STATUTORY INSTRUMENTS

1977 No. 1367

COMPANIES

The Companies (Forms No. 3) Order 1977

Made - - - -	*4th August* 1977
Coming into Operation	*1st October* 1977

The Secretary of State, in exercise of the powers conferred by section 455(1) of the Companies Act 1948 **(a)**, section 415 of the Companies Act 1948 (as amended by section 42(1) of, and Schedule 2 to, the Companies Act 1976**(b)**) and sections 26(3) and 29(8) of the Companies Act 1967**(c)** (as amended by section 34 of and Schedule 1 to the Companies Act 1976), and now vested in him**(d)**, and sections 1(7), 3(1), 3(2), 6(3), 9(2) and 10(1) of the Companies Act 1976, and of all other powers enabling him in that behalf, hereby makes the following Order:—

1.—(1) This Order may be cited as the Companies (Forms No. 3) Order 1977 and shall come into operation on 1st October 1977.

(2) The Interpretation Act 1889**(e)** shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

2. The forms set out in the Schedule hereto with such variations as circumstances require are the forms prescribed for the purposes of the provisions of the Companies Act 1967 (as amended by the Companies Act 1976) and the Companies Act 1976 referred to therein.

3. A translation into English of any document required to be delivered to the Registrar of Companies in pursuance of section 1(7) or section 9(2) of the Companies Act 1976 shall be certified to be a correct translation if it is so certified

(*a*) where made in the United Kingdom, by—

(i) a notary public in any part of the United Kingdom;

(ii) a solicitor of the Supreme Court of Judicature of England and Wales or of Northern Ireland or, if made in Scotland, a solicitor; or

(iii) any person whom a person mentioned in sub-paragraph (i) or (ii) above certifies is known to him as competent to translate the document into the English language;

(*b*) where made outside the United Kingdom, by—

(i) any person for the time being authorised by law in the place where the translation is made to administer an oath for any judicial or other legal purpose;

(ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889**(f)**, as amended by section 2 of the Commissioners for Oaths Act 1891 **(g)** and section 3 of the Oaths and Evidence (Overseas Authorities and Countries) Act 1963**(h)**;

(a) 1948 c. 38. **(b)** 1976 c. 69. **(c)** 1967 c. 81.
(d) S.I. 1970/1537 (1970 III, p. 5293). **(e)** 1889 c. 63.
(f) 1889 c. 10. **(g)** 1891 c. 50. **(h)** 1963 c. 27.

(iii) a notary public; or

(iv) any person whom a person mentioned in sub-paragraph (i), (ii) or (iii) of this paragraph certifies is known to him as competent to translate the document into the English language.

4th August 1977

Derek Eagers,
An Under-Secretary,
Department of Trade.

SCHEDULE

Article 2

Form No. 26

THE COMPANIES ACTS 1948 TO 1976

G **26**

Notice of place where copies of directors' service contracts or memorandums thereof are kept or of any change in that place

Please do not write in this binding margin ↓

Pursuant to section 26(3) of the Companies Act 1967 as amended by the Companies Act 1976

To the Registrar of companies | Company number | For official use

Please complete legibly, preferable in black type, or bold black lettering

Name of company

*delete if inappropriate

Limited*

hereby gives you notice, in accordance with section 26(3) of the Companies Act 1967 as amended by the Companies Act 1976, that such copies of the directors service contracts, or where they are not in writing such written memorandums setting out the terms of those contracts, as are required to be kept by the company and to be open to the inspection of the members of the company, are kept at:

†delete as appropriate

Signed [Director] [Secretary]† Date

Presentor's name, address and reference: (if any)

For official use
General section | Post room

Form No. 27

THE COMPANIES ACTS 1948 TO 1976

G **27**

Notice of place where register of directors' interests in shares etc. is kept or of any change in that place

lease do not rite in this inding margin ↓

Pursuant to section 29(8) of the Companies Act 1967 as amended by the Companies Act 1976

To the Registrar of Companies | Company number | For official use

lease complete gibly, prefer- bly in black pe, or bold lack lettering

Name of company

delete if appropriate

Limited*

hereby gives you notice, in accordance with section 29(8) of the Companies Act 1967 as amended by the Companies Act 1976, that the register of directors' interests in shares in, or debentures of, the company or any other body corporate, being the company's subsidiary or holding company or a subsidiary of the company's holding company, is kept at:

delete as appropriate

Signed [Director][Secretary]† Date

Presentor's name, address and reference: (if any)

For official use
General section | Post room

Form No. 3

THE COMPANIES ACTS 1948 TO 1976

A 3

Notice of new accounting reference date given during the course of an accounting reference period

Please do not write in this binding margin ↓

Pursuant to section 3(1) of the Companies Act 1976

To the Registrar of Companies

For official use

Please complete legibly, preferably in black type or bold black lettering

Name of company

_____

*delete if inappropriate

_____ Limited*

Note Please read notes 1 to 5 overleaf before completing this form.

hereby gives you notice in accordance with section 3(1) of the Companies Act 1976 that the company's new accounting reference date on which the current accounting reference period and each subsequent accounting reference period of the company is to be treated as coming, or as having come, to an end is as shown below:

Company number | Day | Month

†delete as appropriate

The current accounting reference period of the company is to be treated as [shortened] [extended]* and [is to be treated as having come to an end] [will come to an end]† on

Day | Month | Year

1 9

See note 4(c) and complete if appropriate

If this notice states that the current accounting reference period of the company is to be extended, and reliance is being placed on section 3(6)(c) of the Companies Act 1976, the following statement should be completed:

‡delete as appropriate

The company is a [subsidiary] [holding company]‡ of _____

_____

_____, company number _____

§delete as appropriate

the accounting reference date of which is _____

Signed _____ [Director] [Secretary]§ Date _____

Presentor's name, address and reference: (if any)	For official use Data punch	General section	Post room

NOTES

1. At any time during the course of a period which is an accounting reference period of a company by virtue of section 2 or section 3 of the Companies Act 1976 the company may give notice in the prescribed form to the Registrar of Companies, under section 3(1), specifying a date in the calendar year ("the new accounting reference date") on which that accounting reference period ("the current accounting reference period") and each subsequent accounting reference period of the company is to be treated as coming or (as the case may require) as having come to an end.

2. A notice under section 3(1) must state whether the current accounting reference period of the company—

(*a*) is to be treated as shortened, so as to come to an end, or (as the case may require) to be treated as having come to an end, on the new accounting reference date on the first occasion on which that date falls or fell after the beginning of that accounting reference period; or

(*b*) is to be treated as extended, so as to come to an end on the new accounting reference date on the second occasion on which that date falls after the beginning of that accounting reference period.

[Section 3(4)]

3. A notice under section 3(1) which states that the current accounting reference period of the company is to be extended shall not have effect if the current accounting reference period as extended in accordance with the notice would exceed eighteen months.

[Section 3(5)]

4. Subject to any direction given by the Secretary of State under section 3(7) of the Companies Act 1976 a notice under section 3(1) which states that the current accounting reference period of the company is to be extended shall not have effect unless—

(*a*) no earlier accounting reference period of the company has been extended by virtue of a previous notice given by the company under section 3; or

(*b*) the notice is given not less than five years after the date on which any earlier accounting reference period of the company which was so extended came to an end; or

(*c*) the company is a subsidiary or holding company of another company and the new accounting reference date coincides with the accounting reference date of that other company.

[Section 3(6)]

5. The dates in the boxes on the form should be completed in the manner illustrated below:

Company number								Day		Month	
								0	5	0	4

Day		Month		Year			
0	5	0	4	1	9	7	9

Form No. 3

THE COMPANIES ACTS 1948 TO 1976

A **3a**

Notice of new accounting reference date given after the end of an accounting reference period

Please do not write in this binding margin ↓

Pursuant to section 3(2) of the Companies Act 1976

To the Registrar of Companies

For official use

Please complete legibly, preferably in black type, or bold black lettering

Name of company

*delete if inappropriate

Limited*

hereby gives you notice in accordance with section 3(2) of the Companies Act 1976 that the company's new accounting reference date on which the previous accounting reference period and each subsequent accounting reference period of the company is to be treated as coming, or as having come, to an end is as shown below:

Note
Please read notes 1 to 5 overleaf before completing this form

Company number Day Month

†delete as appropriate

The previous accounting reference period of the company is to be treated as [shortened] [extended]† and [is to be treated as having come to an end] [will come to an end]† on

Day Month year

1 9

‡delete as appropriate

The company is a [subsidiary] [holding company]‡ of _____

_____

_____, company number _____

the accounting reference date of which is _____

§delete as appropriate

Signed [Director] [Secretary]§ Date

Presentor's name, address and reference: (if any)

For official use

Data punch | General section | Post room

NOTES

1. Subject to the provision referred to in note 2 below, at any time after the end of a period which was an accounting reference period of a company by virtue of section 2 or section 3 of the Companies Act 1976 the company may give notice in the prescribed form to the Registrar of Companies, under section 3(2), specifying a date in the calendar year ("the new accounting reference date") on which that accounting reference period ("the previous accounting reference period") and each subsequent accounting reference period of the company is to be treated as coming or (as the case may require) as having come to an end.

2. Such notice

(*a*) shall not have effect unless the company is a subsidiary or holding company of another company and the new accounting reference date coincides with the accounting reference date of that other company; and

(*b*) shall not have effect if the period allowed for laying and delivering accounts in relation to the previous accounting reference period has already expired at the time when the notice is given.

[Section 3(3)]

3. A notice under section 3(2) must state whether the previous accounting reference period of the company—

(*a*) is to be treated as shortened, so as to be treated as having come to an end on the new accounting reference date on the first occasion on which that date fell after the beginning of that accounting reference period; or

(*b*) is to be treated as extended, so as to come to an end, or (as the case may require) to be treated as having come to an end, on the new accounting reference date on the second occasion on which that date falls or fell after the beginning of that accounting reference period.

[Section 3(4)]

4. A notice under section 3(2) which states that the previous accounting reference period of the company is to be extended shall not have effect if the previous accounting reference period as extended in accordance with the notice would exceed eighteen months.

5. The dates in the boxes on this form should be completed in the manner illustrated below:

Company number					Day		Month	
					0	5	0	4

Day		Month		Year			
0	5	0	4	1	9	7	9

Form No. F7A

THE COMPANIES ACTS 1948 TO 1976

A **F7a**

Notice by an oversea company of new accounting reference date given during the course of an accounting reference period

Please do not write in this binding margin ↓

Pursuant to sections 3(1) and 10(1) of the Companies Act 1976

To the Registrar of Companies

For office use

Please complete legibly, preferably in black type, or bold black lettering

Name of company

*Country of origin

Incorporated in*

Place of business in Great Britain established at

Note Please read notes 1 to 5 overleaf before completing this form

hereby gives you notice in accordance with sections 3(1) and 10(1) of the Companies Act 1976 that the company's new accounting reference date on which the current accounting reference period and each subsequent accounting reference period of the company is to be treated as coming, or as having come, to an end is as shown below:

Company number F

Day Month

†delete as appropriate

The current accounting reference period of the company is to be treated as [shortened] [extended]† and [is to be treated as having come to an end] [will come to an end]† on

Day Month Year

1 9

Signature(s) of the persons(s) authorised under section 407(1)(*c*) of the Companies Act 1948, or of some other person in Great Britain duly authorised by the company .....

.....

.....

.....

Date .....

Presentor's name, address and reference: (if any)

For official use

Data punch | General section | Post room

NOTES

1. In their application to oversea companies sections 2 and 3 of the Companies Act 1976 are to be read subject to the modifications contained in sub-sections (2) to (7) of section 10 of the Act.

[Section 10(1)]

2. At any time during the course of a period which is an accounting reference period of a company by virtue of section 2, 3 or 10 of the Act the company may give notice in the prescribed form to the Registrar of Companies, under section 3(1), specifying a date in the calendar year ("the new accounting reference date") on which that accounting reference period ("the current accounting reference period") and each subsequent accounting reference period of the company is to be treated as coming or (as the case may require) as having come to an end.

3. A notice under section 3(1) must state whether the current accounting reference period of the company—

(*a*) is to be treated as shortened, so as to come to an end, or (as the case may require) to be treated as having come to an end, on the new accounting reference date on the first occasion on which that date falls or fell after the beginning of that accounting reference period; or

(*b*) is to be treated as extended, so as to come to an end on the new accounting reference date on the second occasion on which that date falls or fell after the beginning of that accounting reference period.

[Section 3(4)]

4. A notice under section 3(1) which states that the current accounting reference period of the company is to be extended shall not have effect if the current accounting reference period as extended in accordance with the notice would exceed eighteen months.

[Section 3(5)]

5. The dates in the boxes on the forms should be completed in the manner illustrated below.

Company number			Day		Month	
F			0	5	0	4

Day		Month		Year			
0	5	0	4	1	9	7	9

Form No. F7b

THE COMPANIES ACTS 1948 TO 1976

A **F7b**

Please do not write in this binding margin ↓

Notice by an oversea company of new accounting reference date given after the end of an accounting reference period

Pursuant to sections 3(2) and 10(1) of the Companies Act 1976
To the Registrar of Companies

For official use

Please complete legibly, preferably in black type, or bold black lettering

Name of company

*Country of origin

Incorporated in*

Place of business in Great Britain established at

Note
Please read notes 1 to 6 overleaf before completing this form

hereby gives you notice in accordance with sections 3(2) and 10(1) of the Companies Act 1976 that the company's new accounting reference date on which the previous accounting reference period and each subsequent accounting reference period of the company is to be treated as coming, or as having come, to an end is as shown below:

Company number F

Day Month

†delete as appropriate

The previous accounting reference period of the company is to be treated as [shortened] [extended]† and [is to be treated as having come to an end] [will come to an end]† on

Day 1 Month 9 Year

‡delete as appropriate

The company is a [subsidiary] [holding company]‡ of.....
....., company number.....
the accounting reference date of which is.....

Signature(s) of the person(s) authorised under section 407(1)(*c*) of the Companies Act 1948, or of some other person in Great Britain duly authorised by the company .....

Date .....

Presentor's name, address and reference (if any)	For official use Data punch	General section	Post room

NOTES

1. In their application to oversea companies sections 2 and 3 of the Companies Act 1976 are to be read subject to the modifications contained in sub-sections (2) to (7) of section 10 of the Act.

[Section 10(1)]

2. Subject to the provision referred to in note 3 below, at any time after the end of a period which was an accounting reference period of a company by virtue of section 2, 3 or 10 of the Act the company may give notice in the prescribed form to the Registrar of Companies, under section 3(2), specifying a date in the calendar year ("the new accounting reference date") on which that accounting reference period ("the previous accounting reference period") and each subsequent accounting reference period of the company is to be treated as coming or (as the case may require) as having come to an end.

3. Such notice

(*a*) shall not have effect unless the company is a subsidiary or holding company of another company and the new accounting reference date coincides with the accounting reference date of that other company; and

(*b*) shall not have effect if the period allowed for laying and delivering accounts in relation to the previous accounting reference period has already expired at the time when the notice is given.

[Section 3(3)]

4. A notice under section 3(2) must state whether the previous accounting reference period of the company—

(*a*) is to be treated as shortened, so as to be treated as having come to an end on the new accounting reference date on the first occasion on which that date fell after the beginning of that accounting reference period; or

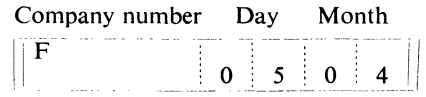
(*b*) is to be treated as extended, so as to come to an end, or (as the case may require) to be treated as having come to an end, on the new accounting reference date on the second occasion on which that date falls or fell after the beginning of that accounting reference period.

[Section 3(4)]

5. A notice under section 3(2) which states that the previous accounting reference period of the company is to be extended shall not have effect if the previous accounting reference period as extended in accordance with the notice would exceed eighteen months.

[Section 3(5)]

6. The dates in the boxes on this form should be completed in the manner illustrated below:





Form No. 5

THE COMPANIES ACTS 1948 TO 1976

A **5**

Please do not write in this binding margin ↓

Notice of overseas interests

Pursuant to section 6(3) of the Companies Acts 1976

To the Registrar of Companies | Company number | For official use

Please complete legibly, preferably in black type, or bold black lettering

Name of company

*delete if inappropriate

Limited*

Note Please read the notes overleaf before completing this form

The directors of the above-named company hereby give you notice in accordance with section 6(3) of the Companies Act 1976 that the company is carrying on business, or has interests, outside the United Kingdom, the Channel Islands and the Isle of Man and hereby claim an extension of three months to the period allowed under section 6 of the Companies Act 1976 for laying and delivering accounts in relation to the accounting reference period †[ending] [which ended on]

Day	Month	Year
	1	9

†delete as appropriate

Signed [Director] [Secretary]† Date

Presentor's name, address and reference: (if any)

For official use Data punch	General section	Post room

NOTES

1. A company which carries on business or has interests outside the United Kingdom, the Channel Islands and the Isle of Man may, by giving notice in the prescribed form to the Registrar of Companies under section 6(3) of the Companies Act 1976, claim an extension of three months in the period which otherwise would be allowed for the laying and delivery of accounts under section 6(2).

2. Notice must be given before the expiry of the period which would otherwise be allowed under section 6(2).

3. A separate notice will be required for each period for which the claim is made.

4. The date in the box on the form should be completed in the manner illustrated below:

Day		Month		Year			
0	5	0	4	1	9	7	9

EXPLANATORY NOTE

(This Note does not form part of the Order.)

This Order prescribes the forms to be used when giving notice to the registrar of companies in pursuance of those provisions of the Companies Act 1967 (as amended by the Companies Act 1976) and the Companies Act 1976 which are referred to in the forms set out in the Schedule to the Order. It also prescribes the manner in which the translation of accounts and related documents delivered to the registrar under section 1(7) or 9(2) of the Companies Act 1976 must be certified as being correct.

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