

Yn unol ag Adranau  
114, 162, 228, 237, 275,  
358, 702, 720, 743, 805,  
809, 859Q, 877 ac 892  
o Ddeddf Cwmnïau 2006.

In accordance with  
Sections 114, 162, 228,  
237, 275, 358, 702, 720,  
743, 805, 809, 859Q, 877,  
and 892 of the Companies Act 2006.

# AD02c

## Rhoi gwybod am leoliad archwilio amgen unigol (SAIL) Notification of single alternative inspection location (SAIL)



Companies House  
Tŷ'r Cwmnïau

**Cewch ddefnyddio'r gwasanaeth WebFiling i ffeilio'r ffurflen hon ar lein.** Ewch i [www.tyrcwmnïau.gov.uk](http://www.tyrcwmnïau.gov.uk)

**You can use the WebFiling service to file this form online.** Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**At beth gewch chi ddefnyddio'r ffurflen hon?**  
Cewch ddefnyddio'r ffurflen hon i ddweud wrthym am gyfeiriad lleoliad archwilio amgen unigol lle gellir cadw cofnodion cwmni i'w harchwilio.

**At beth NA chewch chi ddefnyddio'r ffurflen hon?**  
Ni chewch ddefnyddio'r ffurflen hon i ddweud wrthym am gyfeiriad lleoliad y tu allan i'r rhan o'r Deyrnas Unedig lle mae'r cwmni wedi'i gofrestru.

**What this form is for**  
You may use this form to tell us the address of an alternative inspection location where company records may be kept for inspection.

**What this form is NOT for**  
You cannot use this form to tell us the address of a location outside of the part of the United Kingdom where the company is registered.

Ceir nodiadau cwblhau ar ddiwedd y ffurflen.  
Am wybodaeth bellach, cyfeiriwch at ein canllaw ar [www.tyrcwmnïau.gov.uk](http://www.tyrcwmnïau.gov.uk)

Notes for completion can be found at the end of the form.  
For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### 1 Manylion y cwmni / Company details

Rhif y cwmni	<input type="text"/>	Company number
Enw'r cwmni yn llawn	<input type="text"/>	Company name in full

### 2 Cyfeiriad y lleoliad archwilio amgen unigol (SAIL) Address of the single alternative inspection location (SAIL)

Dyma gyfeiriad lleoliad amgen yn lle swyddfa gofrestredig y cwmni at ddibenion archwilio cofnodion y cwmni.	This is the address for an alternative location to the company's registered office for the inspection of the company records.
Enw/Rhif yr adeilad	Building name/number
Stryd	Street
Tref bost	Post town
Sir/Rhanbarth	County/Region
Cod post	Post code

### 3 Llofnod / Signature

Rwy'n llofnodi'r ffurflen hon ar ran y cwmni.	I am signing this form on behalf of the company.	
Llofnod	Llofnod / Signature	Signature
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Gall y ffurflen hon cael ei llofnodi ac awdurdodi gan:  
Cyfarwyddwr , Ysgrifennydd, Person a awdurdodwyd ,  
Gweinyddwr, Derbynydd gweinyddol, Derbynydd, Rheolwr  
derbyn, Derbynydd a rheolwr y comisiwn elusennau, Rheolwr CBC,  
Goruchwyliwr barnwrol.

This form may be signed and authorised by:  
Director , Secretary, Person authorised , Administrator,  
Administrative receiver, Receiver, Receiver manager, Charity  
commission receiver and manager, CIC Manager, Judicial factor.

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 <b>Nodiadau</b>	 <b>Notes</b>
<p>→ <b>Llenwi'r ffurflen hon</b> Llenwch y ffurflen mewn teipysgrif neu mewn priflythrennau du tywyll.</p> <p>❶ <b>Pwysig</b> Mae'n rhaid i'r SAIL fod bob amser yn y rhan o'r Deyrnas Unedig lle mae'r cwmni wedi'i gofrestru.</p> <p>Mae angen ichi roi gwybod am ba gofnodion cwmni sydd wedi symud i'r SAIL ar ffurflen AD03c 'Newid lleoliad cofnodion y cwmni i'r lleoliad archwilio amgen unigol (SAIL)'. Os nad ydych chi wedi ffeilio ffurflen AD03c o'r blaen, byddwch cystal â ffeilio un.</p> <p>❷ <b>Societas Europaea</b> Os yw'r ffurflen yn cael ei ffeilio ar ran Societas Europaea (SE), dilêwch 'cyfarwyddwr' a rhowch fanylion am ba un o organau'r SE y mae'r sawl sy'n llofnodi yn aelod ohoni.</p> <p>❸ <b>Person a awdurdodwyd</b> O dan naill ai adran 270 neu 274 o'r Ddeddf Cwmnïau 2006.</p>	<p>→ <b>Filling in this form</b> Please complete in typescript or in bold black capitals.</p> <p>❶ <b>Important</b> The SAIL must always be in the part of the United Kingdom in which your company is registered.</p> <p>You need to notify which company records have moved to the SAIL on form AD03c 'Change of location of the company records to the single alternative inspection location (SAIL)'. If you have not previously filed form AD03c, please file one.</p> <p>❷ <b>Societas Europaea</b> If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.</p> <p>❸ <b>Person authorised</b> Under either section 270 or 274 of the Companies Act 2006.</p>

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## Gwybodaeth cyflwynydd

Does dim rhaid ichi roi gwybodaeth gysylltu, ond os gwnewch chi, bydd hynny'n helpu Tŷ'r Cwmnïau os bydd ymholiad am y ffurflen. Bydd rhai sy'n chwilio'r cofnod cyhoeddus yn gallu gweld yr wybodaeth gysylltu a rowch chi.

Enw cyswilt
Enw'r cwmni
Cyfeiriad
Tref bost
Sir/Rhanbarth
Cod post
Gwlad
DX
Teleffon

## Rhestr wirio

Mae'n bosibl y byddwn yn dychwelyd ffurflenni anghywir neu anghyflawn.

**Gwnewch yn siŵr eich bod wedi cofio'r canlynol:**

- Bod enw a rhif y cwmni yn cyd-fynd â'r wybodaeth ar y Gofrestr gyhoeddus.
- Rydych chi wedi nodi cyfeiriad y lleoliad archwilio amgen unigol yn Adran 2.
- Mae'r cyfeiriad a roddwyd yn y rhan o'r Deyrnas Unedig lle mae'r cwmni wedi'i gofrestru.
- Eich bod wed llofnodi'r ffurflen.

## Gwybodaeth bwysig

Sylwch y bydd yr holl wybodaeth ar y ffurflen hon yn ymddangos ar y cofnod cyhoeddus.

## Ble i anfon

Cewch ddychwelyd y ffurflen hon i unrhyw un o gyfeiriadau Tŷ'r Cwmnïau, ond er hwylustod byddem yn eich cynghori i'w hanfon i'r cyfeiriad priodol isod:

**Cwmnïau sydd wedi'u cofrestru yn Lloegr a Chymru:**

Y Cofrestrydd Cwmnïau, Tŷ'r Cwmnïau, Ffordd y Goron, Caerdydd, Cymru, CF14 3UZ.  
DX 33050 Caerdydd.

## Presenter information

You do not have to give any contact information but if you do, it will help Companies House if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Contact name
Company name
Address
Post town
County/Region
Postcode
Country
DX
Telephone

## Checklist

We may return forms completed incorrectly or with information missing.

**Please make sure you have remembered the following:**

- The company name and number match the information held on the public Register.
- You have provided the address of the single alternative inspection location in Section 2.
- The address provided is in the part of the UK where the company is registered.
- You have signed the form.

## Important information

Please note that all information on this form will appear on the public record.

## Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

**For companies registered in England and Wales:**

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

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### **i** Rhagor o wybodaeth

I gael rhagor o wybodaeth, gweler y nodiadau cyfarwyddyd ar y wefan yn [www.tyrcwmniau.gov.uk](http://www.tyrcwmniau.gov.uk) neu e-bostiwch [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

Mae'r ffurflen hon ar gael ar ddiwyg arall. Edrychwch ar y tudalen ffurflenni ar y wefan yn [www.tyrcwmniau.gov.uk](http://www.tyrcwmniau.gov.uk)

Darperir y ffurflen hon yn rhad ac am ddim gan Dŷ'r Cwmniau.

### **i** Further information

For further information please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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