

Yn unol ag Adranau 114, 128D, 162, 228, 237, 275, 358, 702, 720, 743, 790N, 790Z, 805, 809, 859Q, 877, a 892 o Ddeddf Cwmnïau 2006.

In accordance with Sections 114, 128D 162, 228, 237, 275, 358, 702, 720, 743, 790N, 790Z, 805, 809, 859Q, 877 and 892 of the Companies Act 2006.

# AD04c

## Newid lleoliad cofnodion y cwmni i'r swyddfa gofrestredig / Change of location of the company records to the registered office



Companies House  
Tŷ'r Cwmnïau

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

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

✓ **At beth gewch chi ddefnyddio'r ffurflen hon?**  
Cewch ddefnyddio'r ffurflen hon i ddweud wrthym ba gofnodion cwmni sy'n dychwelyd i'r swyddfa gofrestredig.

✗ **At beth NA chewch chi ddefnyddio'r ffurflen hon?**  
Ni chewch ddefnyddio'r ffurflen hon os yw cofnodion y cwmni yn y swyddfa gofrestredig erioed.

✓ **What this form is for**  
You may use this form to tell us which company records are returning to the registered office.

✗ **What this form is NOT for**  
You cannot use this form if the company records have always been at the registered office.

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

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

### 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 Cofnodion cwmni / Company records

Bellach, cedwir y cofnodion canlynol yn y swyddfa gofrestredig. ❶

The following records are now kept at the registered office. ❶

Ticiwch fel sy'n briodol:

Please tick as appropriate:

- |   |                          |   |
|---|--------------------------|---|
| Cofrestr o bobl â rheolaeth arwyddocaol.  | <input type="checkbox"/> | Register of people with significant control.  |
| Cofrestr aelodau.   | <input type="checkbox"/> | Register of members.  |
| Cofrestr gyfarwyddwyr.  | <input type="checkbox"/> | Register of directors.  |
| Contractau gwasanaeth cyfarwyddwyr.   | <input type="checkbox"/> | Directors' service contracts.   |
| Indemniadau cyfarwyddwyr.   | <input type="checkbox"/> | Directors' indemnities.   |
| Cofrestr ysgrifenyddion.  | <input type="checkbox"/> | Register of secretaries.  |
| Cofnodion penderfyniadau etc.   | <input type="checkbox"/> | Records of resolutions etc.   |
| Contractau'n ymwneud â phrynu cyfrannau'r cwmni ei hun.   | <input type="checkbox"/> | Contracts relating to purchase of own shares.   |
| Dogfennau'n ymwneud ag adennill neu brynu cyfrannau'r cwmni ei hun ar sail cyfalaf cwmni preifat. | <input type="checkbox"/> | Documents relating to redemption or purchase of own share out of capital by private company.  |
| Cofrestr ddyledbwyr.  | <input type="checkbox"/> | Register of debenture holders.  |
| Adroddiad i'r aelodau ar ganlyniad ymchwiliadau cwmni cyhoeddus i'r diddordeb yn ei gyfrannau.    | <input type="checkbox"/> | Report to members of outcome of investigation by public company into interests in its shares. |
| Cofrestr o'r diddordeb mewn cyfrannau a ddatgelwyd i gwmni cyhoeddus.                             | <input type="checkbox"/> | Register of interests in shares disclosed to public company.                                  |
| Offerynnau'n creu arwystlon a'r gofrestr arwystlon: Lloegr a Chymru, neu Ogledd Iwerddon.         | <input type="checkbox"/> | Instruments creating charges and register of charges: England and Wales or Northern Ireland.  |
| Offerynnau'n creu arwystlon a'r gofrestr arwystlon: Yr Alban.                                     | <input type="checkbox"/> | Instruments creating charges and register of charges: Scotland.                               |
| Cofrestr hanesyddol o bobl â rheolaeth arwyddocaol.   | <input type="checkbox"/> | Historic register of people with significant control.   |
| Cofrestr hanesyddol o aelodau.  | <input type="checkbox"/> | Historic register of members.   |

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## 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

X

X

Signature

Gall y ffurflen hon cael ei llofnodi gan:  
Cyfarwyddwr ②, Ysgrifennydd, Person a awdurdodwyd ③,  
Diddymydd, Gweinyddwr, Derbynnnydd gweinyddol, Derbynnnydd,  
Rheolwr derbyn, Derbynnnydd a rheolwr y Comisiwn Elusennau,  
Rheolwr CBC, Goruchwyliwr barnwrol.

This form may be signed by:  
Director ②, Secretary, Person authorised ③, Liquidator, Administrator,  
Administrative receiver, Receiver, Receiver manager, Charities  
Commission receiver and manager, CIC manager, Judicial factor.

## Nodiadau

### → Llenwi'r ffurflen hon

Llenwch y ffurflen mewn teipysgrif neu mewn priflythrennau du tywyll. Mae pob maes yn orfodol oni nodir yn wahanol neu y dangosir gyda \*

### ① Pwysig

Os na ffeiliwyd ffurflen AD03c 'Newid lleoliad cofnodion y cwmni i'r lleoliad archwilio amgen unigol (SAIL)' o'r blaen, byddwch cystal â ffeilio un gyda'r ffurflen hon i ddangos pa gofnodion cwmni a gedwir yn y SAIL.

Os ffeilioch chi ffurflen AD04c o'r blaen, does dim angen cynnwys y cofnodion hynny ar y ffurflen hon.

### ② Societas Europaea

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 .

### ③ Person a awdurdodwyd

O dan naill ai adran 270 neu 274 o'r Ddeddf Cwmnïau 2006.

## Notes

### → Filling in this form

Please complete in typescript or in bold black capitals. All fields are mandatory unless specified or indicated by \*

### ① Important

If form AD03 'Change of location of the company records to the single alternative inspection location (SAIL)' has not been filed previously, please file one with this form to indicate which company records are held at the SAIL.

If you have previously filed a form AD04, you do not need to include those records on this form.

### ② Societas Europaea

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.

### ③ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

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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



## 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



## 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 marcio'r blychau perthnasol yn Adran 2.
- Eich bod wed llofnodi'r ffurflen.



## 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 ticked the relevant boxes in Section 2.
- You have signed the form.



## Gwybodaeth bwysig

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



## Important information

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



## 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.



## 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse) neu e-bostiwrch [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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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

### **i** Further information

For further information, please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) 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.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

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