

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

✓ **At beth gewch chi ddefnyddio'r ffurflen hon?**  
Cewch ddefnyddio'r ffurflen hon i newid manylion ysgrifennydd corfforaethol.

**X At beth NA chewch chi ddefnyddio'r ffurflen hon?**  
Ni chewch ddefnyddio'r ffurflen hon i newid manylion cyfarwyddwr corfforaethol. I wneud hynny, defnyddiwch ffurflen CH02c 'Newid manylion cyfarwyddwr corfforaethol'

✓ **What this form is for**  
You may use this form to change the details of a corporate secretary.

**X What this form is NOT for**  
You cannot use this form if you are changing the details of a corporate director. To do this, please use form CH02c 'Change of corporate director's details'.

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

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

| 1 | Manylion y cwmni / Company details |
|---|------------------------------------|
|---|------------------------------------|

|                      |  |  |  |  |  |  |  |  |  |                      |
|----------------------|--|--|--|--|--|--|--|--|--|----------------------|
| Rhif y cwmni         |  |  |  |  |  |  |  |  |  | Company number       |
| Enw'r cwmni yn llawn |  |  |  |  |  |  |  |  |  | Company name in full |
|                      |  |  |  |  |  |  |  |  |  |                      |

|   |                                                                                                                           |
|---|---------------------------------------------------------------------------------------------------------------------------|
| 2 | Manylion presennol yr ysgrifennydd ar y Gofrestr <sup>1</sup><br>Secretary's current details on the Register <sup>1</sup> |
|---|---------------------------------------------------------------------------------------------------------------------------|

|                                     |  |                             |
|-------------------------------------|--|-----------------------------|
| Enw'r corff corfforaethol/<br>cwmni |  | Corporate body/firm<br>name |
|                                     |  |                             |

### 3 Dyddiad newid manylion / Date of change of details

|                                                                               |                           |                           |                                                                                          |                              |
|-------------------------------------------------------------------------------|---------------------------|---------------------------|------------------------------------------------------------------------------------------|------------------------------|
| Dyddiad newid<br>manylion                                                     | <div>d</div> <div>d</div> | <div>m</div> <div>m</div> | <div>b/y</div> <div>b/y</div> <div>b/y</div> <div>b/y</div>                              | Date of change of<br>details |
| Cwblhewch yr adrannau priodol i ddangos pa rai o'ch manylion sydd wedi newid. |                           |                           | Please complete the appropriate sections to indicate which of your details have changed. |                              |

#### 4 Manylion newid enw / Change of name details

|                                          |  |                             |                                       |
|------------------------------------------|--|-----------------------------|---------------------------------------|
| Cofnodwch eich enw newydd.               |  | Please enter your new name. |                                       |
| Newid enw'r corff<br>corfforaethol/cwmni |  |                             | Change of corporate<br>body/firm name |
|                                          |  |                             |                                       |

# CH04c

Newid manylion ysgrifennydd corfforaethol  
Change of corporate secretary's details

## 5 Newid prif gyfeiriad swyddfa<sup>2</sup> Change of principal office address<sup>2</sup>

|                     |  |                      |
|---------------------|--|----------------------|
| Enw/Rhif yr adeilad |  | Building name/number |
| Stryd               |  | Street               |
| Tref bost           |  | Post town            |
| Sir/Rhanbarth       |  | County/Region        |
| Cod post            |  | Post code            |
| Gwlad               |  | Country              |

## 6 Newid mewn manylion cyfreithiol Change of legal details

|                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nodwch unrhyw newid manylion o ran ffurf gyfreithiol y corff corfforaethol neu'r cwmni a'r gyfraith sy'n ei lywodraethu. Lle bo hynny'n gymwys, rhowch fanylion unrhyw newid i'r gofrestr lle mae wedi'i gofrestru (gan gynnwys y wladwriaeth berthnasol) ynghyd ag unrhyw rif cofrestru newydd yn y gofrestr honno. | Please show any change of details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please detail any change to the register in which it is entered (including the state) and any new registration number in that register. |
| Newid manylion o ran ffurf gyfreithiol y corff corfforaethol neu'r cwmni                                                                                                                                                                                                                                             | Change of details of the legal form of the corporate body or firm                                                                                                                                                                                                             |
| Newid manylion o ran cyfraith lywodraethol                                                                                                                                                                                                                                                                           | Change of details of governing law                                                                                                                                                                                                                                            |
| Lle bo hynny'n gymwys, manylion newydd y man lle cofrestrwyd y cwmni <sup>3</sup>                                                                                                                                                                                                                                    | If applicable, new details where the company/firm is registered <sup>3</sup>                                                                                                                                                                                                  |
| Lle bo hynny'n gymwys, y rhif cofrestru newydd                                                                                                                                                                                                                                                                       | If applicable, the new registration number                                                                                                                                                                                                                                    |

## 7 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                                                                                                                                                                                                                                                             | Name                                                                                                                                                                                                                                                 |
| <b>Dilysiad</b><br>Bydd hyn yn ymddangos ar y cofnod cyhoeddus                                                                                                                                                                                                  | <b>Authentication</b><br>This will appear on the public record                                                                                                                                                                                       |
| Gellir dilysu'r ffurflen hon gan:<br>Cyfarwyddwr <sup>4</sup> , Ysgrifennydd, Person a awdurdodwyd <sup>5</sup> , Gweinyddwr, Derbynnydd gweinyddol, Derbynnydd, Rheolwr derbyn, Derbynnydd a rheolwr y comisiwn elusennau, Rheolwr CBC, Goruchwyliwr barnwrol. | This form may be authenticated by:<br>Director <sup>4</sup> , Secretary, Person authorised <sup>5</sup> , Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor. |

# CH04c

## Newid manylion ysgrifennydd corfforaethol Change of corporate secretary's details

| Nodiadau                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>→ Llenwi'r ffurflen hon</p> <p>Llenwch y ffurflen mewn teipysgrif neu mewn priflythrennau du tywyll. Mae pob maes yn orfodol oni nodir yn wahanol neu y dangosir gyda *</p> <p>❶ <b>Manylion presennol</b><br/>Defnyddir yr wybodaeth hon i uniaethu'ch manylion ar y cofnod cyhoeddus.</p> <p>❷ <b>Prif gyfeiriad swyddfa</b><br/>Dyma'r cyfeiriad fydd yn ymddangos ar y cofnod cyhoeddus.</p> <p>Rhaid i'r cyfeiriad hwn fod yn lleoliad ffisegol er mwyn danfon dogfennau iddo. Ni all fod yn rhif Blwch SP (onid yw wedi'i gynnwys mewn cyfeiriad llawn) nac yn rhif DX.</p> <p>❸ <b>Lle rhoesoch fanylion y gofrestr</b> (gan gynnwys y wladwriaeth) y mae'r cwmni wedi'i gofnodi ynddi, rhaid ichi hefyd roi ei rif yn y gofrestr honno.</p> <p>❹ <b>Societas y DU</b><br/>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.</p> <p>❺ <b>Person a awdurdodwyd</b><br/>O dan naill ai adran 270 neu 274 o'r Ddeddf Cwmnïau 2006.</p> | <p>→ <b>Filling in this form</b></p> <p>Please complete in typescript or in bold black capitals. All fields are mandatory unless specified or indicated by *</p> <p>❶ <b>Current details</b><br/>This information is used to identify your details on the public record.</p> <p>❷ <b>Principal office address</b><br/>This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address) or DX number.</p> <p>❸ <b>Where you have provided details of the register</b> (including state) where the company or firm is registered, you must also provide its number in that register.</p> <p>❹ <b>UK Societas</b><br/>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.</p> <p>❺ <b>Person authorised</b><br/>Under either section 270 or 274 of the Companies Act 2006.</p> |

# CH04c

## Newid manylion ysgrifennydd corfforaethol Change of corporate secretary's details



### 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 cyswllt

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 cofnodi dyddiad newid y manylion yn Adran 3.
- ☐ Rydych chi wedi cofnodi'r newid manylion perthnasol.
- ☐ Rhaid i gyfeiriad newydd fod yn lleoliad ffisegol. Ni all fod yn rhif Blwch Post (oni bai bod hwnnw'n rhan o gyfeiriad llawn), nac yn rhif DX.
- ☐ Rydych 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 entered in Section 3 the date of change of details.
- ☐ You have entered the relevant change of details.
- ☐ A new address must be a physical location. It cannot be a PO box number (unless contained within a full address) or DX number.
- ☐ 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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Change of corporate secretary's details

## 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](https://gov.uk/companies-house/offices)**

## Rhagor o wybodaeth

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

## Further information

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

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