

# TM02c

## Terfynu penodiad ysgrifennydd Termination of appointment of secretary



Companies House  
Tŷ'r Cwmnïau

Evch ar lein i ffeilio'r wybodaeth hon  
gov.uk/companieshouse

Go online to file this information  
gov.uk/companieshouse

✓ **At beth gewch chi ddefnyddio'r ffurflen hon?**

Cewch ddefnyddio'r ffurflen hon i derfynu penodiad ysgrifennydd (unigol neu gorfforaethol).

✗ **At beth NA chewch chi ddefnyddio'r ffurflen hon?**

Ni chewch ddefnyddio'r ffurflen hon os ydych yn derfynu penodiad cyfarwyddwr. I wneud hynny, defnyddiwch ffurflen TM01 'Terfynu penodiad cyfarwyddwr'.

✓ **What this form is for**

You may use this form to terminate the appointment of a secretary (individual or corporate).

✗ **What this form is NOT for**

You cannot use this form if you are terminating the appointment of a director. To do this, please use form TM01 'Termination of appointment of director'.

Ceir nodiadau cwblhau ar ddiwedd y ffurflen.  
Am wybodaeth bellach, cyfeiriwch at ein canllaw ar:  
tyrcwmnïau.gov.uk

Notes for completion can be found at the end of the form.  
For further information, please refer to our guidance at:  
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 Manylion cyfredol yr ysgrifennydd ar y Gofrestr Secretary's current details on the Register

Rhowch inni fanylion penodiad cyfredol yr ysgrifennydd hwn fel y maen nhw ar y Gofrestr cyhoeddus.	Please give us the current appointment details of this secretary held on the public Register.	
Teitl *	<input type="text"/>	Title *
Enw(au) blaenorol	<input type="text"/>	Full forename(s)
Cyfenw/Enw corfforaethol	<input type="text"/>	Surname/Corporate name

### 3 Dyddiad terfynu / Termination date

Dyddiad terfynu'r penodiad	<input type="text"/>	Date of termination of appointment
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### 4 Dilysiad / Authentication

<b>Cofnodwch eich enw printiedig.</b> Nid oes angen i chi gynnwys llofnod.	<b>Enter your printed name.</b> You do not need to include a signature.	
Enw	<input type="text"/>	Name
<b>Dilysiad</b> Bydd hyn yn ymddangos ar y cofnod cyhoeddus	<b>Authentication</b> This will appear on the public record	
Gall y ffurflen hon cael ei wedi'u dilysu gan: Cyfarwyddwr, Ysgrifennydd, Person a awdurdodwyd, Diddymydd, Gweinyddwr, Derbynnydd gweinyddol, Derbynnydd, Rheolwr derbyn, Derbynnydd a rheolwr y comisiwn elusennau, Rheolwr CBC, Goruchwyliwr barnwrol	This form may be authenticated by: Director, Secretary, Person authorised, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.	

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## 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 \*

❶ Dim ond un penodiad ysgrifennydd y gellir ei derfynu ar bob ffurflen.

### ❷ Societas y DU

Os yw'r ffurflen yn cael ei ffeilio ar ran Societas y DU (UKS), dilêwch 'cyfarwyddwr' a rhowch fanylion am ba organ o'r UKS y mae'r person sy'n dilysu yn aelod ohoni.

### ❸ Person a awdurdodwyd

O dan nail 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 \*

❶ Only one secretary appointment can be terminated per form.

### ❷ UK Societas

If the form is being filed on behalf of a UK Societas (UKS) please delete 'director' and insert details of which organ of the UKS the person authenticating has membership.

### ❸ 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'r cysylltwr

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 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 cofnodi'n gywir enw'r ysgrifennydd y terfynir ei benodiad.
- Rydych chi wedi cynnwys dyddiad y terfynu.
- Rydych chi wedi dilysu'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 correctly entered the name of the secretary being terminated.
- You have included the date of termination.
- You have authenticated 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.

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## Ble i anfon

Gallwch uwchlwytho rhai ffurflenni i Dŷ'r Cwmnïau yn hytrach na'u hanfon drwy'r post.

Os oes angen i chi gyflwyno'ch ffurflen, rhaid i chi ei hanfon i'r cyfeiriad cywir.

Am fwy o wybodaeth am ble i anfon y ffurflen, ewch i:  
**[gov.uk/companies-house/offices](http://gov.uk/companies-house/offices)**

## Rhagor o wybodaeth

I gael rhagor o wybodaeth, gweler y nodiadau cyfarwyddyd ar y wefan yn [gov.uk/companieshouse](http://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:  
**[gov.uk/companieshouse](http://gov.uk/companieshouse)**

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

## Where to send

You can upload certain forms to Companies House instead of sending them by post.

If you need to post your form, you must send it to the correct address.

For more information on where to send the form visit:  
**[gov.uk/companies-house/offices](http://gov.uk/companies-house/offices)**

## Further information

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

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