

Please complete in typescript, or in bold black capitals

## Change of accounting reference date

**Company Number** 

Company Name in Full



## **NOTES**

You may use this form to change the accounting date relating to either the current r the immediately previous accounting period.

- a. You may not change a period for which the accounts are already overdue.
- b. You may not extend a period beyond 18 months unless the company is subject to an administration order.
- c. You may not extend periods more than once in five years unless:
  - 1. the company is subject to an administration order, or
  - 2. you have the specific approval of the Secretary of State, (please enclose a copy), or
  - 3. you are extending the company's accounting reference period to align with that of a parent or subsidiary undertaking established in the European Economic Area.
  - 4. the form is being submitted by an oversea company.

The accounting reference period ending

Day

Month

Year

Day Month Year

is shortened/extended<sup>†</sup> so as to end on

Subsequent periods will end on the same day and month in future years.

If extending more than once in five years, please indicate in the box the number of the provision listed in note c. on which you are relying.

**Date** 

Signed

<sup>†</sup> Please delete as appropriate

Please give the name, address, telephone number, and if ayailable, a DX number and Exchange, for the person Companies House should contact if there is any query



When you have completed and signed the form please send it to the Registrar of Companies at: Companies House, Crown Way, Cardiff, CF4 3UZ

a director / secretary / administrator / administrative receiver / receiver and manager /

DX exchange

receiver(Scotland) / person authorised on behalf of an oversea company

Tel

for companies registered in England and Wales

DX 33050 Cardiff

or

DX number

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB DX 235 Edinburgh for companies registered in Scotland