

How to change the Accounting Ref Date

To change the Accounting Ref Date, go to **Company > Details:**

My office	Select all...	Company	Person	Filing	Documents	Companies Hse	Sign out
		Select (WilliamHSMITH)		1/1/2025 (last filed was made up to: 31/1/2024)			
		Show all companies					
		Add a company		Companies Print & export			
<input type="checkbox"/>	TM02 resign secretary	Details		Company		Missing fields which prevent filing	by Staff
		Connections		Shares			
		Quickstep		Mortgages & Charges			
		Share Centre		Title Case			
		Register Centre		E-filing authority code			
<input type="checkbox"/>	TM02 resign secretary	History		of Oliver BONAS as company secretary. Appointment date 25/5/2024			Elizabeth
<input type="checkbox"/>	AA01 accounts reference date change	Datasheet		Accounting reference date from 31/5/2024 4. Date of change 8/5/2024			Elizabeth
<input type="checkbox"/>	AP03 appoint secretary	Allocate to staff		Appointment date 7/5/2024			Elizabeth
<input type="checkbox"/>	AP01 appoint director	Compare with Companies House		Appointment date 4/5/2024			Elizabeth
		Archive company		Appointment date 4/5/2024			Elizabeth

Click on **Details**, then select **Account dates:**

ACCOUNTS DATES (COMPANIES HOUSE)

See [How dates work](#) with deadlines.
Dates marked * are synchronised with Companies House every day, so needn't be updated here.

[View/compare](#) Companies House dates
[Download and replace](#) the dates below.

Roll all Companies House accounts dates [fwd/back](#) 1 year

Accounting Reference Date:

ARD used to be (if changed):

Date of change:

Extension reason:

Secretary of States authentication code:

Buttons: [Connections](#) [Save](#) [Delete](#) [Cancel](#)

Complete the relevant fields, then **Save**.

Now you can go to the Filing centre on the company's homepage (**Filing > Filing centre**) where the AA01 form will be waiting for filing:

My office	Select all...	Company	Person	Filing	Documents	Companies Hse	Sign out
Tick to file (submission number)	Form needed for update/ (E-filing status)	Date of update/ (Submission date)	Description of update/ (Document e-filed)	Missing fields which prevent filing			by Staff
<input type="checkbox"/>	AA01 accounts reference date change	08 May 2024	Change of accounting reference date from 31/5/2024 to 31/1/2024. Date of change 8/5/2024				Elizabeth

If you want to **Preview** the form before filing it, pick it up under **Filing > Company Forms > AA01**:

AA01 - CHANGE OF ACCOUNTING REFERENCE DATE

Data option

Date of change

Old accounting reference date

Current or new accounting reference date

Extension reason

Secretary of States authorisation code

Form with data for WilliamHSMITH

8/5/2024

31/5/2024

31/1/2024

Changes to your data

If this is the only extension within the past five years, please disregard the next two fields. Otherwise, if the accounting reference date is being extended more than once in any given five year period, the reason for the extension and possibly an authority code will be required.

N/A - not extending, or not extending more than once in 5 years

Preview
Cancel form

The form can be downloaded, encrypted with a password:

My office Select all... Company Person Filing Documents Companies Hse Sign out

pdf_aa01.php 1 / 3 96% + - ↺ ↻

AA01
Change of accounting reference date

Companies House

You can use the WebFiling service to file this form online.
Please go to www.gov.uk/companieshouse

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.

For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details

Company number: 5 0 0 0 0 0 0 0 0

Company name in full: WilliamHSMITH

2 Date of accounting reference period

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

Filling in this form
Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *

Date of period you wish to change
The current period means the

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File electronically

Back

Cancel form

Once completed the AA01 can be found in the **Cloud Library (Documents > Cloud Library)**:

My office Select all... Company Person Filing Documents Companies Hse Sign out

DOCUMENT CLOUD FOR WILLIAMHSMITH

Search Show all [All companies](#) [Upload additional document](#) [Print & export](#)

Edit	Document	Document date	Source	Created	Modified	Uploaded by	File name	Size(Kb)
	AA01 Accounting reference date	31 Jan 2024	System generated	08 May 2024 16:49:45		Elizabeth RHODES	AA01 Accounting reference date 2024-01-31.pdf	2