

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.

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

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 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:
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

1 Manylion y cwmni / Company details

Rhif y cwmni		Company number
Enw'r cwmni yn llawn		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 yr aelodau.	☐ Register of members.
Contractau gwasanaeth cyfarwyddwyr.	☐ Directors' service contracts.
Indemniadau cyfarwyddwyr.	☐ Directors' indemnities.
Cofnodion o benderfyniadau ac ati.	☐ Records of resolutions etc.
Contractau sy'n ymwneud â phrynu cyfrannau eu hun.	☐ Contracts relating to purchase of own shares.
Dogfennau'n ymwneud ag adennill neu brynu cyfrannau'r cwmni ei hun ar sail cyfalaf cwmni preifat.	☐ Documents relating to redemption or purchase of own share out of capital by private company.
Cofrestr ddyledbwyr.	☐ Register of debenture holders.
Adroddiad i'r aelodau ar ganlyniad ymchwiliadau cwmni cyhoeddus i'r diddordeb yn ei gyfrannau.	☐ Report to members of outcome of investigation by public company into interests in its shares.
Cofrestr o'r diddordeb yn ei gyfrannau a gafodd ei ddatgelu i gwmni cyhoeddus.	☐ Register of interests in shares disclosed to public company.
Copiau o offerynnau sy'n creu ac yn diwygio arwystlon.	☐ Historic register of members.
Cofrestr hanesyddol o aelodau.	☐ Copies of instruments creating and amending charges.

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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

Gall y ffurflen hon cael ei dilysu gan:

Cyfarwyddwr ❷, Ysgrifennydd, Person a awdurdodwyd ❸, Diddymydd, Gweinyddwr, Derbynnydd gweinyddol, Derbynnydd, Rheolwr derbyn, Derbynnydd a rheolwr y Comisiwn elusennau, Rheolwr CBC, Goruchwyliwr barnwrol.

This form may be authenticated by:

Director ❷, Secretary, Person authorised ❸, 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 *

❶ Pwysig

Os na ffeiliwyd ffurflen AD03c 'Newid lleoliad cofnodion y cwmni i'r lleoliad archwilio amgen unigol (SAIL)' o'r blaen, byddwchystal 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.

❷ Societas y Deyrnas Unedig (UKS)

Os yw'r ffurflen yn cael ei ffeilio ar ran UKS, dilëwch '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 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 *

❶ 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.

❷ 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.

❸ Person authorised

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

AD04c

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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 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 marcio'r blychau perthnasol yn Adran 2.
- ☐ 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 ticked the relevant boxes in Section 2.
- ☐ 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**

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