

AA01

Change of accounting reference date

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; or
- extend a period beyond 18 months unless the company is in administration.

1 Company details

Company number

Company name in full

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

2 Date of accounting reference period

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

Accounting period ending on
d d m m y y y y

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
d d m m y y y y

or

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

Date **Extended** so as to end on
d d m m y y y y

4

Extending more than once in five years

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 United Kingdom.
- ☐ You are submitting the form on behalf of an overseas company.

5

Signature

I am signing this form on behalf of the company.

Signature

Signature

This form may be signed by:

Director , Secretary, Person authorised , Permanent representative on behalf of an overseas company, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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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

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.