

# 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 the  
accounts are already overdue,  
- extend a period beyond 18  
months unless the company is  
administration

SATURDAY



### 1 Company details

Company number

Company name in full

→ **Filing in this form**  
Please complete in typescript or in  
bold black capital's  
  
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

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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**

**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

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

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**Signature**

I am signing this form on behalf of the company

Signature

Signature

X



X

**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

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

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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](http://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](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.companieshouse.gov.uk)