

# AA01

## Change of accounting reference date



You can use the WebFiling service to file this form online  
Please go to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

☒ **What this form is for**  
You may use this form  
to change the accounting reference  
date relating to either the current, or  
the immediately previous,  
accounting period

☐ **What this form is NOT for**  
You cannot use this form to  
- change a period for which  
accounts are already over  
- extend a period beyond 18  
months unless the company  
administration

SATURDAY



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\*APJN1KE4\*

29/05/2010

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COMPANIES HOUSE

### 1 Company details

Company number

Company name in full

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals.

All fields are mandatory unless  
specified or indicated by \*

### 2 Date of accounting reference period

Please enter the end date of the current, or the immediately previous,  
accounting period \*

Accounting period ending on

① **Date of period you wish to change**

The current period means the  
present accounting period which  
has not yet come to an end

The immediately previous period  
means the period immediately  
preceding your present accounting  
period

### 3 New accounting reference date \*

Has the accounting reference period been shortened or extended?

→ **Shortened** Please complete 'Date shortened so as to end on'

→ **Extended** Please complete 'Date extended so as to end on'

Please enter the date the accounting reference period has been shortened to

Date Shortened so as to end on

or

Please enter the date the accounting reference period has been extended to

Date Extended so as to end on

② **New accounting reference date**

If you wish to move the end of your  
current, or immediately previous,  
reference period to an earlier date,  
please insert the required date in the  
box marked 'Shortened'

If you wish to move the end of your  
current, or immediately previous,  
reference period to a later date,  
please insert the required date in the  
box marked 'Extended'

You cannot change a period for  
which the accounts are overdue

You cannot extend a period beyond  
18 months unless the company is in  
administration

AA01

Change of accounting reference date

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**Extending more than once in five years ①**

Have you extended the accounting reference period more than once in five years?

- **Yes** Please complete the section below  
 → **No** Please go to **Section 5**

Extending more than once in five years

You **may not** extend periods more than once in five years unless you fall into one of the following categories. Please tick only one box

- ☐ The company is in administration  
☐ You have specific approval from the Secretary of State (please enclose a copy)  
☐ 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  
☐ You are submitting the form on behalf of an overseas company

**① Extending more than once in five years**

You only need to complete this section if you have extended your accounting reference period more than once in five years

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**Signature**

I am signing this form on behalf of the company

Signature

Signature

X

X

This form may be signed by  
 Director ②, Secretary, Person authorised ③, Permanent representative on behalf of an overseas company, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor

**② Societas Europaea**

If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership

**③ Person authorised**

Under either section 270 or 274 of the Companies Act 2006