



225

Please complete in typescript,
or in bold black capitals

Change of accounting reference date

CHWP001

Company Number

Company Name in full

Day Month Year

The accounting reference period ending

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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 overseas company.

Day Month Year

is shortened/extended† so as to end on

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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.

Signed

Date

† Please delete as appropriate

Please give the name, address, telephone number and, if available, a DX number and Exchange of the person Companies House should contact if there is any query

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

Tel	
DX number	DX exchange

Companies House receipt date barcode

When you have completed and signed the form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
 for companies registered in England and Wales
or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
 for companies registered in Scotland **DX 235 Edinburgh**