am i 5pm ddydd Llun i ddydd Gwener ac eithrio Gwyliau'r Banc neu ewch i **www.theprobateservice.gov.uk**

Beth mae grant profiant neu lythyr gweinyddu yn eich galluogi i'w wneud?

Mae grant profiant yn ddogfen gyfreithiol sy'n galluogi'r bobl a enwir ynddo i gasglu a rhannu ystâd yr ymadawedig. Gallwch ei ddangos i sefydliadau sy'n cadw'r asedau hyn megis banciau neu gymdeithasau adeiladu. Profiant yw'r broses o brofi'n swyddogol bod ewyllys yn ddilys, ond mae'r wybodaeth ganlynol yr un mor berthnasol lle y bu unigolyn farw heb adael ewyllys – ac yn yr achos hwnnw gelwir y grant yn llythyr gweinyddu.

A oes angen grant profiant ym mhob achos?

Nid bob amser. Efallai y bydd angen sicrhau grant profiant lle y delir cartref gan enwau ar y cyd a lle y caiff ei drosglwyddo drwy oroesedd i'r cydberchennog arall lle y delir cyfrif banc neu gymdeithas adeiladu ar y cyd. Efallai y bydd dangos tystysgrif marwolaeth yn ddigon i'r arian gael ei drosglwyddo i'r cyd-ddeiliad ac efallai y bydd rhai sefydliadau yn rhyddhau arian heb weld grant os nad oedd gan yr ymadawedig lawer o arian. Bydd angen i chi wneud cais i'r sefydliadau i weld a fyddant yn rhyddhau arian heb weld grant.

Bydd staff mewn cofrestrfeydd profiant yn cynnig canllawiau gweithdrefnol ar sut i gael grant. Ni allant gynnig cyngor cyfreithiol.

Sut y gallwch gael cymorth i ganslo gwasanaethau'r cyngor?

Mae'n rhaid i'r cofrestrydd sy'n cofrestru'r farwolaeth ddweud wrth adrannau penodol bod yr unigolyn hwn wedi marw. Mae'r adrannau hyn yn cynnwys swyddfa treth y cyngor a'r Gofrestr Etholiadol.

The estate

How do you sort out the estate of the deceased?

When a person dies somebody has to sort out his or her estate. Their estate includes their money, property and the possessions they've left. If you are the person doing this you collect in all the money, pay any debts and share out the estate to those people entitled to it.

You can pay a solicitor to sort out the estate for you. You may already have a solicitor your family uses. If not, you will need to choose one. Ask friends for recommendations and enquire about their charges.

How do you apply for probate?

To sort out someone's estate, you may need to apply for probate. The Probate Office will give you a grant of probate if the person left a will, or will grant letters of administration if there isn't a will.

A useful helpline telephone number is **0845 3020900** 9am to 5pm Monday to Friday except Bank Holidays or visit **www.theprobateservice.gov.uk**

What does a grant of probate, or letter of administration, allow you to do?

A grant of probate is a legal document which allows the people named in it to collect and distribute the estate of the deceased. You can show it to organisations that hold these assets, such as banks or building societies. Probate is the process of officially proving that a will is valid, but the following information applies equally where the deceased died without leaving a will – in which case the grant is called a letter of administration.

Is a grant of probate needed in all cases?

Not always. It may be necessary to obtain a grant of probate where a home or bank account is held in joint names and is passing to a surviving joint owner. Production of a death certificate may be sufficient for the monies to be transferred to the joint holder and certain institutions may release monies without a grant being produced if the amount held by the deceased was small. You will need to apply to the institutions to see if they will release monies without a grant.

Staff at probate registries will offer procedural guidance on how to obtain a grant. They cannot provide legal advice.

How can you get help to cancel council services?

The registrar who registers the death must tell certain departments that this person has died. These departments include the council tax office and the Electoral Register.

Â phwy arall y dylech gysylltu

Pan fydd rhywun yn marw efallai y bydd angen i chi gysylltu ag ystod eang o sefydliadau er mwyn rhoi gwybod iddynt am y farwolaeth. Mewn llawer o achosion bydd angen i chi gau cyfrifon neu ganslo neu newid manylion yswiriant, tanysgrifiadau, cytundebau, taliadau neu ddebydau uniongyrchol. Efallai y bydd angen i chi anfon tystysgrif marwolaeth i rai sefydliadau.

Gallwch ddefnyddio'r canlynol fel rhestr wirio i weld a ydych wedi cysylltu â'r holl bobl angenrheidiol:

- Cyfrifydd
- Banc/Cymdeithas Adeiladu
- Asiantaeth Budd-Daliadau
- Dogfennau Cofrestru Car
- Swyddfa Budd-Dal Plant (O fewn wyth wythnos)
- Eglwys neu Addoldy arall
- Clybiau a Grwpiau Cymdeithasol
- Swyddfa Treth y Cyngor
- Deintydd
- Trwydded Yrru
- Meddygon
- DVLA (i ganslo Treth Car)
- Cyflogwyr
- Cwmnïau Hurbwrcasu/Benthyca
- Asiantaeth Cymorth Cartref
- Clinigau Ysbytai
- Yswiriant Cartref
- Swyddfa Treth Incwm
- Darparwyr Yswiriant
- Darparwr Y Rhyngrwyd
- Landlord
- Llyfrgell
- Awdurdod Lleol (Mewn perthynas â Rhentu/Trwydded Barcio/Pas Bws)
- Aswiriant Bywyd
- Swyddfa Difidendau Cyfrannau Cydweithredol Leol
- Post i'w ail-gyfeirio
- Darparwr Morgeisi
- Polisi Moduro Torri i Lawr
- Yswiriant Moduro
- Swyddfa Cyfraniadau Yswiriant Gwladol (Hunangyflogedig)
- Pasbort
- Cynlluniau Pensiwn
- Swyddfa Bondiau Premiwm
- Cynilion a Buddsoddiadau Cenedlaethol
- Y Swyddfa Brofiant
- Cyrff Proffesiynol
- Darparwr Gofal Iechyd Preifat
- Perthnasau a Ffrindiau
- Ysgolion Neu Golegau (Os yw unigolyn ifanc wedi marw)
- Tocynnau Tymor/Aelodaeth i Glybiau
- Cyfreithiwr
- Trwydded Deledu
- Darparwr Ffôn - llinell tir a ffôn symudol
- Cyfleustodau (Nwy, Trydan, Dŵr, Ffôn)
- Cofrestriad Cerbyd

Dylech gofio os oedd yr ymadawedig yn berchen ar gerbyd yna mae'n bosibl nad oes yswiriant i'w yrru mwyach. Mae llawer o bolisïau yn nodi y gall rhywun arall yrru cerbyd gyda chaniatâd y gyrrwr ond cyn gynted ag y bydd y perchennog yn marw gall unrhyw ganiatâd o'r fath ddod i ben. Y peth gorau i'w wneud yw cysylltu â chwmni yswiriant y car cyn i rywun yrru'r cerbyd er mwyn sicrhau bod yr yswiriant yn ei gynnwys.

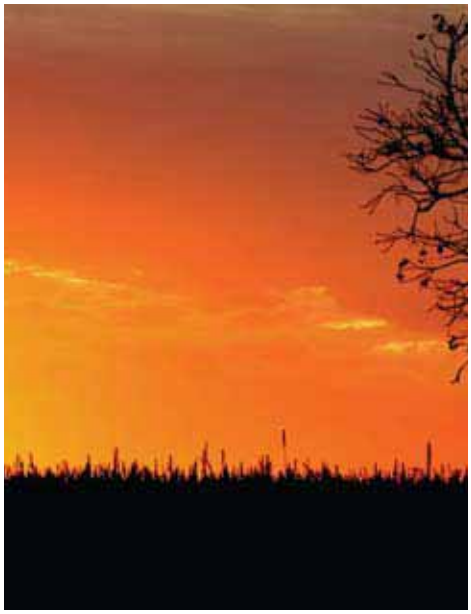
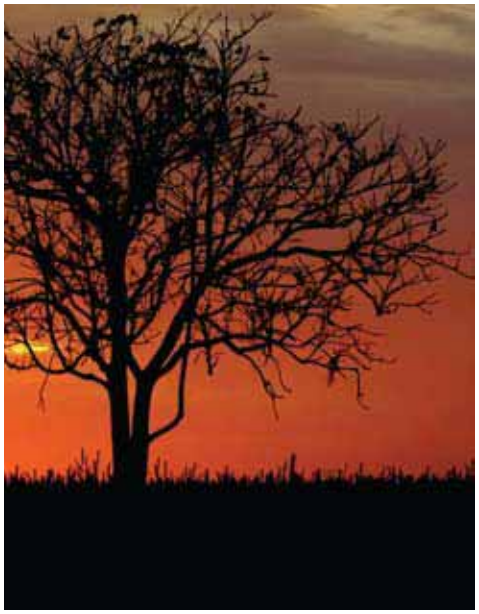
Who else should you contact?

When someone dies you may need to inform a wide variety of organisations. In many cases you'll need to close down accounts or cancel or change insurance details, subscriptions, agreements, payments or direct debits. You may have to send some organisations a death certificate.

You can use the following as a checklist to see if you have contacted everyone you need:

- ❑ Accountant
- ❑ Bank/Building Society
- ❑ Benefits Agency
- ❑ Car Registration Documents
- ❑ Child Benefit Office (Within eight weeks)
- ❑ Church or other Place of Worship
- ❑ Clubs and Social Groups
- ❑ Council Tax Office
- ❑ Dentist
- ❑ Driving Licence
- ❑ Doctors
- ❑ DVLA (To Cancel Car Tax)
- ❑ Employers
- ❑ Hire Purchase/Loan Companies
- ❑ Home Help Agency
- ❑ Hospital Clinics
- ❑ Household Insurance
- ❑ Income Tax Office
- ❑ Insurance Providers
- ❑ Internet Provider
- ❑ Landlord
- ❑ Library
- ❑ Local Authority (Re: Rental/ Parking Permit/Bus Pass)
- ❑ Life Assurance
- ❑ Local Co-operative Share Dividend Office
- ❑ Mail for redirection
- ❑ Mortgage Provider
- ❑ Motoring Breakdown Policy
- ❑ Motoring Insurance
- ❑ National Insurance Contributions Office (Self-Employed)
- ❑ Passport
- ❑ Pension Plans
- ❑ Premium Bond Office
- ❑ National Savings and Investments
- ❑ Probate Office
- ❑ Professional Bodies
- ❑ Private Healthcare Provider
- ❑ Relatives and Friends
- ❑ Schools or Colleges (if a young person has died)
- ❑ Season Tickets/Club Memberships
- ❑ Solicitor
- ❑ TV Licence
- ❑ Telephone Provider – landline and mobile
- ❑ Utilities (Gas, Electricity, Water, Telephone)
- ❑ Vehicle Registration

You should remember that if the deceased owned a vehicle then it is possible that there is no longer insurance cover for it to be driven. Many policies state that a vehicle may be driven by someone else with the owner's permission but as soon as the owner dies any such permission may cease. It is best to contact the car insurance company before anyone drives the vehicle to make sure they are insured.

Beth dylech ei wneud os nad oes ewyllys?

Os bydd rhywun yn marw heb wneud ewyllys, dywedir ei fod wedi marw yn 'ddiewyllys'. Os bydd hyn yn digwydd mae'r gyfraith yn penderfynu pwy ddylai ddelio â materion yr ymadawedig a phwy ddylai etifeddu ei ystâd. Dim ond i Gymru a Lloegr y mae'r wybodaeth hon yn berthnasol.

Lle nad oes ewyllys, gall delio â'r ystâd fod yn gymhleth. Gall gymryd cryn amser hefyd – mater o fisoedd neu hyd yn oed flynyddoedd mewn rhai achosion cymhleth iawn.

Os yw materion yn gymhleth neu eich bod yn teimlo bod angen cymorth arnoch, mae'n syniad da ymgynghori â chyfreithiwr cyn gynted â phosibl. Dangoswch yr holl wybodaeth a dogfennaeth sydd gennych am eiddo, meddiannau a materion ariannol yr ymadawedig. Yn y cyfamser, gallai fod yn syniad da cadw eitemau bach gwerthfawr yn ddiogel.

What do you do if there is no will?

If someone dies without making a will, they are said to have died 'intestate'. If this happens the law sets out who should deal with the deceased's affairs and who should inherit their estate. This information covers England and Wales only.

When there is no will, dealing with the estate can be complicated. It can also take a long time – months or even years in some very complex cases.

If matters are complex or you feel you need help, it's a good idea to consult a solicitor as soon as possible. Show them all the information and documentation you have about the deceased person's property, belongings and financial affairs. In the meantime, it may be a good idea to put small valuable items away for safekeeping.

Profedigaeth

Sut y gallwch gael cymorth a chefnogaeth gyda phrofedigaeth?

Mae llawer o sefydliadau sy'n gallu eich helpu a'ch cefnogi yn dilyn profedigaeth. Dyma restr o rai o'r rhai a allai fod yn ddefnyddiol i chi yn ystod cyfnod o brofedigaeth.

Y Ganolfan Cyngor ar Brofedigaeth

Yn rhoi cyngor ar yr hyn y dylid ei wneud pan fydd rhywun yn marw gan gynnwys materion yn ymwneud â Phrofiant, Budd-daliadau a Threth.
Ffoniwch 0800 634 9494 am ddim

Cymdeithas Cleifion Canser Unedig Prydain (BACUP)

Yn rhoi gwasanaeth gwybodaeth am ganser sy'n rhoi gwybodaeth, cyngor ymarferol a chymorth emosiynol i gleifion, eu teuluoedd a'u ffrindiau ac eraill sy'n galaru ar ôl y salwch.
Ewch i http://www.cancerbackup.org.uk/home

Cymdeithas Rhoddwyr Organau Prydain (BODY)

Grŵp hunangymorth a chefnogaeth i deuluoedd rhoddwyr organau a'r rheini sydd wedi cael organau. Byddant hefyd yn croesawu galwadau gan bobl sy'n aros i gael organau a'r rheini y mae eu perthnasau wedi marw ar ôl cael trawsblaniad neu tra'n aros am drawsblaniad.
E-bost: body@argonet.co.uk

Cyswllt Canser

Yn cynnig cymorth emosiynol a gwybodaeth i bobl â chanser, eu teuluoedd, eu ffrindiau a'r gweithwyr proffesiynol sy'n gweithio gyda hwy. Adnodd ar gyfer dros 700 o grwpiau cymorth canser a hunangymorth a chefnogwyr unigol ledled y DU.
Ewch i http://www.cancerbackup.org.uk/home

The Compassionate Friends

Yn rhoi cefnogaeth i rieni y mae eu mab neu eu merch wedi marw.
Ffôn: 0845 1232304

Gofal Profedigaeth Cruse

Yn darparu gwasanaeth cynghori cenedlaethol ar brofedigaeth, gan roi cyngor, gwybodaeth a chyswllt cymdeithasol yn ei bencadlys a thros 196 o ganghennau lleol, i unrhyw un sy'n galaru ar ôl marwolaeth waeth beth fo'i oedran, hil, crefydd, rhyw neu dueddfryd rhywiol.
Ffôn: 0870 1671677

Y Sefydliad Astudio Marwolaethau Babanod (Ymchwil a Chymorth Marwolaeth yn y Crud)

I rieni baban sydd wedi marw yn sydyn neu'n annisgwyl. Taflenni a gwybodaeth i rieni sy'n galaru a gweithwyr iechyd proffesiynol.
Llinell Gymorth Marwolaeth yn y Crud:
020 7233 2090 (24 awr)

Y Gymdeithas Camesgor

Yn cynnig cymorth a gwybodaeth am bob agwedd ar golli baban (camesgoriad hyd at 24 wythnos a beichiogrwydd ectopig).
Ffôn: 01924 200799 neu ewch i http://www.miscarriageassociation.org.uk

Bereavement

How can you get help and support with bereavement?

There are many organisations that can help and support you following bereavement. This is a list of some of them that might be useful to you at a time of bereavement.

The Bereavement Advice Centre

Gives advice on what to do when someone dies including Probate, Benefits and Tax matters.
Call Freephone: 0800 634 9494

The British Association of Cancer United Patients (BACUP)

Provides a cancer information service that gives information, practical advice and emotional support to patients, their families and friends and others bereaved by the illness.
Visit http://www.cancerbacup.org.uk/home

British Organ Donor Society (BODY)

A self-help and support group for families of organ donors and for those who have received organs. They will also welcome calls from people waiting to receive organs and those whose relatives have died after a transplant or whilst waiting.
Email: body@argonet.co.uk

Cancer Link

Offers emotional support and information to people with cancer, their families, friends and professionals working with them. A resource for over 700 cancer support and self-help groups and individual supporters throughout the UK.
Visit http://www.cancerbackup.org.uk/home

The Compassionate Friends

Gives support to parents whose son or daughter has died.
Tel: 0845 1232304

Cruse Bereavement Care

Provides a nationwide service of bereavement counselling, advice, information and social contact through its headquarters and more than 196 local branches, to anyone bereaved by death irrespective of age, race, religion, gender or sexual preference.
Telephone: 0870 1671677

The Foundation for the study of Infant Deaths (Cot Death Research and Support)

For parents of a baby who has died suddenly and unexpectedly. They can provide leaflets and information for bereaved parents and health professionals.
Cot death Helpline: 020 7233 2090 (24 hrs)

The Miscarriage Association

Offers support and information on all aspects of pregnancy loss (miscarriage up to 24 weeks and ectopic pregnancy).
Tel: 01924 200799
or visit http://www.miscarriageassociation.org.uk

Cymdeithas Genedlaethol Gwasanaethau Profedigaeth

Cyfeirlyfr Cenedlaethol o Wasanaethau Profedigaeth a Cholled sy'n gallu arwain pobl at eu ffynhonnell cymorth agosaf priodol. Gallwch gysylltu â hwy ar:
20 Norton Folgate, Llundain E1 6D8
Ffôn: 020 7709 9090 (24 awr, gyda pheiriant ateb)

Cymdeithas Genedlaethol y Gweddwon

Yn cynnig cymorth parod i weddwon a'u teuluoedd
Ewch i www.nawidows.org.uk

Road Peace

Elusen genedlaethol y DU i ddioddefwyr damweiniau ffordd. Yn rhoi cymorth i'r rheini sy'n galaru neu sy'n cael eu hanafu mewn damwain ffordd.
Ffoniwch 0845 4500355 neu ewch i http://www.roadpeace.org.uk

Y Samariaid

I siarad â rhywun a fydd yn rhoi cymorth i chi. Mae dros 180 o ganghennau sydd ar agor 24 awr y dydd.
Ffoniwch 08457 909090 neu ewch i http://www.samaritans.org.uk

Cymorth Lluoedd SSAFA

Yr elusen genedlaethol sy'n helpu milwyr, cyn-filwyr a'u teuluoedd sydd mewn angen.
Ffôn: 0800 7314880 neu ewch ihttp://www.ssafa.org.uk

Cymdeithas Marw-enedigaeth a Marwolaeth Cyn Geni (SANDS)

Yn cynnig cymorth i rieni sy'n galaru ar ôl colli baban, marw-enedigaeth neu farwolaeth cyn geni.
Ffôn: 020 74365881 neu ewch i http://www.uk-sands.org/.uk

Ymddiriedolaeth Terrence Higgins

Elusen sy'n rhoi cymorth ymarferol, help, a chyngor i unrhyw un ag AIDS neu haint HIV neu sy'n pryderu amdanynt.
Ffoniwch 0845 1221200 neu ewch i http://www.tht.org.uk

Cymdeithas Gweddwon Rhyfel Prydain Fawr

Yn rhoi cyngor, cymorth a chefnogaeth i bob gweddw a dibynnydd rhyfel.
Ffôn: 0870 2411305 neu ewch i: http://www.warwidowsassociation.org.uk

The National Association of Bereavement Services

Has a National Directory of Bereavement and Loss Services and can direct people to their nearest appropriate source of support. You can contact them at:
20 Norton Folgate, London E1 6DB
Tel: 020 7709 9090 (24 hours, with answer phone)

The National Association of Widows

Offers a friendly helping hand to all widows and their families.
Visit www.nawidows.org.uk

Road Peace

The UK's national charity for road crash victims, provides support to those bereaved or injured in a road crash.
Tel: 0845 4500355 or visit http://www.roadpeace.org.uk

The Samaritans

For someone you can talk to who will give you support.
There are over 180 branches that are open 24 hours a day.
Tel: 08457 909090 or visit http://www.samaritans.org.uk

SSAFA Forces Help

The national charity helping serving and ex service men, women and their families in need.
Tel: 0800 7314880 or visit http://www.ssafa.org.uk

The Stillbirth and Neonatal Death Society (SANDS)

Offers support to parents bereaved through pregnancy loss, stillbirth or neonatal death.
Tel: 020 74365881 or visit http://www.uk-sands.org.uk

The Terrence Higgins Trust

A charity providing practical support, help, counselling and advice for anyone with or concerned about AIDS or HIV infection.
Tel: 0845 1221200 or visit http://www.tht.org.uk

The War Widows Association of Great Britain

Gives advice, help and support to all war widows and dependants.
Tel: 0870 2411305 or visit http://www.warwidowsassociation.org.uk

Boddhad cwsmeriaid

Beth y gallwch ei wneud os bydd pethau yn mynd o chwith?

Mae boddhad cwsmeriaid yn bwysig iawn i ni. Gobeithiwn fod y canllaw hwn wedi'ch galluogi i wneud y dewisiadau gorau i ddiwallu eich anghenion unigol a'i fod wedi'ch helpu yn ystod eich profedigaeth. Rydym hefyd yn ymwybodol y gall pethau fynd o chwith weithiau. Os oes gennych gŵyn am y broses gofrestru mae manylion cyswllt ar glawr cefn y llyfryn hwn.

Beth y dylid ei wneud os nad ydych yn fodlon ar drefniadau'r angladd?

Cynhelir y rhan fwyaf o angladdau yn ddidrafferth. Fodd bynnag, os bydd gennych gŵyn, dylech ei thrafod gyda'ch trefnydd angladdau. Mae'r rhan fwyaf o drefnwyr angladdau yn perthyn i un o ddwy o gymdeithasau masnach felly os na fyddwch yn fodlon ar yr ymateb, gallwch wneud cwyn i'r gymdeithas y mae'r trefnydd angladdau yn perthyn iddi.

Sef:

* Cymdeithas Genedlaethol y Trefnwyr Angladdau (NAFD)
* Cymdeithas Trefnwyr Angladdau Perthynol ac Annibynnol.

Yn ogystal gallwch gael cyngor gan eich adran safonau masnach leol.

Customer satisfaction

What can you do if things go wrong?

Customer satisfaction is very important to us. We hope that this guide has enabled you to make the best choices for your individual needs and has helped you through your time of bereavement. We are also aware that things can sometimes go wrong. If you have a complaint about the registration process, contact details are on the rear cover of this booklet.

What to do if you are not satisfied with the funeral arrangements?

Most funerals are conducted well. However, if you have a complaint, discuss it with your funeral director. The majority of funeral directors belong to one of two trade associations so if you are not satisfied with the response, you can complain to which ever of the two the funeral director belongs to.

These are:

* The National Association of Funeral Directors (NAFD)
* The National Society of Allied and Independent Funeral Directors.

You can also get advice from your local trading standards department.

Ein nod yw cynnig gwasanaeth personol a phroffesiynol ac i roi cymorth a chyngor i chi yn ystod yr amser anodd hwn.

Os nad ydych yn teimlo ein bod wedi rhoi'r math hyn o wasanaeth i chi, rydym am wybod hynny. Felly hefyd byddem yn croesawu unrhyw adborth positif gennych am y gwasanaeth a gawsoch.

Cysylltwch â:

Swyddog Cwynion/Adborth
Adran Llywodraeth Gorfforaethol
Neuadd y Sir
Ffordd Wynnstay
Rhuthun
Sir Ddinbych LL15 1YN

Ffôn: 01824 706196
ebost: eleri.woolford@sirddinbych.gov.uk

Ewch hefyd i **www.sirddinbych.gov.uk** ac edrychwch o dan y rhestrau A-Y am Wasanaethau Profedigaeth a Chofrestru Marwolaeth.

We aim to offer a personal and professional service and to give support and advice in your time of bereavement.

If you feel we have not given this service then we would like to know. Similarly, we would also welcome any positive feedback you may have about the service you received.

Please contact:

Complaints/Feedback Officer
Corporate Governance Department
County Hall
Wynnstay Road
Ruthin
Denbighshire LL15 1YN

Tel: 01824 706196
email: eleri.woolford@denbighshire.gov.uk

Please also visit **www.denbighshire.gov.uk** and search under the A-Z lists for Bereavement Services and Death Registration.

cost effective legal advice

GARNETT WILLIAMS POWELL Solicitors

Sympathetic legal advice at this difficult time

At a time of bereavement and in the months following, it is important to have sympathetic and sensitive guidance with legal matters relating to the estate of the deceased.

We can help deal with probate, intestacy and the general administration of estates, trusts and settlements.

For further advice and information about our services, or if you have any queries please contact us

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a sensitive service from dedicated staff at this difficult time...

CROSS FOXES

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Let our experienced and understanding staff look after your family and friends in warm comfortable surroundings.

We can provide you and your guests with hot and cold food, freshly prepared on the day. We can also tailor your menu to suit your individual requirements.

A warm, relaxing environment serving excellent home cooked food

TELEPHONE 01745 854984

1 Meliden Road
Prestatyn
Denbighshire
LL19 9SB

Here to help you through this difficult time with:

- Natural and safe processes that offer you support and understanding
- Acknowledgment and methods to cope with your loss
- Releasing feelings and emotions gently
- A supportive, confidential environment to freely discuss problems or issues
- Help in coming to terms with your life circumstances
- Ways to help you adjust to life and all its changes
- Increasing your confidence and strength to make a step forward

One-to-one consultations in a warm, safe, accepting and compassionate environment are available.

Release ...Peace

We offer your first hour (of your 2 hour consultation) free of charge. Consultations are suitable for anyone, any age, especially when your loss seems overwhelming or your life is being adversely affected.

Michelle of Release… Peace has been in private practice for almost 15 years working with trauma, anxiety, stress, insomnia, depression, low self-esteem and confidence. She combines the Emotional Freedom Techniques (EFT), Neuro-Linguistic Programming (NLP), Hypnotherapy and gentle Relaxation to help you sleep, gain peace and comfort.

Contact Michelle A. Hardwick of Release... Peace
www.release-peace.co.uk • Ph: 07857369619

"When someone you love becomes a memory, the memory becomes a treasure."
Author Unknown

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CONTACT IDRIS EVANS
STEPTOES, WYNNSTAY ROAD, RUTHIN,
DENBIGHSHIRE LL15 1AS

TEL: 01824 705268 / 01978 860461
MOB: 07967 226524

The Mountain View Inn Mochdre, Colwyn Bay

Our dedicated and understanding staff are here to meet your needs sensitively at this time of sadness. We offer a friendly, personal service with flexible catering arrangements. The Mountain View is a spacious, comfortable public house with a relaxed atmosphere, set in the village of Mochdre.

- Extensive car parking
- 1 mile from Colwyn Bay Crematorium
- Funeral receptions our speciality

Please contact Colin or Gill Royal for personal attention.

The Mountain View Inn, Old Conway Road, Mochdre LL28 4AC

01492 544724

The Crown Inn Trelawnyd

The Crown Inn

Our dedicated and understanding staff are here to meet your needs sensitively at this difficult time. We offer a friendly, personal service with flexible catering arrangements. The Crown is a 17th century public house with a relaxed atmosphere set in the village of Trelawnyd.

The Crown Inn, London Road, Trelawnyd, Flintshire LL18 6DN

01745 571989

CAFE R is a family run business based in Ruthin, which provides high quality buffets for all your needs.

We specialise in local, fair-trade and high quality ingredients prepared to the highest standards.

We can provide a range of catering solutions from a finger buffet through to a three course hot meal.

With buffets from £2.90 per head prepared by a passionate team with quality ingredients you can't go wrong with Cafe R. Deliveries made in and around the Ruthin and Denbigh areas.

Dietary requirements catered for.

Call the team on 01824 703571 to discuss your requirements or email us on info@crownhousecatering.co.uk

CAFÉ R

Busnes teulu a leolir yn Rhuthun yw **CAFE R.** Mae'n darparu bwffes o safon uchel ar gyfer eich holl ofynion.

Arbenigwn mewn cynhwysion lleol a marchnad deg – y cwbl o ansawdd uchel ac wedi'u paratoi i'r safonau uchaf.

Gallwn gynnig atebion gwahanol i'ch anghenion o fwffes llaw hyd at ginio poeth tri chwrs.

Allwch chi ddim methu gyda Chaffi R gyda'r bwffes o £2.90 y pen sydd wedi'u paratoi gan dîm brwd gan ddefnyddio cynhwysion o safon uchel. Gallwn ddosbarthu yn ardaloedd Dinbych a Rhuthun ac o gwmpas.

Darparwn ar gyfer gofynion dietegol.

Ffoniwch y tîm ar 01824 703571 i drafod eich gofynion neu e-bostiwch: info@crownhousecatering.co.uk

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Our team at The Oriel cares deeply about its people, guests, quality and reputation, which is why we will help you to organise your funeral wake with empathy and consideration for others.

We have private rooms for any sized group, from 10 to 240 guests, at no room hire charge.

Our menus start at £9.95 per guest and include:

- Unlimited tea/coffee
- Iced water
- Assorted freshly made sandwiches
- Welsh buttered Bara Brith
- Sultana scones filled with fresh cream and jam

Upper Denbigh Road, St. Asaph,
Denbighshire LL17 0LW

Telephone: **(01745) 582 716**
Fax: **(01745) 585 208**
Email: **mail@theorielhotel.com**

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The Plough is available for all types of functions, including Funerals. We offer a selection of Hot & Cold Buffets and a choice of Set Menus in our Restaurant. All matters will be managed with the utmost discretion and sincerity.

The Roe, St. Asaph,
Denbighshire LL17 0LU

01745 585080

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www.ploughsa.com | ploughsa@gmail.com

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outside catering

Our discreet, fully trained staff offer a co-ordinated service designed to alleviate as much stress as possible at this difficult time.

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Telephone:
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We understand the importance of arranging a personal, dignified funeral and are on hand to provide all the help and guidance you will need.

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We specialize in creating hand etched designs of the highest standard, providing an individual and everlasting tribute.

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01492 530655

182 Rhuddlan Road
Rhyl
01745 331792

Vale of Clwyd Memorials
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www.morrisgranite.co.uk

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CONTACT US AT:
47 Vale Street Denbigh LL16 3AR T 01745 812 127 E denbigh@jonespeckover.com
Offices at: Denbigh, Wrexham, Abergele, St Asaph & Menai Bridge

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Funeral Directors and Monumental Masons

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Tel/Fax: 01978 860519

Email: wandjthomas@btconnect.com

www.wjandrthomas.co.uk

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Do you need help and advice following a bereavement?

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DIRECT LINE: 01745 343661 29-31 Kinmel Street, Rhyl LL18 1AH

Facsimile: 01745 354962 Email: recpt@edwardhughes.biz

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a sympathetic service from all

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with our deepest sympathy...

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Ein nod yw darparu gwasanaeth cydymdeimladol, cynorthwyol ac ystyriol i'ch helpu i wneud y penderfyniadau a'r trefniadau angenrheidiol pan fydd rhywun yn marw.

We aim to provide a sympathetic, helpful and considerate service to help you make the necessary decisions and arrangements when someone dies.

a tradition based on quality & trust

Buckley Memorials

a little about us...

Buckley Memorials is a family-run business that was established more than 150 years ago. What makes us different is the skill and expertise of our monumental masons. Using an art handed down from generation to generation, our craftsmen leave no stone unturned to ensure customer satisfaction.

For most families, if not all, losing a loved one can be a very difficult time. That's why at Buckley Memorials we insist on providing our customers with an unrivalled package at a very affordable price.

At Buckley Memorials, choosing a headstone is simple. Our friendly and efficient staff will offer you advice on material designs regulations and the actual inscription if required. We also provide a full after-care service which includes levelling, and straightening of memorial stone, should it lean or sink (this may occur due to unstable ground). We don't aim to please our customers; we aim to delight them.

All of our services come with a unique price-back guarantee.
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Buckley Memorials care about your concerns and understand your needs, so much so that a representative is always available either to visit you in your home or simply collect you and take you to our nearest showroom.

OUR MOTTO IS SIMPLE:
"IF YOU LIKE OUR SERVICE TELL A FRIEND; IF NOT, TELL US."

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Spencer Industrial Estate, Off Liverpool Road, Standard Road, Buckley, Flintshire CH7 3LY

www.buckleymemorials.co.uk

We are very grateful to the businesses whose advertisements appear in this publication. As a mark of our gratitude we would like to draw the attention of the readers to their details and announcements.
We are required to make it clear however that neither Network UK nor the distributor can accept responsibility for any services or workmanship that they may undertake.

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