

AA01

Change of accounting reference date



You can use the WebFiling service to file this form online
Please go to 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 the
accounts are already overdue
- extend a period beyond 18
months unless the company
administration

TUESDAY



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11/10/2011

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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

**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

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

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4	Extending more than once in five years ①		
Extending more than once in five years	<p>Have you extended the accounting reference period more than once in five years?</p> <p>→ Yes. Please complete the section below</p> <p>→ No Please go to Section 5.</p> <p>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</p> <p><input type="checkbox"/> The company is in administration</p> <p><input type="checkbox"/> You have specific approval from the Secretary of State (please enclose a copy)</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> You are submitting the form on behalf of an overseas company</p>	<p>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.</p>	
5	Signature		
Signature	<p>I am signing this form on behalf of the company</p> <p>Signature</p> <p>X  X</p> <p>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</p>	<p>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</p> <p>③ Person authorised Under either section 270 or 274 of the Companies Act 2006</p>	

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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 you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



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 completed section 2
- ☐ You have entered the new accounting reference date in section 3
- ☐ You have completed section 4 (if appropriate)
- ☐ You have signed the form
- ☐ You have checked your filing deadline through WebCheck at www.companieshouse.gov.uk



Important information

Please note that all information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post)

For companies registered in Northern Ireland
The Registrar of Companies, Companies House,
First Floor, Waterfront Plaza, 8 Laganbank Road,
Belfast, Northern Ireland, BT1 3BS
DX 481 N R Belfast 1



Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk