Please complete in typescript, or in bold black capitals.

## 22

## 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 or 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 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.

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Small Steps Limited

The accounting reference period ending

Day Month Year 18

is shertened/extended so as to end on

Month

Day

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.

Year

Signed

Q(a Cost

Date 17/08/1998

† Please 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

\*A0JI08Y5\* COMPANIES HOUSE 22/08/98

Form revised April 1996

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

1st Class Company Services Limited 72 New Bond Street London W1Y 9DD Tel 071 495 5145 142 C/21760 DX number 44645 DX exchange MAYFAIR

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

Companies House, Crown Way, Cardiff, CF4 3UZ for companies registered in England and Wales

DX 33050 Cardiff

Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB

for companies registered in Scotland

DX 235 Edinburgh