

Please complete in typescript,

## **22**5

## Change of accounting reference date

or in bold black capitals CHFP000

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**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 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

Month Day Year 015

Year

Month

Day

is structured/extended<sup>†</sup> 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.

<sup>†</sup> 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



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

**CHAMBERS COPE & PARTNERS** CHARTERED ACCOUNTANTS 121 SMEDLEY STREET MATLOCK, DERBYS, DE43IG 28931) Tel DX number DX exchange

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

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff for companies registered in England and Wales

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

Form revised July 1998