

Yn unol ag adrannau
114, 228, 237, 358,
702, 720, 743, 805,
809 ac 859Q o Ddeddf
Cwmnïau 2006.

In accordance with
sections 114, 228, 237,
358, 702, 720, 743, 805,
809 and 859Q 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

Ewch 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 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:
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		Company number
Enw'r cwmni yn llawn		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

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3

Dilysiad / Authentication

Cofnodwch eich enw printiedig. Nid oes angen i chi gynnwys llofnod.

Enter your printed name. You do not need to include a signature.

Enw

Name

Dilysiad

Bydd hyn yn ymddangos ar y cofnod cyhoeddus

Authentication

This will appear on the public record

Gellir dilysu'r ffurflen hon gan:

Cyfarwyddwr^②, Ysgrifennydd, Person awdurdodedig^③, Diddymydd, Gweinyddwr, Derbynnydd gweinyddol, Derbynnydd, Rheolwr derbynnydd, Derbynnydd a rheolwr Comisiwn Elusennau, Rheolwr CBC, Ffactor barnwrol.

This form may be authenticated by:

Director^②, Secretary, Person authorised^③, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity 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

Mae'n rhaid i'r SAIL fod bob amser yn y rhan o'r Deyrnas Unedig lle mae'r cwmni wedi'i gofrestru.

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.

② Societas y Deyrnas Unedig (UKS)

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

③ Person awdurdodedig

O dan naill ai adran 270 neu 274 o 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

The SAIL must always be in the part of the United Kingdom in which your company is registered.

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.

② United Kingdom Societas (UKS)

If the form is being filed on behalf of a UKS please delete 'director' and insert details of which organ of the UKS the person authenticating 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 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.
- ☐ 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 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 authenticated the form.

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Gwybodaeth bwysig

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

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

Rhagor o wybodaeth

I gael rhagor o wybodaeth, gweler y nodiadau cyfarwyddyd ar y wefan yn gov.uk/companieshouse neu e-bostiwrch 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**

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

Important information

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

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

Further information

For further information, please see the guidance notes on the website at gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on our website: **gov.uk/companieshouse**

This form has been provided free of charge by Companies House.