

Change of accounting reference date

Please complete in typescript, or in bold black capitals CI

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HFP000			

## **Company Number**

## Company Name in Full

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You may use this form to change the accounting date relating to either the current or the immediately previous accounting

- 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, or
  - 4. the form is being submitted by an oversea company.

The accounting reference period ending

> Day Month

Month

Year

Year

Day

is shortened/extended† 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.

Signed

† Piease delete as appropriate

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



Date

a director / secretary / administrator / administrative receiver / receiver and manager / receiver (Scotland) / person authorised on behalf of an oversea company

DX number DX exchange

When you have completed and signed the form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ for companies registered in England and Wales

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

Form revised July 1998